

# Biology Unit Meeting Agenda – May 2, 2019

## General Issues

- Lab Clean-Up → we went live 04/15/19 with this group-wide rotation
  - However, we were not in compliance with this policy for April; this will be a QIR
  - It is your responsibility to know what months you are scheduled for and making certain the tasks get completed
    - Shawn sent email with this information and the schedule on 04/15/19
  
- Historical SART kits → will NOT be searched in CODIS, unless medical report inside the kit clearly indicates no consensual partner within the last 5 days
  - We are not reading CRMS reports for these
  - If a consensual partner is indicated within that window of time, or the information is not available, we are NOT uploading any foreign profiles to CODIS
    - The report will be written with the appropriate wording
  
- Completed cases → starting Monday 05/06/19 completed admins will go to the front office if they don't need to go back to an analyst for any correction
  
- On-Call schedule
  - When on-call your normal workload/schedule should still be getting done. If a call-out occurs, you have 2hrs to respond. Should there be a situation where you won't or can't meet that, the supervisors will work with you to either find someone else to attend the scene or assist with the labwork
  
- Analytical Batch → will only be in a report once, and in the report in which the work was originally tested
  
- Time and Leave → numerous situations have arisen recently throughout the unit in regards to this
  - The expectation is that an analyst will work the hours in their designated schedule
  - If a deviation from that is needed, prior approval from your supervisor must be obtained
  - If you need to come in late or an unplanned event arises, your supervisor needs to be notified
    - Outside of the 15minute grace-period
  - If you need to leave early due to an emergency you need to notify your supervisor, or someone else, if you are not able to reach them right away. If it is not an emergency, prior approval is needed
  - It is your responsibility to keep your supervisor informed of your time/leave and it is also the responsibility of the supervisors to know where you are and be accountable for that
    - Example: if an emergency at the lab occurs all individuals must be accounted for
  
- Transfer Opportunity for Criminalist
  - Steve's position in Trace is being converted to an FTU position when he retires
  - Anyone interested in transferring to FTU please express this interest to Jennifer by **05/15/19**
  
- LIMS experience?
  - Anyone with previous LIMS experience please let the K's know