



ALS Sydney (Smithfield) Laboratory Christmas and New Year Period 2017/2018

Dear Client,

On behalf of the ALS Sydney team, we would like to wish you and your family a safe and happy Festive Season. We thank you for your support this year and look forward to working with you in 2018.

MANAGING PROJECTS OVER THE CHRISTMAS/NEW YEAR PERIOD:

ALS Sydney laboratory will be open during the Christmas/New Year period except for the mandated public holidays and weekends. ALS would like to gain a better understanding of any projects that may need particular attention over the Christmas and New Year period. This will help to ensure the laboratory and client services operations are adequately resourced to assist you in achieving desired outcomes.

Key Times and Dates

Data for samples received by Thursday, 14th December
can be reported by Friday, 22nd December

MON	TUE	WED	THU	FRI	SAT	SUN
18	19	20 Regional Sites - Last submissions	21	22 Smithfield samples by 12pm	23	24
25	26	27	28	29	30	31
Public Holiday	Public Holiday	Smithfield open 9am - 5pm Crows Nest closed				
1	2	3	4	5	6	7
Public Holiday	Smithfield open 9am - 5pm Crows Nest closed					

- Regional Laboratories** - Last day for sample submission before Christmas
- Smithfield** - Last samples to be received by **12pm**. **Crows Nest** laboratory closed.
- Smithfield** laboratory open **9am-5pm**. **Crows Nest** laboratory closed (*reopens Mon 22/1/18*).

If you need to submit samples outside of these hours please contact us for alternate arrangements. If you are planning site works or submitting samples in the period leading up to Christmas or in the Christmas/New Year period please contact your Client Manager or local Environmental Service Representative to discuss your project timelines and required service delivery.

Note: *Special consideration should be given to analytical holding times. Also, extra care should be taken to ensure that all COCs are clear and accurate and do not require clarification, especially if samples are submitted just before you go on holiday.*

Submitting samples in January can offer added benefits:

- Rapid turnaround time available**
- Results completed whilst you are on leave**
- Key projects can be performed in January, due to certain sites having improved access during partial operational closures**

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