



HOLIDAY BUSINESS HOURS

PLEASE DISTRIBUTE THROUGHOUT YOUR OFFICE.

November 1, 2011

Dear Valued Customer,

The holiday season is quickly approaching and now is the time to review your sampling schedule for November and December so that you may plan your upcoming sampling and analytical needs in advance. Most of the tests impacted by the holidays are either short holding time tests or tests that need to be interpreted one or two days later. As most of you already know, we typically operate around-the-clock Monday through Friday and analyze most of our short holding time tests in the off hours of the day. During the holidays it is important for you to coordinate your sampling schedule with the laboratory to make certain that we can accommodate your analytical needs. I encourage you to review the attached calendar to mark the days that we will be unable to receive certain types of tests due to holding time considerations and staff on hand. I also ask that you distribute this calendar throughout your office so everyone is informed. If you are planning any large sampling events around the holidays, please contact your project coordinator or me so we can have the staff available to process your samples when they arrive.

If you need assistance with pickups, rescheduling testing needs, or have questions regarding our capabilities during the holidays, please contact your Project Coordinator or Vanessa Shomper, ALS Field Services Coordinator. Vanessa is responsible for scheduling sample pickups and events and ordering bottle containers and supplies. She can be contacted at (717) 944-5541 Ext. 3141 or via e-mail: vanessa.shomper@alsglobal.com.


If you have any questions or concerns, you may contact me at Ext 3135. ALS Environmental wishes you a safe and enjoyable holiday season and we look forward to working with you in 2012.

Sincerely,


ALS Environmental
Anna G. Milliken
Technical Laboratory Manager



NOVEMBER / DECEMBER 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		Nov 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 	24-CLOSED 	25-OPEN	26
27	28	29	30	Dec 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 	23-CLOSED	24 
25 	26-CLOSED	27	28	29	30	31
Jan 1 	2-CLOSED	3	4	5	6	7

Laboratory is closed November 24, December 23 and 26, 2011 and January 2, 2012.

 Laboratory closes at 5:00 p.m. On days indicated with an 'A', no samples will be accepted after 3:00 p.m. without prior approval.

 Laboratory will not be accepting Fed Ex or UPS deliveries on days marked with a 'B'.

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