

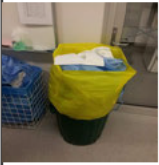
Issue Identified	Barcode(s) affected (new cell for each barcod please)	Suggested cause	Date	Initials (of person making entry)	Outcome
Some reagents were made and left on the bench in the kit room. As they were unlabelled and the autoclave tape was not intact, and they were still there over 24 hrs later, they have been discarded.		Please label reagents made on the day you make them	24/04/2008	OF	See Operational Issues Log
I've been coming across a lot of samples that have been reamped at the same volume but with significantly less alleles being obtained in the reamp. For example, 285012671 was originally amped at 6uL and was a full profile with an extra peak (NR) at D8. It was then reamped at 6uL to confirm the extra peak but only 6 alleles were obtained.	More barcodes are available for egsamples.	Based on this, and on the numerous other ones I've seen, it would seem that the samples aren't being resuspended when reworks are being ordered.	21/05/2008	DN	More barcodes have been provided: 22588735, 235136207, 333972124, 308852469, 333975591, 225576040, 333966649, 288994893, 288994950 These barcodes relate to FTA's - these appear to be punching inconsistencies These will be investigated as soon as possible 22/9/08 Sufficient further examples have been provided are currently being sorted and results will be fed back once investigation is complete 20-10-08 Investigation being written up and will be submitted to management team for each team leader to distribution to teams 11-12-08 Report has been emailed out to management team for distribution to teams
For ReGS, specimen notes should include the amp batch and position - not the 3100/3130 or Genotyper batch an position.				MA	Issue has been raised at relevant team meetings
Thermalcycler program wasn't recognising when E and F were turned on. Check that the cables are connected properly/ push them in a bit			6/08/2008	BM	Discussed in Analytical team meeting 8/9/08
The use of forceps for cell extraction, is time consuming, poses contamination risks between samples, requires more area in the DNA suite and OHS consideration with bunsen burners and ethanol in close proximity.			15/09/2008		Discussed in Analytical team meeting 8/9/08 - Forceps not to be used for Chelex batches, however will still be used for off-deck lysis batches in the future
Sample tubes are sometimes not being wiped dry with a rediwipe, or briefly left to dry on the bench before being centrifuged after boiling step. This results in water pooling in the centrifuge columns and wetting any further tubes placed in the centrifuge.			15/09/2008		Discussed in Analytical team meeting 8/9/08
Waterbaths in DNA suite- where is the best place/ configuration			26/09/2008		Hot block will be moved from 6121 to 6120.
Bleach and ethanol stock bottles moved to 6120.			29/09/2008		Discussed in Analytical team meeting 29/09/2008
Test Quants for Kits - the SOP is ambiguous regarding whether points on the std curve are able to be removed to allow the Quant to pass. A consensus needs to be reached and QIS comment added to SOP regarding this.			14/10/2008		OK to remove points when testing kits or a control but NOT standards. Remove points as per std quant SOP. KAL to amend SOP.
Concerns have been raised about incongruent NucleoSpin Clean-up results, some barcodes have been provided. These will be investigated as time permits			20/10/2008	AM	Investigation into the efficiency of Nuc Clean-up extractions underway - results to be published when complete
Damage to MPIIs from barcode reader screw. Has stripped of paint and is creating holes in robot frame which are becoming rusty. Needs repaint of section affected to contain rust on Pre-PCR and U-shield ordered from workshop.			27.10.2008	VH	VH to do a CMMS
TE for amps runs out when we have lots of dilutions on an Amp plate. On one plate have had to replace TE two times (3 tubes used instead of one). Can we have more TE aliquoted to the 2mL SSI tubes which program uses? Thanks VH			27.10.2008	VH	to be aliquot into 400uL tubes
When labelling 5mL tubes and sample tubes for "transfer", some people aren't covering the "old" barcode with the new number label. This resulted in a transfer sample being scanned for storage under the old number instead of new number. The new number label should cover the "old" barcode, preventing it from being scanned, with the "old" and "new" numbers still clearly visible.			6/11/2008	EL	Noted

<p>When performing Blood chelex extraction noticed that in tubes with large cotton swab and some swabs from QPS, the swabs are stuck in the tube and it is hard to make the H2O solution release the stained material, as well as in the last step some solution get trapped between the bottom of the tube and the stained head of the swab. The chelex seems to be on the top of the swab and not in contact with this solution. Very hard or impossible to remove solution. Suggestion sample the large swabs longside</p> <p>18/11/2008 In workflow when creating batches and locating samples please write in the diary that it has been done. Therefore the OO's won't be looking for something that has already been done.</p> <p>When changing/removing spent gas canisters from bunsen burners this must be done in a fume hood. Also initial and date empty canister and leave in fume hood for a few days and dispose in normal waste bin.</p>	<p>samples #</p> <p>██████</p> <p>██████</p> <p>██████</p>	10/11/2008	CI	Interim solution - transfer all blood swabs to an appropriate 2mL screw-cap tube to perform blood extractions. Long term solution - combined blood/cell chelex method (separate change proposal) to be developed
		19/11/2008	BM	Noted
<p>HiDi preparation - please only thaw one bottle at a time to aliquot and do this in the fridge (this will prevent the HiDi from becoming too hot and affecting the 3130 runs)</p> <p>Reminder: when reworking/ repunching please make sure the 9plex page has the batch filled in. This allows the AUSLAB autovalidation rules to work</p> <p>The sample label printer in workflow is currently positioned so that if a significant number of labels are printed, they end up collecting on the floor. Suggest that either some sort of "catch" is set up to prevent labels collecting on the floor or to reposition label printer on bench so that labels collect on bench.</p> <p>I've been coming across a lot of samples that have been reamped at the same volume but with significantly less alleles being obtained in the reamp. For example, 285012671 was originally amped at 6uL and was a full profile with an extra peak (NR) at D8. t</p> <p>In workflow when the samples need to be stored can you please write on a posty whether it is for permanent or temporary storage please.</p> <p>Reminder for OO and analytical staff, that the desiccant cushion under the Chelex in the vacuum jar absorbs water from the air and turns from blue to pink. When totally pink in colour it needs to be placed in the drying oven till it turns blue again. Also after getting Chelex can the jar be re-vacuumed otherwise the Chelex will go soggy/gluggy.</p> <p>DTT reagent log doesn't appear to have been used for some time</p> <p>From now on, the 2 sizes of Pro K to be ordered are: 100mg (for extraction) and 1g (for IQ). Reagent SOP is to be updated.</p> <p>CEQC check - check AUSLAB for the UR numbers on the batch that are controls and ensure that these are analysed as controls in GM DX</p> <p>When ordering dilutions, remember to fill the sample info in the registration page with the original sample ID.</p> <p>Desperately need second STORstar working again in Analytical. Now required for DNAIQ process. Interfering with Operational staff pulling samples for Analytical.</p> <p>Don't put a blue liner in the bins for tip box re-cycling as they are being confused with the blue lined rubbish bins. Tip boxes don't make a mess, so this will save on blue liners.</p> <p>In the DNA suite Room 6120 there is a VISY re-cycling box for cardboard, so if all the cardboard from the three rooms can be put in this box, it will be easier to collect and neater than piling it up on the floor or under the sinks.</p> <p>In Workflow when requesting in diary Ref Amps, Amp Refs, Quant Refs, Ref Quants, please indicate correct one.</p> <p>After an extraction is completed, could Analytical Scientist remember to store there tubes please. ie. CWIQEXT.</p> <p>Please remember to check processing comments on every worksheet.</p> <p>With Profiler reagents, please don't take them out of use if they are still being used for FTA's. Otherwise Operational staff are unable to use the AUSLAB functionality to attach reagents to FTA batches</p> <p>Cleaning the 7500</p> <p>If anybody requires information on whether stores items are on order/coming in/delayed tell them to email <a href="#">FSS DNAorders</a> for this information as the Operational staff do not have access to this information. This is also where requests for stock items are to be directed.</p> <p>Can plate readers be careful of the comments used when reading REF plates; as these direct samples to rework outstanding batches and samples are going to batches which they cannot be processed on, e.g FTAEVD to FTARUN, HAIR to FTARUN, FTABLD to RUN, FTAEVD to RPT etc.</p> <p>Reminder for CE operators - check raw data for NAD samples to see whether it is due to XS or bad rox</p> <p>FYI: Soap Dispensers - cleaners change the toilets and the kit room, all other areas (essentially all the lab areas) are done by DNA Analysis staff. Replacements are kept in the kit room. If running low, e-mail DNA orders</p> <p>Reminder: When completing a retain supernatant batch please could you add the negative extraction control to the SALIVA list. Many thanks.</p> <p>Reminder that if replacing the Resin Ink in workflow to double check how many are left to ensure we do not run out.</p>	23/12/2008	KAL		
	6/01/2009	BUA		
	23/01/2009	EJL		
	23/02/2009	EJL	Discussed in Analytical Team Mtg	
	26/02/2009	OF/SE	Noted / Discussed	
	27/03/2009	VH / AM	Noted / Discussed	
	27/03/2009	BM/AM	Noted / Discussed	
	2/04/2009	CCW	Noted / Discussed	
	23/04/2009		Discussed	
	25/05/2009	VH	Noted / Discussed	
	16/07/2009	OF	Noted	
	16/07/2009	OF	Noted	
	21/07/2009	SES	Noted	
	5/08/2009	LDT	Noted	
	19/08/2009	MLM	Noted	
	22/09/2009	OF	Noted	
	2/10/2009	BM	Noted	
	2/10/2009	OF	Noted. Please also reply to any email sent to <a href="#">FSS DNAorders</a>	
30/11/2009	OF	Noted		
4/12/2009	KML	Noted		
12/01/2010	AM	Noted		
3/02/2010	AH	Noted		
16/02/2010	TGK	noted		

<p>When you spill any reagent you must clean it up properly. Lysis Buffer was spilled in the fume hood and was not cleaned properly.</p> <p>Do not use the heat sealer to seal the oxygen plate (with resin) at the end of process. Seal doesn't stick a 2nd time, use the aluminium (sticky) seal.</p> <p>There is a lot of lysis buffer waste in the hood in kit room. To be disposed of ASAP please!</p> <p>Environmentals for May (FBE0410) were not analysed at 16RFU.</p> <p>Failed Batches log no longer to be used.</p> <p>Glassware, and racks for washing are to be left in the ante-chamber in the white buckets for collection; clean stuff comes back to the ante-chamber in the clear plastic boxes.(Do not put dirty stuff in these boxes, thanks)</p> <p>Just to let everyone know the OO's are not aliquotting nanopure water into autoclaved 100ml glass bottles anymore. If required nanopure water is to be dispensed fresh, into a falcon tube and used straight away.</p> <p>The request to aliquot 660uL of Pro K is still being asked for on the whiteboard. Can there be a final ruling as to whether or not the OO's are to aliquot this amount, or is the set size of 225uL the correct one?</p> <p>For the last week before Christmas (20-24th) what time do you want the last FTA plate on a thermalcycler; so it can be run 3130 before the shutdown?</p> <p>If batches are to be pulled before Christmas, for the short week after Christmas can they be written up as early as possible as there are four OO's away Christmas eve, and most will be finishing early.</p> <p>Smaller magnetic stirring bars are going missing. Be aware that they will fit down sink drainholes. Suggestion :Analytical staff to place the small bars in a clipseal bag then into washup buckets (Also in OO issues log)</p> <p>Please do not place any open boxes or bags of gloves, tubes, rediwipes, kimwipes etc back into storerooms. Once these are opened they should remain in the lab/anti-chambers until used up.</p> <p>Please be careful when labelling nunc tubes. If you place the label too low, reprint the label and label a new tube. Once it gets squished into a nunc rack it can no longer be scanned, which is annoying when storing and Storstarring!</p> <p>Please reseal clip seal bags.</p> <p>Decon Please wash in Hot water and give the racks a good shake to get rid of XS water</p> <p>Please use quant lots M and N for Ref quants, it expires in couple of months.</p> <p>Please ensure that the excess lysate after an off-deck batch is kept in an Axygen tube for storage</p> <p>Be Mindful of waste - eg recycle tip boxes, cardboard boxes etc</p> <p>Please seal amp plates carefully. Some plates after CE prepping haven't been sealed properly.</p> <p>Please write in the TE lot number for amp setup aliquots and do not stick labels on the laminated sign on the boxes as these are difficult to remove</p> <p>When fresh reagents are opened could we please initial and date and perhaps have "In-use" or "opened" written on the bottles so that we don't accidentally open others up unnecessarily. Found opened Isopropyl and alcohol reagents bottles opened without anything written on them. Not very good lab practice.</p> <p>Check amp plates prior to sealing to check correct volume of wells. Recently a couple of microcon samples have not pipetted properly.</p> <p>Just a reminder to check that the barcode on sample labels received in Auto Extraction are actually centred on the label. There have been quite a few batches I have noticed that the barcode is slightly off the label and the whole batch has not been scanning. If you notice this please let the OO's know so that we can re-print them.</p> <p>Please replace stationary items (esp. black fine-tip permanent markers) in the clean room. If you remove it, replace it! Besides, they should not be removed from the clean room unless they have died!</p>	26/02/2010	BM	noted
	10/03/2010	BM	Noted
	16/03/2010	OO's	It is currently being sorted by BM
	17/05/2010	SET	Noted
	24/05/2010	MLM	Noted
	23/08/2010	AK/OF	Noted
	2/09/2010	OF	Noted
	5/11/2010	OF	From now on it will be 225uL and 660uL MLM
	16/12/2010	OO's	Noted , MLG to discuss in OO meeting
	16/12/2010	OO's	Noted , MLG to discuss in OO meeting
	17/12/2010	SE	Noted . Put stirrer magnets into a schott bottle with lid.
	11/01/2011	OO's	Noted
	1/03/2011	BM	Noted
	21/03/2011	KML	Noted
	21/03/2011	MJC	Noted
	3/05/2011	BM	Noted
	5/05/2011	MMA	Noted
	23/05/2011	BM	Noted
	25/07/2011	BM	Noted.
	22/09/2011	LWC o(	Noted
	13/10/2011	MMA	Noted.
	20/10/2011	MLM	Dummy plates were run on both Pre-PCR MP11 and appear to be pipetting properly.
28/10/2011	TLN	Noted	
28/10/2011	LWC o(	Noted	

<p>What is the go with MPII deck labware? Have been finding notes for both MPII rooms with people checking off when they have wiped down this deck labware - I thought this was a done deal. We had discussed in a past meeting and decided that we were to wipe all labware before storing it in their storage boxes. This deck labware should be treated the same as any other labware - are we wiping down pipettes, benches, hoods, pens etc when we have finished using them in our other rooms? - I hope so.</p>		2/11/2011	MMA	Clean labware after use.
<p>Please check the numbers and not only the letter when entering reagent lot numbers and changing the status of reagents from " N USE" to "NOT N USE" or vice versa. Don't just assume that if the lot letter is correct, the actual lot number is correct. There may be multiple lots with the same letter but different numbers. Place new Cofiler ladders in freezer, as per storage instruction on tube. Keep in original box in freezer and then when required for use keep in fridge.</p>		3/11/2011	LWC	Noted
<p>Hi guys, Noticed the other day that what we are experiencing with equipment not saving in the equipment assignment page, is also happening with logfiles not saving although it states in the audit trail that it has been uploaded. So far, I have only noticed it when uploading of the logfile for the star sequence check performed. It might be worthwhile to just go back into the logfiles screen to double check that its there, or whether you need to upload it again.</p>		14/11/2011	BM	Noted
<p>Procedure for cleaning racks: 1. Remove from decon bucket and rinse with HOT water 2. SHAKE SHAKE SHAKE 3. Allow to dry over night 4. When you come in the next day, BEFORE PUTTING IN THE CUPBOARD, please SHAKE to ensure they are dry. 5. If they are not dry, RE-SHAKE and return it to the drying rack.</p> <p>This is really important as its difficult to determine whether its your sample tube that's leaking or whether the rack itself is wet. Thanks</p>		18/11/2011	MMA	Noted
<p>Sigma centrifuge back in lab to replace one of the eppendorf ones which has stopped working. Also, to discuss whether centrifuges in general are to be continued being calibrated (Suggested by TEN).</p>		24/11/2011	MJC	Noted
<p>Be mindful of other people on the floor when they are asking around for help. In the past, we have had FTEs call in sick and the lab has managed to complete this extra work for that missing FTE. Why is it that when we are looking for staff to help out on one simple process (e.g. put lysate on a maxwell), that it is impossible for the lab to decide to help out. Also, if you are doing other tasks other than what you are rostered on, the roster needs to be changed accordingly to reflect this. There are such columns in the roster like 'other work' which should be used when this happens.</p>		24/11/2011	a very disappointed MMA :0(	If this occurs you need to let ARM know at the time. Consider the need to work together.
<p>Discuss booties - very slippery at the moment</p>		24/11/2011	MMA	Discussed 28/11/2011, not wearing booties and not using Trigene on the floors anymore. Look into using an appropriate floor cleaner. Just clean with ethanol this week.

<p>As suggested before, may we please extend meeting time and booking of meeting room for an extra 1/2 hour so that we are able to discuss all issues. Today, we didn't have time to look at any issues logs which had agendas to discuss which may be considered important to staff.</p>		28/11/2011	MMA	Noted
<p>Discuss electronic instrument logs. Will these continue?</p>		30/11/2011	MMA	Yes
<p>Just a reminder to please ensure you leave your work areas clean after use. I came into the clean room this morning and there were used redwipes on the bench and on the floor. Pipettes were scattered around rather than on the stand aswell.</p>		2/12/2011	MJC	Noted.
<p>Also, has anyone noticed that the fume hood in the clean room is beeping? hahahaha A couple of boxes have been labelled and are going to have a place in the Orford in Pre-PCR sorting. These will be used for old DNA samples that have been pulled for CWTFR batches and so on. The other box will be for Analytical staff who have finished a batch and the sample needs to be re-stored in the freezer room.</p>		2/12/2011	TLN	Noted
<p>Good idea to check the tables for the MPIIs daily if you are rostered on them. Both Extraction MPII are now due for their 3-monthly verifications.</p>		5/12/2011	MMA	Noted
<p>I have reading the SOP for our anti-contamination procedures (22857) and it clearly states that all PPE is to be discarded into the biohazard bin as soon as you leave the lab. There have been several labcoats hanging in the antichambers of late so this is just a reminder to please discard you labcoat EVERY time you leave the lab</p>		6/12/2011	BUA	Noted
<p>There is not enough space on the maxwell's to have everyone's names in as a user. Is it better to have general logins, share logins or do people want to know how to change the user and people just change if their name isn't listed?</p>		9/12/2011	MLM	Will use a generic log on. 12/12/2011 Will be done today by BUA 19/12/2011
<p>The laminated sign on each of the 3130 machines needs to be updated as it says Buffer (x1) - Shouldn't this say Buffer (x10)? If so, does anyone know where I can find the file to reprint it? Thanks</p>		16/12/2011	MJC	Buffer x10 is received and we dilute to x1. All OK
<p>Hi all, in the clean reagent room the tips container fell spilling all its contents. While playing 3000 pick up, it brought some suggestions to mind: Can we please just use another bucket underneath like we do in manual ext's rather than balancing it on the stool? Can we fasten the lid of the bucket when we start to use a tip bucket so if it does fall in future, maybe its contents may be more contained, Can we maybe make a habit of re-screwing back the lids of mastermix vials before discarding so that there isn't any potential pcr reactions happening on our floors if this occurs in future, and perhaps discarding these as well as all other containers in the biohazard bin bags rather than using space in these tip containers which we seem to run out of fairly regularly? I found falcon tubes, 10ml tubes, 5 ml tubes and IQ elution and lysis buffer containers in this container using too much room. Thanks :o)</p>		25/01/2012	MMA	Noted. Make sure lid is on bucket.
<p>Please keep a check on the bleach bottles in the labs for their dates. If see any out of date ones empty them and place them in the blue container in the antechamber for replacing with up to date bleach.Thanks</p>		9/02/2012	SES	Noted
<p>Remember to recycle. The purple plastic from the MPB 1ml robotic hanging tips &amp; the racks that the maxwell cartridges sit in are recyclable. Keep finding them in the bins.</p>		30/04/2012	BM	Noted
<p>Please remember to lock fridge/freezers in CE so that the doors don't stay opened causing temps to fluctuate.</p>		28/05/2012	MMA	Noted

<p>Should we have Spill Kits in the lab? SOP for Blood Clothing still mentions having a Spill Kit. (4ml &amp; 10ml blood tubes still received) Also put in Op.Issues Log</p>		30/05/2012	SE/SES	Noted
<p>Please replace full bin bags. If you have to pull the sides of the bin bag up to fit in your waste PPE, you should be emptying the bin and replacing the bag.</p>		21/08/2012	TJD/MLG	noted
<p>Please count stock and do the stocktake list properly before bringing stock into the lab. There have been too many consumables brought into the lab which are not required. E.g. we don't need 12 packets of 12-channel plates (which equals to 100 plates in one cupboard - especially now that we are re-using them, and we need alot more than just the 10 Abgene plates ). The next step would be to add a count of each consumable into the spreadsheet as part of stocktake as well as bringing back the second cupboard in auto ext. and not many want that to happen. I will be more than happy to change the stocktake list according to what is decided upon.</p>	27/08/2012	MMA	Noted- will review the numbers in this stocktake	
<p>Maxwell cartridges- make sure you check each cartridge before adding your lysate- some have been found with small cracks and the wash buffer has leaked out When running Extraction MP11 A , please check the lysis buffer has been added before sealing- off the lysate plate.</p>	7/09/2012	PA	Noted	
<p>Please ensure that we use ARTEL reagents in order of expiry dates</p>	28/09/2012	GSL	Noted.	
<p>If you pour the Lysis Buffer from the bottle, you must wipe the lip of bottle with a kimwipe afterwards. Otherwise it goes crusty. Bad lab and WHS practice</p>	28/11/2012	MMA	Noted	
<p>Don't place items in any fridge up against the back wall of fridge. Condensation makes things soggy.</p>	6/12/2012	BM	Noted.	
<p>In CE, leave the spare (2) frozen plate holders upside down. That way when needed for use the wells are not full of ice.</p>	25/02/2013	BM	Noted.	
<p>The new brand of Pro K (Affymetrix USB) has come in and is stored at +4 unlike the old brand which was stored at -15. I have put it on the third shelf of the least used door of the two-way fridge for the meantime, a more permanent home may need to be set up.</p>	25/02/2013	BM	Noted.	
<p>The recycling bin in front of CE room is for tip boxes. It is not for cardboard or glass bottles. It was found Artel Rgt bottles.</p>	5/03/2013	TJD	Store powder in freezer, once made up/aliquoted store in fridge. - Noted.	
<p>The vials of Pro K (Affymetrix USB) that are recieved are to be stored at +4 and once prepared, the aliquots are to be stored at -20oC. This information has recently come from the supplier and manufacturer.</p>	25/03/2013	CI	Noted - Glass bottles (except Pyrex glass) can go into the recycling bin. Cardboard to go into trolley.	
<p>Just a reminder to take care when storing samples. There was an instance in Pre-PCR where a sample was miss scanned and then all subsequent samples were out of order and some even had no location and were not able to be located initially.</p>	12/04/2013	MMA	Noted	
<p>Please discuss temperatures of Eppendorf Thermomixers in Manual Extraction. Both machines when set on 70deg and registering 70deg on the machine, read 65 - 66deg on the glass thermometer. Need to be set at 73 to 74 to register 70degrees by the glass thermometer. Ritek heating blocks have similar discrepancies. Most people check the Ritek blocks but haven't been checking the Eppendorf blocks. Is there another means to check the temps of the Thermomixers? Is the glass thermometer more accurate than the internal reading? Would a 5 degree lower temp for incubation be significant in Maxwell Procedure?</p>	18/05/2013 & 25/05/2013	TLP	Noted	
<p>PE contacted to log a job regarding the collapsing of the 8-tip arm in the tip chute for Pre-PCR MP11 A. Jason will contact us regarding a time to come in and have a look. Job reference #: 311876345.</p>	26/07/2013	SE	Noted and discussed	
<p>Please check and ensure that you have a the correct QC swab with your particular batch before you start the process. A Diff batch has been processed with a Blood QC swab instead of a Diff QC swab.</p>	12/08/2013	MMA	Noted	
<p>Please check and ensure that you have a the correct QC swab with your particular batch before you start the process. A Diff batch has been processed with a Blood QC swab instead of a Diff QC swab.</p>	30/01/2014	MMA	Noted	

<p>Please remember to add priority to controls on extraction batches, esp when there are Priority 1s so they can be processed together.</p>	25/02/2014	HKP	Noted
<p>Can we please decided how and where to store our arrays in CE once they have been removed from our instruments.</p>	26/02/2014	MMA	Noted
<p>Hi all, the operational staff have asked that when we have emptied any of the fluoro/black reagent boxes used for Quant/Amp reagents to clean them down and pass them through the two way fridge for the next lot of reagents that get received. And those boxes used for Pro K/DTT aliquotes that have been emptied, wipe those down and place back in the pile in the corner and place wiped sign back into reagents sign bag ready for the next lot.</p>	26/03/2014	MMA	Noted
<p>On Friday's before putting reagents (mastermix and primer) back into freezer for end of week, please check with whoever is on punching, BSD, if they have finished with them for the day.</p>	4/04/2014	SES	Noted
<p>When doing GII's please regularly green out the cell and save when doing the pass status as you have told the operational team, this will avoid the operational team overwriting your pass status, an example of this is today a CE batch had been done by an analytical staff and 40 minutes had passed before the cell was green, yes the operational staff can check before completing the start status but workflow should be saved and updated regularly as the operational team has been told.</p>	17/04/2014	MJW	Noted
<p>Just a gentle reminder to Auto Extraction operators to regularly check and ensure the discarded basket are aligned with the tip chute. It was noted this morning the dirty tips are scattered all around and have to wiped cleaned the floor board as well.</p>	26/05/2014	GSL	Noted
<p>Hi all, we were experiencing problems with the running of PP21 matrix (lot X) with 3130xIB where 0 capillaries passed and an error would appear to state this although it had passed on 3130A. Plates were continuing to run ok, and P+ matrix were passing 16/16. If this PP21 Matrix of 0 caps passing persists try using other PP21 Matrix kit. Or somebody mentioned trying to do a spatial? or array change. PP21 matrix Y then passed 14/16, but please monitor capillary 15 and 16 as the array had also been changed to one of the re-generated arrays. Thanks, Maria.</p>	3/06/2014	MMA	Noted
<p>Arrays to be regenerated are to be stored in the interem away from the 3130xIs. Found one that the water had evaporated from next to 3130xIA. I have started storing them above sink upright next to the pile of 3500 arrays until ready to send them off when we have enough to send together. Thanks Maria</p>	3/06/2014	MMA	Noted
<p>Wander from Life Technologies came in to adjust the Z position for the autosampler to try to fix the 16 capillary NAD issue. Please advise him if still not working. Thanks, Maria Sample tracking has been disabled on the Maxwells. The sample input screen will no longer appear.</p>	3/06/2014	MMA	Noted
<p>GII uploads for CE - pass batches: Some people have been using the genemapper batch D instead of the CE batch which results in the "Pass" info not getting entered on the correct line. Please make sure you are entering the correct batch D.</p>	30/06/2014	MLG	Noted
<p>Please do not hang jumpers in the lab ante chambers. Please leave them in an office area.</p>	14/07/2014	LBR	Noted
<p>Auto Ext's: 175uL Conductive tips have been verified and passed for EXT MPII A, on 14/07/2014. (non cond tips have been ordered). Pos Ctls of Ext's batches run on Ext MPII A show expected quant values.</p>	25/07/2014	CI	Noted
<p>Reminder to put waste into the correct bins.</p>	28/07/2014	BM	Noted
<p>Some things to look out for when performing GII - Ensure the correct batch name is typed when exporting the txt file and when using the Macro. Double check that the Start or Finish cell in the workflow diary are shaded in green and saved ASAP after the corresponding GII is performed. Consider implementing a retrospective audit or check of the workflow diary to ensure it corresponds to the batch status in AUSLAB.</p>	29/07/2014	AKF	Noted
<p>Please keep checking plates from Pre-PCR as two samples have been found as not having been added to amp plate. Re-amp has now been ordered one sample and the other has already been through a m'con process</p>	25/08/2014	MMA	Noted

Please discard empty PP21 Matix boxes and initials and date when using these

Here is a suggestion: In the PREPCR room sample location area is a blue container that has many bits and pieces in it like tubes, film, lids, long things. When environmental clean is on takes a while to clean these bits and pieces. Is it allowable to place these items into an enclosed box, ie white lidded storage box? Therefore only needing to clean the surface of the box.

Please reminder update Validate Yes on boxes in clean room  
Ex. Profiler lot L & M (already in use) no information on the Primer & RnMix boxes.

We have a couple of examples where a sample's profile data has been deleted and AUSLAB has reverted a completed batch that it was on to interim, e.g. CWXMAMP20141124\_01. Please be aware of this because if the batch is re-completed, all the samples will be progressed again! This issue has been raised with LISS.

Reminder to please use 1.5ml tubes for retain supernatants as this makes the phadebas test easier to read. We also do not require the positive control for phadebas. Thank you  
When taking tubes "out of use" in the consumables please could you check the audit trail (SF8) first to make sure that evidence recovery arent still using them. If a tube hasn't been assigned to a lab number for over a week then it can be taken out of use. Thank you.

When removing a sample from a Pre-PCR batch for a cease works please remember to re-load the batch as OO's do not know that it has been removed and the text file for storstar has not been updated. This saves us running the batch through storstar then finding out it's not working then having to do it again. Which can be time consuming.

Batch label barcodes- need to be scannable- if part of the label is cut off it will not scan (no point putting it on the amp plate). (Not essential for CE plate labels, but is for amp plates).

HCl in clean room must be kept in blue tub due to WHS reasons. This has been moved to the bench near PC as there is more room.

Reminder please put amp plates on the thermalcyclers with the correct progam.

Please remember to do the Cl2 clean on the Millipores in Pre PCR and the clean room during enviromental clean. Also, it is a good idea to check if any of the filters need replacing at the same time.

Prot K lot E (680ul) was aliquoted in 0.5mL tube. Be aware when removing Prot K. It will overflow. Remove small Vol and later the rest.

Please ensure the BSC cabinet is cleaned properly after use. I've found a few splatter marks on the back of the hood (near tip container) a couple of times, these spots go rusty. Also please don't clip the tip container shut if it is not being discarded. They can be difficult to open and can be a contamination hazard.

Cardboard boxes no matter how big or small, should be flat packed to be put into the recycle cardboard bins and trolleys  
Lysis buffer has varying expiry dates. Bottles from Maxwell kits don't have expiry on them but it is on the Maxwell box. If it says 2016-11 then put the expiry as 31st October 2016.

Remember to double check CE platemaps for blanks or samples that have been rremoved from the batch.

Reminder: CE running buffer (for 3130) has a 7 day expiry at room temp (Gel Company) and a 1 month expiry when stored in fridge (AB). We've been using expired buffer. Make up only half a bottle of the Gel Company buffer at any one time.

Please update the laminated sheet in the Pre PCR/CE hatch. when putting on Quant and Amps.

When Shutting down Auto MP11, don't forget to turn off the DC controller box (in cupboard). Also shut down PC.  
Not really an issue- When entering reprep or reruns into the CE tab of the workflow diary, put NA for the 'start date'. That way the Gil doesn't get redone.

Please don't throw cardboard in the tip baskets. When you do we have to dig them out and put them in the cardboard bin before emptying the basket.

25/08/2014	MMA	Noted
3/10/2014	SES/TN	Yes this is OK. Possibly introduce into the Clean Room as well. LBR
10/11/2014	CI	Noted
12/12/2014	AKD	Noted
22/01/2015	AH	Noted
8/04/2015	AH	Noted
4/05/2015	MJW	Noted
29/06/2015	BM	Noted
30/06/2015	BM	Noted
17/08/2015	BM	Noted
25/09/2015	HKP	Noted
19/10/2015	CI	Noted
26/10/2015	BM	Noted
11/11/2015	SES	Noted
23/11/2015	BM	Noted
1/02/2016	BM	Noted
2/02/2016	BM	Noted
3/02/2016	HKP/SCN	Noted
5/02/2016	BM	Noted
1/03/2016	BM	Noted
1/03/2016	MAM	Noted



<p>Expired bleach bottles in the labs. Bleach expiry dates need to be recorded on a whiteboard or log in a clearly visible location so that it can be prepared on time when the previous batch expires. When a new batch of bleach is prepared, operational staff need to collect all expired bleach bottles (or alternatively inform/ask lab staff to collect these and place in anti-chamber) so that they can be replaced with the fresh batch. Perhaps the rostering system needs to be revised for this task as expired bleach is being found in the lab regularly. Furthermore, bleach and ethanol prep/refills must to be performed the day before environmental clean to ensure there is enough cleaning agents for this task.</p>			21/03/2016	AK	Noted
<p>Please check correct dates when filling out the Instrument maintenance log sheets. 3130 diary has been filled out incorrectly for whole month of Feb. When filling out the sheet for the first time (eg. 1st of the month), write the first letter of the day in the above line (eg. W for wednesday) On environmental cleaning day, please wipe the inside of the fridge in Manual extraction. It is very dusty and has a bit of hair inside the fridge. Please ensure that the BSCs in manual extraction are cleaned properly after use. I have found quite a few times, white splatter marks on the back of the hood. Also change the small tip waste container before it gets full, if this is causing splashes.</p>			11/04/2016	BM	Noted
			4/07/2016	BM	Noted
			4/07/2016	BM	Noted
<p>The reagent lot/validation/in use signs have been removed from individual reagent boxes in the clean room fridges and freezers and have been replaced with centralised signs on the 2-way fridge. Reagent box contents have been handwritten on the boxes. Please use the new centralised signs when using or recording the validation of reagents. Cheers!</p>			19/07/2016	AKD	Noted
<p>When adding an additional Pos or Neg Amp control to a ReGS plate, make sure that the additional controls have an amended name. Eg. Pos_Ctl_2. It needs to have a different name so that when the OO's PDF it doesn't overwrite each other.</p>			12/10/2016	BM	Noted
<p>Please remember to always sign and date any notes/comments on paperwork.</p>			14/10/2016	BM	Noted
<p>Please date any 'left over' reagents put in the clean room fridge and date any notes.</p>			24/03/2017	BM	Noted
<p>Open bags of tubes are not DNA free any more, if you need a tube just remove it from the lab. Don't store open bags in the Store room block 3.</p>			29/03/2017	CI	Noted
<p>4-5 used 3500 POP4 pouches in fridge is too much. Sealing with tape (no blue seal) is not appropriate. Check for used pouches everytime running a smaller plate. Used pouches all expire in &lt;3weeks.</p>			1/06/2017	BM	Noted
<p>Need to do weekly water trap flush on 3500B For CEQ check comment in diary, do not put "OK" if overall batch status for CE batch is "See Batch". Eg. If plate was put on hold due to ReGS of Negs/samples for crosstalk. Do not delete those notes from diary, add note to say CT confirmed on ReGS, ok to release.</p>			1/06/2017	BM	Noted
<p>CE reminders: REF amp plates are stored in separate bags to FTA type plates. People are getting confused with the new FR batch IDs.</p>		Similar batch names RSTRAMP v RFTAAMP	2/06/2017	BM	Noted
<p>CE reminders: Please write a received date on the reservoir septa packets and place in date order in cupboard. Need to use older stock as the rubber may perish.</p>			8/09/2017	BM	Noted
<p>Please keep all polymer in the new fridge under the hot blocks</p>			8/09/2017	BM	Noted
<p>Please don't overfill the bin in the Auto Room as the cartridges etc are very heavy and break the bag Don't label the nunc tubes too high or too low. Please make sure th labels are stuck down properly and don't start to butterfly. This affects the decappers.</p>			25/09/2017	BM	noted
<p>We have a good supply of black nunc racks. OOs can discard any that don't fit in the box.</p>			6/11/2017	BM	Noted
<p>Please don't put bins in front of the air vents</p>			18/12/2017	BM	Noted
<p>Please ensure that you dry the centrifuge properly after cleaning - use ethanol as second clean</p>			8/01/2018	LBR	Noted
<p>FYI the hidi aliquots have under 1000uL so if you have a full plate please get 2 tubes</p>			8/01/2018	LBR	Noted
<p>When making up decon please put new labels with the date made and by whom and expiry date and attach to the decon bottles.</p>			22/01/2018	LBR	Noted
			22/01/2018	LBR	Noted
			9/08/2018	MLM	Noted

There was white powder spilt in the sink area of Clean Room - if you spill please ensure you clean up afterwards. And also white powder (possibly DTT) near the balance. Please ensure that the tip bins for Symphony A are double bagged as liquid seeps through the bags and is causing corrosion of the laminate & weatherboard underneath		15/10/2018	LBR	Noted
		18/03/2019	LMF	Noted
Please clean silver trolley down after use (?ethanol). It was really dirty and getting rusty. Added to OOs issues log as well.		11/04/2019	BM	Noted
Clean reagent boxes should be returned to the reagent prep room/2-way fridge. Some are going into manual.		11/04/2019	BM	Noted
Please be careful when creating/moving shortcuts and/folders. The workflow diary folder had a lot of the older diaries disappear, they were found in folders in the I:AAOperational folder. A new workflow diary folder was then created in April in I drive (?). This is the second time in the last few months that this has happened. If you think you have moved/deleted something you shouldn't have, please send an email for it to be investigated.		28/05/2019	BM	Noted
FYI - CTRL-Z is undo				
For the staff who are rostered in stocktake, can they also aliquot Amp water for Pre PCR when you have time please.		5/06/2019	GSL	Noted (HP2s should be taking over stocktake again)
Please communicate to contractors when entering the lab about cleaning equipment they are going to use and if placing anything on a bench or floor to clean to use a blue cloth.		17/06/2019	LMF	Noted
Clean room balance bench-2 ENVM in a row has large number of peaks. PIs clean regularly		30/09/2019	BM	Noted
Pre-PCR Milli-Q - flooded again. The screw-in plug on top of unit was excessively tight and the unit flooded water all over the floor. The tool provided is only for UN-SCREWING the plug, not for tightening it. Only ever screw plug in to finger-tight.		4/02/2020	AKD	Noted
Please remember to sign and date reagent bottles when newly opened and also write "In Use" on the bottle or lid.		9/11/2020	MLM	Noted
Plastic slide racks not to go through the washer anymore. Some rack were severely warped and not worth risk of happening again. Please soak in decon bucket then dry on dish rack in the lab.		8/04/2021	MLG	Noted
Extraction sorting - adding samples after the batch has already been located by the LAs. When the batch is still in "Prep" and we want the LAs to add more samples we need a clearer process, e.g. return the rack to Ext Sorting and label. Also, if HPs add more samples, we need a batch note to update the sample "located" info. This has been causing confusion for the LAs.		7/09/2021	AKD/MLG	Agreed in meeting - aim to keep batches in Ext Sorting until it is ready to be processed. If a batch which is in the main lab needs more samples added to it, we will return that batch to the Ext Sorting Freezer for the LAs. We will also add a Comment stating what is required. HPs will add a batch note if the HP has added extra samples.
Workflow diary comments - please ensure the comment is removed after the action has been completed.		7/09/2021	AKD/MLG	Agreed and we will do.
Please remember to recycle cardboard boxes in the lab and not to put them in the biohazard bins			LBR	Agreed and we will do.
Please check shoes before entering the lab as we have seen increase in the amount of dirt on the floor in the lab.		7/03/2022	LBR	Agreed and we will do.

Lab No.	Issue identified	initials	date	Notified to whom
	Example only, noticed tube cracked when starting extraction	AM	22/10/2008	AAP
	Hair attached by barcode to outer surface of tube	AAP	4/11/2008	EJC
	Noticed tube cracked when performing evidence recovery	TK	7/11/2008	JM
	Noticed tube cracked when performing evidence recovery	TK	10/11/2008	AH
	Noticed tube cracked when performing evidence recovery	AH	11/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	13/11/2008	AAP
	On submission CSSE window had a tear in it and tube had popped open. Swab was still in tube.	AH	13/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	17/11/2008	AAP
	Noticed Tube lid open and swab no longer inside tube when photographing CSSE	TK	21/10/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	26/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	26/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	26/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	26/11/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	2/12/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	5/12/2008	AAP
	Noticed tube cracked when performing evidence recovery	AH	5/12/2008	AAP
	Lid of tube snapped off	AH	5/12/2008	AAP
	Noticed tube cracked when performing evidence recovery. Lid was also snapped off.	AH	8/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	11/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	16/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	16/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	17/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	22/12/2008	AAP
	Lid of tube snapped off	AH	22/12/2008	AAP
	Noticed tube cracked when performing evidence recovery.	AH	7/01/2009	ADA
	Noticed tube cracked when performing evidence recovery.	AH	8/01/2009	ADA
	Noticed tube cracked when performing evidence recovery.	AH	8/01/2009	ADA
	Noticed tube cracked when performing evidence recovery.	AH	9/01/2009	ADA
	Noticed tube cracked when performing evidence recovery.	AH	13/01/2009	ADA
	Noticed tube cracked when performing evidence recovery.	AH	15/01/2009	ADA

Lid of tube snapped off	AH	15/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	15/01/2009	ADA
Lid of tube snapped off	AH	15/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	15/01/2009	ADA
Lid of tube snapped off	AH	15/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	15/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	15/01/2009	ADA
Lid of tube snapped off	AH	15/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	27/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	30/01/2009	ADA
Noticed tube cracked when performing evidence recovery.	AH	2/02/2009	ADA
Lid of tube snapped off	AH	9/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	10/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	11/02/2009	AAP
Noticed tube cracked during extraction.	PA/AH	11/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	12/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	12/02/2009	AAP
Noticed tube cracked during extraction.	PA/AH	12/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	13/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	16/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	16/02/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery	AH	16/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	17/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	18/02/2009	AAP
Lid of tube snapped off	AH	19/02/2009	AAP
Lid of tube snapped off	AH	23/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	23/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	24/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	24/02/2009	AAP
Lid of tube snapped off	AH	24/02/2009	AAP
Noticed tube cracked when performing evidence recovery	AH	24/02/2009	AAP
Noticed tube cracked when performing evidence recovery	AH	24/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	24/02/2009	AAP

Noticed tube cracked under label when performing extraction. Leaked under label but inside of tube should be OK.	VH	24/02/2009	AAP
Noticed long crack on down top half of QPS tube when performing extraction, transferred to new labelled tube and processed as normal.	EJL	24/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	25/02/2009	AAP
Lid of tube snapped off	AH	26/02/2009	AAP
Lid of tube snapped off	AH	26/02/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	2/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	2/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	5/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	5/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	9/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	10/03/2009	AAP
Lid of tube snapped off	AH	10/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	10/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	13/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	18/03/2009	AAP
Lid of tube shattered into a few pieces.	AH	19/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	21/03/2009	AAP
Lid of tube snapped off	AH	21/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	21/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	21/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	21/03/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	21/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	25/03/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	3/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	3/04/2009	AAP

Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	6/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	7/04/2009	AAP
Lid of tube snapped off	AH	7/04/2009	AAP
Lid of tube snapped off	AH	7/04/2009	AAP
Lid of tube snapped off	AH	9/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	16/04/2009	AAP
Lid of tube snapped off	AH	16/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	17/04/2009	AAP
Lid of tube snapped off	AH	17/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	AH	24/04/2009	AAP
Noticed tube cracked when performing evidence recovery.	reh	30/04/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	reh	30/04/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	reh	6/05/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	reh	7/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	reh	7/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	RGM	8/05/2009	KDS
Noticed tube cracked when performing evidence recovery.	RGM	8/05/2009	KDS
Cracked tube noted by PA in analytical and returned to Evidence Recovery for processing	RGM	8/05/2009	KDS
Cracked tube noted by PA in analytical and returned to Evidence Recovery for processing	RGM	8/05/2009	KDS
Cracked tube noted by PA in analytical and returned to Evidence Recovery for processing	RGM	8/05/2009	KDS
Cracked tube noted by PA in analytical and returned to Evidence Recovery for processing	RGM	8/05/2009	KDS
Lid of tube snapped off	REH	13/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	REH	14/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	mb	15/05/2009	AAP
Noticed tube cracked when performing evidence recovery	MB	18/05/2009	AAP

noticed tube cracked when performing evidence recovery	MB	18/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	REH	18/05/2009	AAP
Noticed tube cracked when performing evidence recovery	MB	19/05/2009	AAP
Tube broken upon opening during evid recovery process	MB	19/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	REH	21-May	AAP
tube lid broke off upon opening for processing	mb	22/05/2009	AAP
Noticed tube cracked when performing evidence recovery.	REH	25/05/2009	AAP
noticed crack tube during evid recovery process	MB	28/05/2009	AAP
tube lid broke off upon opening for processing	MB	29/05/2009	AAP
Noticed tube cracked when performing evidence recovery	REH	2/06/2009	AAP
Noticed crack near lid of tube when labelling tubes for Cell Ext batch CELEXT20090603_01, swab transferred to new labelled 1.5mL tube and processing continued.	EJL	4/02/2009	AAP
noticed tube cracked during evid recovery process	MB	5/06/2009	AAP
Noticed tube cracked and lid snapped off when performing evidence recovery.	reh	9/06/2009	AAP
noticed small crack near lid during evid recovery process	JSM	10/06/2009	AAP
noticed small crack near lid during evid recovery process	JSM	10/06/2009	AAP
noticed large crack and lid snapped off during evid recovery process	JSM	10/06/2009	AAP
noticed multiple small cracks near lid during evid recovery process	JSM	10/06/2009	AAP
noticed small crack near lid during evid recovery process	JSM	11/06/2009	AAP
noticed damaged lid during evid recovery process	JSM	11/06/2009	AAP
tube lid broke off upon opening for processing	REH	15/06/2009	AAP
noticed large crack in tube	JSM	2/07/2009	AAP
noticed crack in tube during evid recovery processing	JSM	3/07/2009	AAP
crack in tube and broken lid upon opening	mb	3/07/2009	AAP
Noticed crack near lid of tube when labelling tubes for batch CWIQEXM20090727_02, swab transferred to new labelled 2mL tube and processing continued.	EJL	28/07/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	13/08/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	13/08/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	13/08/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	15/08/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	15/08/2009	AAP
Noticed tube cracked when perfoming evidence recovery.	AH	24/08/2009	AAP

Noticed tube cracked when performing evidence recovery.	AH	27/08/2009	AAP
Noticed lid of tube snapped off when performing evidence recovery	AH	27/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	RGM	27/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	RGM	27/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	KDS	27/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	RGM	27/08/2009	AAP
Noticed lid of tube snapped off when performing evidence recovery	AH	28/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	RGM	28/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	KDS	28/08/2009	AAP
Noticed tube cracked when performing evidence recovery.	KDS	3/09/2009	AAP
Noticed tube cracked when performing evidence recovery.	JSM	3/09/2009	AAP
Noticed tube cracked when performing evidence recovery	JSM	4/09/2009	AAP
Noticed tube cracked when performing evidence recovery	MJC	11/09/2009	AAP
noticed damaged lid when performing evidence recovery	JSM	5/10/2009	AAP
noticed cracked tube when performing evidence recovery	RGM	13/10/2009	MJC
noticed cracked tube when performing evidence recovery	RGM	13/10/2009	MJC
noticed cracked tube when performing evidence recovery	REH	15/10/2009	AAP
tube lid broke off upon opening for processing	MB	3/12/2009	AAP
cracked tube	MB	4/12/2009	AAP
damaged lid	JSM	9/12/2009	AAP
damaged lid	JSM	20/01/2010	AAP
Cracked tube	KDS	25/01/2010	
Cracked tube. Noticed at start of ODL procedure.	BM	27/01/2010	ARM
damaged lid	JSM	2/02/2010	AAP
noticed cracked tube when performing evidence recovery	RGM	9/04/2010	AAP
noticed cracked tube when performing evidence recovery	RGM	11/06/2010	AAP
noticed cracked tube and damaged lid when performing evidence recovery	JSM	22/07/2010	AAP
noticed cracked tube and damaged lid when performing evidence recovery	AKF	10/01/2011	AAP