

## Core Lab Meeting Minutes

June 18, 2024

Time 1400

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

- Laboratory Performance Expectations form. Please read over, sign and give back to me to upload into your file.
- August schedule- Has there been any discussion and thoughts on the scheduling of evenings shifts in August? UPDATE: Lisa will work on the schedule to see what it looks like- concern over how much call would be needed to be picked up, also Eve person on call not getting their hour off before call starts. Will Flo be able to do other areas- yes she will have training in Chem hem and urines.
- CBC QC- Just a reminder that when entering the new CBC QC ranges into TQC the new values need to be inputted into the Active file, not the testing file. Since each QC gets its own unique file number you can put the new lots into active as you enter them. The reason we were having issues with the last batch is the new ranges were only inputted into the Testing Tab, so when the results were going into TQC it was comparing the results to the standard numbers that are already in there.
- Fume Hood- I have updated the Maintenance checklist for the fume hood to match more closely to the user's manual. I have also posted a job aid for this while I work on the SOP. Please come see me if you are unsure how to check the airflow rate.
- Supplies- For BioRad QC- Please ensure to let me know when we are down to the last 2-3 boxes of this QC material. It sometimes takes awhile to get them then we need to have time to do our data collection.