

Weekly Updates

January 29, 2015

Test	Description of Changes	Affected Individuals
Food in the office	We have been reminded that all food in the lab office MUST be left overnight in a sealed container. So no open bags of chips or cookies sitting around. This contributes to the pest problems in the clinic. It would be best to store anything that has been opened in either the refrigerator or in the drawer that has the candy bars in it.	All Staff
Concerns	All clinic staff are being reminded that if you have any concerns or issues you should always first go to your supervisor or lead to discuss it before going any higher in the organization.	All Staff
Waiting area chairs	Sherry is requesting to have the lab/radiology waiting room chairs cleaned. Patients have complained about the condition of some of them.	All Staff
Printer access	Printer access badges are being discontinued. Your printing ability at the non-lab printers will be tied to your regular security badge. There will be some simple instructions coming to you in the near future regarding getting this set up. It is supposed to be happening on Feb. 17 & 18. So watch for more info.	All Staff
Microscope Use	Please try to keep your slides and your viewing area on the scope to the center. Our problems with the stage getting stuck when you view on the far edges should not happen if you can just keep the stage centered. Also remember to clean off the stage of any KOH after each use.	Techs
Dimension QC	Effective immediately, please discontinue documenting QC on new lots in Unity 2.0 QC Program. Also discontinue entering post-calibration QC in the website. We will only document the current lot of QC. Please see Denelle if you have more questions about this.	Bench Techs

Procedure Additions, Updates and Changes: