

Core Lab Meeting Minutes

Oct 8, 2025

Time 1400

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

- **Orange Containers-** Please make sure you are double checking all orange containers that arrive in the tube system/Lab window. Please do not assume they are urines and throw them in the fridge. Another fluid was found in the micro bucket in the fridge. All samples arriving in Orange top containers must have the requisition checked to see what specimen it is.
- **Fort Smith Cooler-** The courier is picking up samples earlier (2pm opposed to 230pm) on Monday, Wednesday and Friday. Since the Outpatient department does not close until 2pm they may not get all samples not the box until the next day.
- **CSMLS Dues-** It is that time again to renew your CSMLS registration. Once paid submit your claim in SAM and please forward along a copy of your card to be filed away.
- **Performance Documents-** I will be going in to approve the objectives and goals that you have all entered in. While I am in there, I will be adding an objective to everyone, which will be about mandatory learning. If you have not yet added anything, please do so by Oct 13th. I would like each person to add at least one objective and 1 learning goal for the year. Remember that the learning goal can also be taking part in webinars etc.
- **Coroner Samples-** When receiving coroner samples, you do not need to enter them into the LIS, they simply just go in the box to APL. We do want to make sure though that it is put in a separate bag and well labeled that it is a coroner sample, this will help it from getting mixed up with other samples. Janina suggested in the MLA meeting setting up a binder to place a copy of the reqs when they are sent, I have put one on the bookshelf in my office. You can place the copies in there or leave face down on my desk and I will file them away. Janina has also already preprinted stickers to place on the envelope/box.
- Request for new Microscope cover for Urine Bench. Suggested taking the one off the spare one by blood bank until a new one is ordered and arrives.