

Core Lab Meeting Minutes

April 30, 2025

Time: 1145

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

- Evening shifts- As we navigate our staffing levels, some days I will be scheduling staff who are working days to be on call, this is to help equally disperse the call shifts. On those days it has been noticed that 2-10 people do not come to work until 3pm, I am assuming this is because they have assumed that the other Eve staff member is on call so they can come in later. Please ensure you are checking the schedule, and you are arriving at the correct times. This 2-10 shift was created because the Chemistry Tech was always having to stay late for the evening staff to come in so they could give reports and hand off the work, and because the bench got busy. I will leave it up to staff if you want to keep the 2-10 and 3-11 shifts and carry on as we are, or if you would like to go back to both techs coming in at 3, we can also go back to that. Keep in mind, if we go back to both techs coming in at 3, there will be no OT for the 0630 person because they are busy and waiting for the evening tech to arrive. They will be expected to end their shift at 230pm, give their report to the other day's staff to relay to evening techs.
- Temperature Charts- As we prepare to get things ready for accreditation, we will begin completing mock tracers in the lab. This is to ensure all staff are aware of what is expected of them and to make sure we all know where to find information if we do not know. One of the items that popped up in our environmental scan yesterday was the maintenance on the fridges/freezers. We should be cleaning the outside of them weekly and then monthly all seals need to be checked, and the interior cleaned. Looking at the charts this month, some staff are doing these tasks but there are still some weeks when they are not completed. Now we do not need to do a deep clean on the interior monthly but please inspect them and clean any dirt/spillages you may see. At some point we will have to start doing the interior.
- Accreditation- starting next month, at each meeting I will go over one of the standards we need to meet for accreditation and ask some questions in regard to it. These are considered mock tracers, and we can submit them for evidence to show we are compliant but they also show us where we might be deficient and need to do some work.