**Weekly Updates**

**March 21, 2013**

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| Test | Description of Change(s) | Affected Individuals |
| Changes to Daily Startup & Shutdown | Components have been added to daily startup and shutdown. **AM:*** Check volume of Cal B & Ref Electrode Solution

**PM:*** Check volume of Cal B & Ref Electrode Solution
* Remove CO2, cap & refrigerate

**Monthly:*** Perform manual verification

\*\* Note: the QC & startup have been changed to Sysmex on the daily start up check off sheet, but the Coulter is still in use and needs to have this performed as well. | All Staff/Bench Techs |
| New Lab Coats | New lab coats have arrived. They are stored in the closet in a segregated “lab section.” Verify that your coat fits correctly. If it does not fit, pull you triad of coats and bring to Sherry or Denelle to be sent back for a different size. If it fits, you can start wearing it. Once it goes through the laundry, cuffs will be added. | All Techs |
| New Staff | New employees Sondra and Becky will go to New Employee Orientation and be in lab on Monday afternoon. Please welcome them. | All Techs |
| Sysmex QC | Sysmex QC should be run each day, just as the Coulter QC is run. Whoever performs the Coulter QC should also perform the Sysmex QC. ☺ | Bench Techs |

**Procedure Additions, Updates and Changes:**

* **None**