

# Staff Meeting

Core Lab Feb 17, 2023 @

**Attendance: Megan, Jeff, Jobelle, Theresa, Bayo**

**Regrets: David, Erin, Amy**

## 1. Staffing:

- Posting still up- Will be conducting some interviews in the next coming weeks

## 2. New Business:

- I will be trying to have more frequent meetings to get information out in a timelier manner
- Competencies- I will begin emailing people with their results on the CAP PT's you perform when results were acceptable. If there are any issues we will meet and go over the results together.

## 3. Updates/Reminders:

- Save any high SALI, ACET, ETOH samples for Inuvik- They are preparing to do a validation on their new 3400 and will require samples from us. If you have one aliquot it off and place in freezer. Also please write the result on the tube.
- Bulk Leave finished- If there were any issues with your time, I would have notified you, otherwise you can assume all was OK. From this point on, all vacation requests will be on a first come first serve basis.
- Troubleshooting sheets- If you notice or encounter any piece of equipment that is faulty, broke or needs repair, please remember to use the pink troubleshooting sheets that are located in the Core Lab. If you are unaware of where to find these just let me know. This will be a visual cue for us to be aware of any issues that may not have been communicated.
- 5600/7600- When calibrating analytes please calibrate on both analyzers going forward.
- ABL 90 – still waiting on Sandy to receive our Service Agreement for this. Please continue to run samples on both ABL's so we can start gathering our comparisons.
- MTS- A reminder that all minute meetings will now be on MTS for you to go and read over and this will also be a way for me to document that you have read and understood all information provided.

