1. Laura S vacation:

* Laura S will be on vacation until January 7.
* David will be acting Tech II during this time, thanks David!!
* If you notice any stock that is getting low please bring it to his attention right away.
* If you have any concerns, discuss them with David and he can filter them to the appropriate person.

1. Christmas ordering:

* Over Christmas, Oxoid does not deliver so I have placed the Christmas order. However, there is not a lot of room for us to store our media.
* For the fridge in the micro lab, there are 3 boxes of BA with another box behind them. Please use this box behind them when the first three run out and then restock the shelf. This is the same for the other shelf of BA and the MAC.
* Laura S showed everyone what she means by this. If anyone has any questions or doesn’t remember please ask someone here for help.
* Laura S moved the chromogenic plates up 2 rows as they were difficult to get at.
* There will also be media in the back walk-in fridge. Laura S will put a list on the micro lab fridge showing what is back there. Only use the walk-in fridge media when there is no more in the micro lab fridge.

1. Etest strips:

* Laura S ordered bigger boxes of the strips but didn’t realize there are 5 strips in each foil pack and a container to store the open strips in.
* When you go to get an etest and it is one of the bigger boxes look for the round container. If there are strips in the container use them. If there are no strips in the container then open a new foil package, use the strips you need and put the rest in the container.
* If this becomes too difficult I will order the smaller boxes again but let’s try these out.

1. QC labels:

* Need to be printed in materials management.
* Sally did this and it worked.
* Sally has offered to show people how to do it.
* Laura S is no longer printing labels. It is too time consuming and many times the folders are left empty and it is left for her to do.
* If there are no labels you can either print more or write on the plates by hand.

1. Anaerobic jars:

* Laura S got another red under counter bin on wheels that sits below the anaerobic jar set up area.
* Please store jars and racks in this bin to keep the counter clear.
* Laura is hoping to add additional instrumentation to the lab and we will need this counter space for that reason.
* There are extra jars on the shelf above the wound bench. These are excess and should only be used when all the in use jars are being used.

1. Medipatient issues:

* There have been issues with Medipatient where if you leave it idle for a certain period of time it wants you to login again and then you need to shut down the whole computer.
* Sally contacted IT and they are working on the issue.

1. RoundTable:

* Sally wanted to let everyone know that only the front computer has the printer in materials management installed so if you want to print labels it needs to be done from this computer.

**HAPPY HOLIDAYS AND HAPPY NEW YEAR!!!!**