

**Core Laboratory Weekly Meeting**  
**17 February 2021 (Wednesday)**  
**Start Time: 1135 h**  
**End Time: 1150 h**

Attendees: Ren, Amy, Theresa, Jeff  
Regrets: Bayo, Theresa, Kaylan, Amelia  
Recorder: Jeff

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**I. Instrumentation Update:**

No.	Topic	Author	Discussion/Action
1	OCD – Vitros5600 reagents	RR	<ul style="list-style-type: none"> <li>• Vitros5600 reagents, controls, calibrators, and other stuff were ordered a couple of days ago.</li> <li>• If you're running out of the said reagents, please let me know at the earliest.</li> </ul>
2	Microscopes lights switch	RR	<ul style="list-style-type: none"> <li>• Please do not forget to turn off the light switch of the microscope when not in use to conserve electricity and integrity of the microscope.</li> <li>• If you noticed one, let the staff know.</li> </ul>
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**II. Policy Review:**

No.	Topic	Author	Discussion/Action
1	Occupational Health and Safety Policy	RR	<ul style="list-style-type: none"> <li>• There is a printed and laminated OHS policy posted. Please read it for further information.</li> </ul>
2			

### III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Vacation request for 2021	RR	<ul style="list-style-type: none"> <li>All vacation requests submitted were approved.</li> <li>L07s and L09s, still pending for approval.</li> </ul>
2			

### IV. Suggestions:

No.	Suggestions	Author(s)
1	Can we throw used gloves in a regular waste bin to reduce the volume of sharps or yellow rigid containers?	RR
2	BB technical supervisor: <ul style="list-style-type: none"> <li>- Issue with Fort Smith (no blood stock)</li> <li>- Pack-up unit on that site on the shift (whether on-call) – valid call backs</li> <li>- SOP (Fort Smith call PCC → inform → Stanton lab)</li> </ul>	AR