

**Microbiology Meeting Minutes**  
**November 26, 2025**  
**12:00 to 13:00**

Attendee	Present?	Attendee	Present?
Laura S	✓	Chelsea	✓
Moses		Jen	✓
Laura G		Katie	✓
Minutes recorder: Laura S			

1. How are things going?
  - Everything is good. No one had any issues to discuss
2. Micro on call:
  - Discussed the incident on Saturday night
  - Micro lab is not on call; we do not get standby
  - Our magnets are a voluntary system, where people who want to take part in this can have their name in so they can get some call
  - Laura S has discussed this situation with the lab director, but she says that micro lab is not on call and will not get standby
  - In order to make this process a little better, Chelsea has agreed to put her name in and so has Laura S
  - If we go away on vacation, we will try to take our magnet down so the PCC does not call us, but we will make sure to put them somewhere that won't confuse anyone
  - Even if you are the first person on the list, it still doesn't mean you have to come in or answer the phone because we are not on call
3. Referral reports:
  - If you are resulting referral reports, make sure you take the original paperwork out of the binder and shred it
  - This will prevent others from thinking the results haven't come back yet
4. Banking OT:
  - If you are taking lieu time for your overtime, you need to enter the amount of hours the overtime is for
  - For example, if you are working 4 hours of OT at time and a half that is 6 hours. You need to put the number of lieu time hours as 6
  - If you do overtime for more than 3 consecutive hours you also get a meal allowance
  - All of this is in the collective agreement and if you are not sure ask. The core lab has a better understanding of these things than micro since they claim it more than us

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5. Copy SLAB on all send outs:
  - If you are ordering a send out test (UCHL, MRGEN, etc.) you need to add a copy to SLAB. This is so APL knows to send us a copy
  - The MLA are adding the copy to SLAB to every order (inhouse and send outs) so that they don't forget so if you see the copy to SLAB on a micro order, this is why. It doesn't do anything except print an extra copy to the printer
6. Biosafety:
  - Carolyn will no longer be the Biosafety Officer so this will go to Laura S. She is currently the alternate, so we now need a new alternate
  - Chelsea has agreed to take on this role for now. Thank you, Chelsea, for doing this 😊
  - Chelsea may be required to attend a meeting once a month and will also help out with the organism inventory and the QC bugs inventory
7. Christmas ordering:
  - Jen and Chelsea will do this next Wednesday. We will re-arrange the A days, and Laura S can help with the bench
  - They will need to order enough to last until January
8. Roundtable:
  - No one had anything to discuss