

Weekly Updates

March 5, 2015

Test	Description of Changes	Affected Individuals
Sofia	<p>A few notes regarding this instrument:</p> <ul style="list-style-type: none">• I called the manufacturer and made a few adjustments. If it is still freezing, please let me know.• Be mindful not to pull the cassette drawer all the way out, if possible. It will go back in, but doing this repeatedly may damage the drawer over time.	Bench Techs
Stock	<p>Regarding supplies:</p> <ul style="list-style-type: none">• Please put items in their '<i>assigned</i>' locations. If you are not sure where this is, please ask.• Always put new supplies behind older supplies. This is called 'FIRST IN, FIRST OUT' <i>i.e. FIFO</i> and allows us to use the item closest to expiring first.• I do my best to order supplies, but I may miss items occasionally. Please let me know if you use the last of a rarely used item.	All Staff
Dimension Lot to Lot Binder	<p>This binder is found on the island. It is for techs to use. Please record new lots of reagent flexes in the binder when they are received. Then when a new lot is calibrated, this information and the crossover studies are recorded in the binder. Please see me if you have questions.</p>	Bench Techs
Mobile workstation and password changes	<p>The mobile workstation has some quirks (as you all know!)</p> <ul style="list-style-type: none">• Change your password on a wired computer• The first time you use the laptop after changing your password, you will need to log in with your old password.• Then lock the computer (Ctrl-Alt-Delete)• Finally, unlock the computer using your new password	All Staff

Spills	If you spill something in the lab, please take a moment to clean it up!	All Staff
NPH Reference Lab Work	The number of labs released into the incorrect encounter has been steadily declining. Keep up the good work! 😊	

Procedure Additions, Updates and Changes: