**Weekly Updates**

**December 6, 2012**

|  |  |  |
| --- | --- | --- |
| Test | Description of Change(s) | Affected Individuals |
| Mandatory Staff Meeting | This coming Tuesday December 11 there will be a **mandatory** lab staff meeting from 12:15 to 1:30 in Classroom B. Please see Sherry if you have a conflict. | All Staff |
| Parking | The new parking lot off Penn at Plymouth is now open. Please see your e-mail for more details. Do **NOT** park on the residential streets; park in the employee lots. This is so we are good neighbors and that we utilize the needed parking lot. | All Staff |
| Equivalent QC (EQC) Study of the Sofia | The EQC study is now complete. QC will now be performed **each Thursday** and when a new box of tests is opened. | Bench Techs |
| Labeling Tubes | Please make sure that the label you put on the specimen tube has **your initials** and the  **time**. | All Staff |
| Condenser on Scope | Our service rep from BME was out for service and put the condenser on the scope. It has been precisely placed. **DO NOT MOVE IT!** | All Staff |
| NEO Binder | If you have the NEO 3-ring binder for the lab please return it to Sherry or Denelle. | All Staff |

**Procedure Additions, Updates and Changes:**

* **None**