

# Memo – Daily Temperature and Humidity Review

**To:** All Core Lab Technologists

**From:** Taneisha Wallace, Core Lab Manager

**CC:** Wendell McMillan, Director of Lab Operations

Dr. Lekidelu Taddesse-Heath, Director of Hematopathology

Dr. A. Ramadan, Laboratory Medical Director

**Date:** 7/5/2024

## Good Day Core Lab Team!

As we are all aware, changes in Temperature and Humidity can affect the accuracy and reliability of test results as well as the integrity of reagents etc. As such, we will be implementing systems of checks and balances to ensure that Temperature and Humidity check protocols are consistently followed and properly documented and also to ensure that any out of range readings are appropriately addressed in real-time.

**Thus, at the start of their shift, the Technologist covering the evening shift must review the applicable Temperature and Humidity logs to ensure that:**

1. All temperature and humidity checks were completed and appropriately documented.
2. Acceptable temperature and humidity readings were obtained on the morning shift.
3. If there are out-of-range, missing or illegible readings, then the responsible Technologist should be notified and the issue corrected immediately, before leaving for the day.
4. All out-of-range readings must have appropriate corrective actions documented accordingly.

**If it is found that any Temperature or Humidity reading was either not documented or was out of range and without appropriate CA documentation on the previous shift, and the responsible Technologist has already left for the day, then:**

1. The Technologist covering the evening shift will be responsible for completing the Temperature and Humidity checks that were missed and also for completing and documenting any corrective actions, as needed.
2. Immediately notify and provide all related documentation to the Manager.

As always, please don't hesitate to let me know if you have any questions or concerns.

Thank you for all you do, every day!

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