

To: Adam Rosendorff[arosendorff@theranos.com]; Mark Pandori[mpandori@theranos.com]; Hoda Alamdar[halamdar@theranos.com]; Steve Morin[smorin@theranos.com]
From: Langly Gee
Sent: Wed 5/21/2014 3:58:07 PM
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Subject: Meeting Minutes
Received: Wed 5/21/2014 3:58:08 PM
Laboratory Director Meeting Minutes May 20.docx

All:

Meeting minutes from yesterday.

Langly

Team: Adam Rosendorff*, Mark Pandori*, Hoda Alamdardar*, Steve Morin*, Langly Gee*

*Attendee

1) Edison

- a) Run fails with low counts
- b) Chinmay has changed one parameter for Vitamin D that corrects OORH or >289
- c) Langly will follow up with ELISA team on how QCs are evaluated

2) Extensive / Limited Hours

- a) Adam and Mark met with each CLIA member
- b) Some preferred 40 – 45 hours / week, others did not have an opinion
- c) Sign- up sheet to be prepared

3) Thursday Staff Meeting

- a) Mark to present at Thursday's meeting: Workflow triage, departmentalization
- b) Max to present Pending List status

4) Redraws

- a) Requests are approved by Adam
- b) Langly to follow up if a LIS report can be generated

5) Immulite Usage

- a) Two operators can handle current patient and research requests
- b) Research is to provide one day notice on which assays to test
- c) Research staff to run samples "off hours"?

6) Cytometry

- a) FruitFly is not available, back to Theranos CBC analysis
- b) Another Fortessa?
- c) Hoda to follow up with CBC group on current throughput

7) ISE

- a) With neat testing, sodium and chloride has settled down
- b) Request redraws for K>6.2, which are due to pre-analytic, i.e. hemolysis or clot
- c) Current redraws are 10%

8) EMC

- a) Tom received a phone call for a CLIA inspection
- b) MSN 1 and 2, Hamilton, one Life Cycler and refrigerators are in place. Another Life Cycler to move Wed. 5.21
- b) Staff working on SOPs

9) HR

- a) 2 new CLA started this week
- b) One training on accession and one for ADVIA

10) CT/NG

- a) Assays are performed in-house
- b) 3mL urine samples are transferred to Abbott tubes

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