

Core Lab Meeting Minutes

Nov 20, 2024

Time: 1410

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Amelia	✓	Jolina	✓
Amy		Jobelle	✓	Cindy	
Theresa	✓	Hanna		Bri	✓
David	✓	Uswald			

- Sample storage- At the end of the evening please ensure you are placing samples in the correct days rack, ie: if it is 2330 on a Thursday and you have a sample and you have already placed Thursdays rack in the fridge, please go and place the sample in Thursday's rack, do not place it in the new rack you put out for Friday. It makes it a little more work for people when they are trying to find a sample.
- Taxi Vouchers- There has been some issues around what we are supposed to be doing with Taxi vouchers, whether both copies need filled out? I spoke with Carol in Finance who said they did but I know other departments aren't? I had Wanda bring it up at the managers' meeting and we still have no clear answer. So, for the time being we will continue to do what we do, and I will let you know if anything changes.
- OVB Buffer- As the daily maintenance requires there to have OVB on the analyzer, you can put some in the bottle and leave it onboard until fresh stuff is required. **Do not replace it daily.** As far as testing purposes go, it is only good for 8 hrs on board so if you have a Dimer or Fib sample you will need to replace the OVB with fresh stuff. I have made cards for each analyzer where you can record the Date and Time fresh OVB is placed on board, this should help staff know when they need to replace for actual testing. I also put a dry erase marker over there to use.
- 7600- Don't forget that when you return to an old/current calibration after a new GEN or lot calibration is done you have to reinstate for both serum and plasma. Only a "lot switch" will automatically change both the serum and plasma.