

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

I. Instrumentation Update:

| No. | Topic | Author | Discussion/Action |
|-----|-----------------------------|--------|---|
| 1 | CAP Survey shipment | RR | <ul style="list-style-type: none"> • CAP AQ-B and AQ2-B 2021 – delay in shipment. • They will be shipped to us on June 28th instead of June 21st. |
| 2 | Vitros5600 mnemonics | RR | <ul style="list-style-type: none"> • I made a mnemonics or codes for our Vitros5600 various group of tests. • It will be posted on Chemistry bench near the Vitros5600. |
| 3 | Vitros5600 – insert blade 1 | RR | <ul style="list-style-type: none"> • Temi (Technical Service Rep from Ortho) is still seeing the step loss on the insert blade 1 for the Vitros5600. • Was the blade cleaned? • Temi asked us to clean the CM/RT incubator rotor slot 28-35 (preferable to clean all the slots). |
| 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"> • Tomorrow (June 17th – Thursday) is an early time approval cutoff for payroll. • Please complete your time sheets. |
| 2 | PS2 reminder | RR | <ul style="list-style-type: none"> • Just a reminder for PS2 entries: • 0630-1430 h (1.5 hrs) • 0700-1500 h (1 hr) • 0900-1700 h (0) • 1000-1800 h (2 hrs) • 1500-2300 h (6.5 hrs) |
| 3 | Call PCC before leaving | RR | <ul style="list-style-type: none"> • 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. |

IV. Suggestions:

| No. | Suggestions | Author(s) |
|-----|-------------|-----------|
| 1 | | |
| 2 | | |