

# Weekly Updates

February 5, 2016

Test	Description of Changes	Affected Individuals
Saturday Courier	The courier pickup has been modified as follows for Saturdays: The pickup window is from 12:00-12:30. If this still is not working, let me know.	All Staff
Temps	FYI – the only temps you need to manually record is the humidity. The humidity log is on a clipboard hanging on the post in the center island.	Bench Techs/ Openers
Boxes	* Per Housekeeping: Please do not place empty boxes in the hallways/outside of offices. Flatten empty boxes and place them in or behind the blue recycling boxes in your area. Or put them in the bins on the Loading dock.	All Staff
Blue Sheets	It is no longer necessary to save blue sheets.	All staff
FIT tests	Due to reminder calls, you may find patients returning to the lab to pickup a new FIT test. Please print off new EPIC labels and give them kits. Review the collection with patients and ask if they have any questions.	All Staff
Dimension PM	The preventative maintenance will occur on Thursday February 11 from about 8-11. It is NOT necessary to perform QC on that morning.	Bench Techs

## Procedure Additions, Updates and Changes: