

## *Envirolab Christmas Opening 2021*

The last day we will be open for sample receipt before Christmas is Friday 24<sup>th</sup> December. The first day after the holiday that samples can be received will be Tuesday 4<sup>th</sup> January.

To limit holding time exceedances laboratory staff will be working between the Christmas and New Year period.

Whilst we will prioritise any analyses where holding times are in jeopardy you may need to review your sampling plan in the periods immediately prior to Christmas. Please contact your Client Manager on 0161 368 4921 or email [ask@envlab.co.uk](mailto:ask@envlab.co.uk) to confirm holding times.

For clarity, samples received before noon on Friday 24<sup>th</sup> December with a 10 working day turnaround will be due for reporting on Friday 14<sup>th</sup> January 2021.

To receive results before Christmas, samples plus clear instructions must be received at Envirolab by:

For a 10 day turnaround	Monday 13 <sup>th</sup> December (before noon)
For a 5 day turnaround*	Monday 20 <sup>th</sup> December (before noon)
For a 3 day turnaround*	Wednesday 22 <sup>nd</sup> December (before noon)

**The pre-Christmas period is always a busy one so we ask that projects needed with a five day turnaround or quicker are agreed prior to the submission of samples if results are required before the Christmas shutdown period.**

**\*Fast turnarounds may not be possible in the latter stages before the Christmas break, as stated it is important to not plan to submit samples w/c 20<sup>th</sup> December that require results pre-Christmas.**

Please note that the last date that BODs can be accepted to ensure they do not deviate is Friday 17<sup>th</sup> December. *BODs can only be accepted after this with prior agreement.*

The latest date we can arrange collection of samples from you is Thursday 23<sup>rd</sup> December, to arrive at Envirolab on Friday 24<sup>th</sup> December.

We advise you order sample containers in advance of your site works, the latest we can dispatch them to you is Thursday 23<sup>rd</sup> December, but you will need to make the request before 11am on that day.

Courier companies always have an increase in demand in the run up to Christmas. This will be emphasised even more this year due to the increase in online sales. We have been assured that our couriers have increased their capacity in anticipation of this although we would advise you allow extra time for your samples to get to the lab.

*Wishing you a very merry Christmas & a happy New Year*

*from all at Envirolab*