

**Core Laboratory Weekly Meeting**  
**16 June 2021 (Wednesday)**  
**Start Time: 1116 h**  
**End Time: 1122 h**

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

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**I. Instrumentation Update:**

No.	Topic	Author	Discussion/Action
1	CAP Survey shipment	RR	<ul style="list-style-type: none"> <li>• CAP AQ-B and AQ2-B 2021 – delay in shipment.</li> <li>• They will be shipped to us on June 28<sup>th</sup> instead of June 21<sup>st</sup>.</li> </ul>
2	Vitros5600 mnemonics	RR	<ul style="list-style-type: none"> <li>• I made a mnemonics or codes for our Vitros5600 various group of tests.</li> <li>• It will be posted on Chemistry bench near the Vitros5600.</li> </ul>
3	Vitros5600 – insert blade 1	RR	<ul style="list-style-type: none"> <li>• Temi (Technical Service Rep from Ortho) is still seeing the step loss on the insert blade 1 for the Vitros5600.</li> <li>• Was the blade cleaned?</li> <li>• Temi asked us to clean the CM/RT incubator rotor slot 28-35 (preferable to clean all the slots).</li> </ul>
4			

**II. Policy Review:**

No.	Topic	Author	
1			

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

No.	Topic	Author (s)	
1	Payroll update	RR	<ul style="list-style-type: none"> <li>• Tomorrow (June 17<sup>th</sup> – Thursday) is an early time approval cutoff for payroll.</li> <li>• Please complete your time sheets.</li> </ul>
2	PS2 reminder	RR	<ul style="list-style-type: none"> <li>• Just a reminder for PS2 entries:</li> <li>• 0630-1430 (1.5 hrs)</li> <li>• 0700-1500 (1 hr)</li> <li>• 0900-1700 (1 hr)</li> <li>• 1000-1800 (2 hrs)</li> <li>• 1500-2300 (6.5 hrs)</li> </ul>
3	Call PCC before leaving	RR	<ul style="list-style-type: none"> <li>• Please call PCC before leaving the lab when you're on-call as a courtesy and to let them know that you're leaving the lab.</li> </ul>

**IV. Suggestions:**

No.	Suggestions	Author(s)
1		
2		