

Core Lab Meeting Minutes

April 23, 2025
Time 1400-1430

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

- Packages sent with Buffalo- Just so everyone is aware if you are sending parcels via Buffalo these are picked up by their courier and not Derek from Artic Deliveries.
- ABL 800 Recall- There are issues with a bias on pH results. I have changed the settings per Radiometers suggestions, please monitor QC and let me know if there are any issues.
- Coag EQAS samples- I ordered our new replacement Program for the Coag EQAS samples, however they seem to be sold out! So, Celica and I have talked and for this current cycle, when Inuvik reconstitutes theirs they will freeze right away and send to us next day to perform. The first sample should be arriving tomorrow evening. When these samples arrive, they can be placed in the freezer to be run the next day. If the sample thaws, however, they will need to be run that night. They will be sent on dry ice so this should not happen.
- Break Times- Moving forward we will be reverting to having 2- 15-minute breaks and 1- 30-minute lunch. At this time, I will not be scheduling breaks times into our daily schedule, however if it is a challenge for people to take these allotted breaks I will create a daily schedule. I am sure with communication you can work these times out together. I also think if people find it difficult for other staff on evening shifts, then you will have to stop taking one large break and taking 2 shorter ones.
- CBE- Moving forward when people apply for time off using CBE, I will have to base the approval on staffing conditions and will not approve anything that affects our ability to meet the workload. So even if only one person is currently off, it does not mean an automatic approval as staffing levels may not allow the second person to be off. No requests that have been previously submitted and approved will be denied.
- 2 New SOP's uploaded onto MTS, please review and check off as read. I have also created a new Core Quality Manual; this is where you will find the SOP's for QC, EQAS, CAP etc... as they are written and approved, they will be added to the binder. I also have a new Coag binder that I will add the SOP's that are approved to, and I will also start a new Hem one as some of them are coming as well.
- PPE- Everyone is good at wearing their gowns and gloves but need to be more mindful or wearing their safety glasses when there is a possibility of a splash.