**Weekly Updates**

**March 28, 2013**

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| Test | Description of Change(s) | Affected Individuals |
| Welcome | Welcome to Becky & Sondra!!! | All Staff |
| New flowchart for ACR | See the new flowchart for ACR’s. This will replace the old flowchart effective immediately. | Bench Techs |
| Clinitek | Please clean the Clinitek with care. Occasionally, the urine goo is not completely removed. Use the toothbrush for cleaning rather than the large brush. Lastly, do a visual check to make sure the plates **LOOK** clean.  | All Techs |
| Running on the ACE | Please run specimens with the caps on. The cap piercer has been cleaned and it *\*should\**not excessively error. We are trying to stabilize our CO2 results. | Bench Techs |
| Rotating Stock | Please always put oldest stock in the front and new stock behind it. We need to use the oldest stock first and then newer stock. | All Staff |
| Cool Blocks | **On Ice – kept in refrigerator*** So if a label says “on ice” use the cool blocks from the fridge. Store specimen in fridge and call courier for transport ASAP.
* Examples: Ammonia (NH3) or Ionized Calcium

**Frozen – kept in freezer.** Will freeze blood solid in a short amount of time.* If specimen should be frozen, process and put tube/aliquot tube in cool block in freezer. These can usually be transported at the regular courier times. Pull cool block with specimen inside and put in an individual specimen bag.
* Examples: Aldost (spin & freeze aliquot), ACTH (spin & freeze aliquot)
 | All Staff |
| Controls – New lots | Please always check with Denelle or Sherry **prior to opening and using new lots** **of controls**. It is important that when you perform and document QC that the lot # & expiration date are correct. It is also important that the ranges are correct. | All Staff |
| All Staff Meeting | The next All Staff meeting is April 4 from 8:30-10:00. See ya there! | All Staff |

**Procedure Additions, Updates and Changes:**

* [**ACR by Afinion**](file:///%5C%5Cyonkers%5Cpchcteam%5CLab%5CProcedure%20Manual%5CTest%20Procedures%5CACR%20by%20Afinion.docx)

Updated control information

Added hyperlink for new ACR flowchart

Clarified < result scenario(s)