



## **CHRISTMAS 2017 AND NEW YEAR ARRANGEMENTS**

With Christmas now only a few weeks away, we would like to take this opportunity to thank you for your business during 2017, it is much appreciated, and to let you know of the laboratory operating arrangements over this holiday period. The details are as follows:

### **1. Courier Collections**

Although we appreciate that there may be some samples that are dispatched and received in the days leading up to the Christmas Break, **the last date for NRM organised courier collections is Monday 18<sup>th</sup> December 2017** and this service will recommence on Tuesday 2<sup>nd</sup> January 2018. However we would appreciate that, wherever possible, samples could reach us by Friday 15<sup>th</sup> December to give us every chance to complete the analytical testing before the Christmas closure.

### **2. Biodegradable Samples**

To ensure biodegradable samples that need immediate attention on arrival at the laboratory are dealt with correctly during this period, we would ask that these samples arrive with the laboratory by **Monday 18<sup>th</sup> December**.

### **Please note the following exceptions to this date**

All samples for or including the following analysis must be with laboratory by **Wednesday 13<sup>th</sup> December**

- Residual Biogas Potential (RBP)
- Biological Oxygen Demand (BOD)

### **3. Laboratory Operations**

The laboratory will be running a full analytical service up to and including Friday 22<sup>nd</sup> December 2017. However, analyses that take more than one working day or those that are more complex may not be completed before the Christmas Break.

The laboratory arrangements for the Christmas and New Year period are as follows:

<b>Monday 18<sup>th</sup> December</b>	Normal Laboratory service ( <b>Last Day for Courier Collections</b> )
<b>Tuesday 19<sup>th</sup> December</b>	Normal Laboratory service
<b>Wednesday 20<sup>th</sup> December</b>	Normal Laboratory service
<b>Thursday 21<sup>st</sup> December</b>	Normal Laboratory service
<b>Friday 22<sup>nd</sup> December</b>	Normal Laboratory service until 12.30pm
<b>Monday 25<sup>th</sup> December</b>	Bank Holiday
<b>Tuesday 26<sup>th</sup> December</b>	Bank Holiday
<b>Wednesday 27<sup>th</sup> December</b>	Laboratory closed
<b>Thursday 28<sup>th</sup> December</b>	Laboratory closed
<b>Friday 29<sup>th</sup> December</b>	Laboratory closed
<b>Monday 1<sup>st</sup> January 2018</b>	Bank Holiday
<b>Tuesday 2<sup>nd</sup> January 2018</b>	Courier collections and normal laboratory service

Should you need to contact the laboratory on a matter of urgency during this period please leave a telephone message (**01344 886 338**), or email your message ([enquiries@nrm.uk.com](mailto:enquiries@nrm.uk.com)). The telephone and email will be regularly checked for messages by staff on duty.

*We would like to take this opportunity to wish you and your staff best wishes for Christmas and the New Year*

