

Core Lab Meeting Minutes

Nov 19, 2025

Time 1400

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

- **Staffing-** Unfortunately, due to some unforeseen circumstances, Sandi had to resign from her position. We won't post for this position at this time as Erin will be coming back to the Core Lab. We can also welcome Isaiah back to the team! He is currently here until March 31st.
- **Temperature Charts-** After signing off on October's temperature charts I wasn't to say thank you for getting the weekly and monthly tasks completed on the fridges and freezers!
- **Chemical Fume Hood-** When doing the maintenance on the Chemical Fume Hood make sure you are rising the sash to where the 2 arrows meet when recording the airflow velocity. If you are not lifting it to that point, you will not get an appropriate reading.
- **Vitros Slides-** We had some issues last week with the Vitros and it may have been caused to the white tab not being pulled out of the Vitros cartridge. Please make sure you are removing this before placing on the analyzer as it will jam thigs up.
- **Shift Premiums-** I did some more investigating and according to HR you are entitled to the shift premium from 4-5 when working 9-5. Going forward you can start entering this in your time sheet.
- **Accreditation-** Our standard for review today will be about Lab Environment and Access. TM 3.1 and Lab 3.1.
- **Lab Reqs-** Please ensure you are entering all tests that are checked off on requisition. ACC called and they have been missing Alb and Alk on their orders lately. Double check before saving, the boxes are so small it can easily be missed.
- **CSMLS-** Reminder to pay your CSMLS dues for the year then submit for reimbursement on SAM.
- **Overtime-** Just a reminder that all OT must be approved. On days this will be covered by the supervisors but after hours it will be the PCC. I will not make you call them every time you have to stay past 2300, however, if you are requesting the MLA stay to help, for whatever reason, please call the PCC before staying, just to have the verbal confirmation.
- **Unlabeled specimens-** Just for your awareness I am working on the Specimen Rejection and Acceptance SOP, and one thing we decided was to also create a NTHSSA wide policy. This will give us more of a leg to stand on

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when it comes to staff trying to get you run samples that should be recollected.

- **Ournthssa-** Just so everyone is aware they have changed the login credentials for the ournthssa site. The Username is still **guest**, but the password is now **besthealth**
- **Vitros-** Ensure to check all alarms on the Vitros, Evening staff have been finding samples on the pending list from the AM that are not collected and received. These can be caught by the alarms. Erin mentioned there was a setting in LIS that would allow samples to be run but stay on the worklist and not be posted- She has made the change, and we will follow up.
- **Add Ons-** Lab assistants tend to yell to staff when there is an add on and this is becoming a problem. Would be better if they brought a lab or the requisition to the tech once added. Lisa will bring up to Wanda and have her add it to the next MLA staff meeting.