

Core Lab Meeting Minutes

Jan 8 ,2025
Time

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

- Proficiency Testing- I have organized the proficiency samples so they will be easier to locate and store. In the walk-in fridge, on the top shelf, you will see 2 buckets. One is labelled **EQAS to be Run**, if you receive a new cycle of EQAS samples you will place them in this bucket, the other is labelled **CAP to be Run**, and this is where you will place any CAP samples you open that require storage in 2-8. In the Chemistry freezer you will see 2 more buckets. One labelled **EQAS Completed/ CAP to be Run**. Once side is to place any CAP samples that need to remain frozen before testing, the other is for all EQAS samples once completed. Each EQAS Program has their own large biohazard bag where the samples will be placed. When you complete a sample, it will go in its own individual bag labeled with the date you ran it, the Cycle Number and Sample Number along with your initials. Then this small biohazard bag will be placed into the appropriate large bag. Each large bag should only ever have 3 small bags inside. So, if you are putting a sample away and there are 3 bags inside already, it will be your responsibility to take out the oldest sample and discard it. If for any reason we need to keep more samples on hand for validations, I will let staff know and we will store them accordingly. The other is labelled **CAP Completed**, all completed CAP samples will go in here. Once I receive the reports back, I will look after discarding the samples.
- Lisa days off- I will be off Jan 9-13. While I am away Amelia will be the responsible person on Jan 9 & 10 and Bri will be on Jan 13. Any supervisory issues Laura will be covering.
- Osmometer- We will be signing off on the final paperwork to receive our new Osmometer! It is expected to arrive around the first week of February, followed by training and validation. I have asked if we will all be trained or if it will just be for key operators. In preparation for this I will be looking for people who would be interested in being a key operator (if that is how training will be) and to involved in the validation process. If you are interested, please let me know and I will take it from there.
- ERS tubes- Our ESR tubes were held up by Canada Post because of the strike but are now supposed to be enroute, arriving today or tomorrow. In the meantime because of the short stability of the samples we will have to cancel any we receive and use the following cancel comment "Due to supply chain issues we are unable to process the sample at this time." If the patient does

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not have a CRP order, you can order this and run and put a comment in that you ran the CRP in lieu of the ESR.

- ETOH Slides- These have been on back order for a while and I requested a stat shipment of some, which was supposed to arrive today or tomorrow. I have not seen them come yet. If they do not arrive tomorrow and we get close to the end of what we have please call Inuvik and ask for another box. The back order is set to be released tomorrow with an expected arrival of Jan 16, 2025.
- ABL supplies were also ordered Jan 2 so they should arrive in the next day or so hopefully.