

Weekly Updates

January 17, 2014

Test	Description of Changes	Affected Individuals
ALT Reagent	The open outdate for this reagent has changed to 14 days. We are trialing this to see if this improves the performance of this reagent.	Bench Techs
LDL QC	In an effort to increase our accuracy/precision with this QC, please do the following for LDL QC: 1) Warm vials approximately 15-30 minutes 2) Gently swirl to ensure reagent homogeneity	Bench Techs
FIT Testing	Please sign up for FIT testing (if you haven't already) on Feb 19 & 20 th – See Sherry or Denelle	All Staff
ACE Alera Rgts	a) If the test has more than one bottle, always replace both bottles. b) The reagents can be disposed of down the sink and then discarded in regular trash, except the hazardous waste chemicals. c) When the reagent box is first opened, remove the reagent insert . Write the open date on the insert and file in the ACE Alera Package Insert 3 ring binder.	Bench Techs
Receiving	a) Please write the received date on supplies from outside vendors and then store them in their designated spot. If you're not sure where the 'correct spot' is, please ask.	All Staff

	b) Always put the oldest stock in the 'front' to be used first and then place newer supplies behind.	
Good Lab Practices	1) Write the open date directly on the bottle/jar/container once you open it. Do not write on the cover/cap.	All Staff
Single Sort Recycling	It is here!! Please see flyer with details above recycling bin in lab.	All Staff
Package Inserts (non-ACE Alera)	Please put all inserts in the basket for Heather to file. She will be filing and organizing these inserts. Includes: pregnancy, strep, H. Pylori Breath Test, Stool Cultures, etc	All Staff
Cultures	Cultures that arrived after the courier has left should be refrigerated overnight/over weekend.	All Staff
Office Door	The office door is now set to lock when it is closed, per recommendations from IT to protect the laptop computers. Sherry & Denelle have copies of the office key. The plan for the door is as follows: <ul style="list-style-type: none"> • Last person of the day will pull the lab office door shut. • To get in the office when the door is locked, see security and they can open it for you. 	

Procedure Additions, Updates and Changes: