



# Memorandum

**Date:** November 4, 2015

**To:** Bone Marrow Transplant Program, Apheresis Program, FMC Portering, FMC Unit 57, ACH Unit 1, Dr. Peter Duggan

**From:** Dr. Leland Baskin  
Clinical Section Chief - Transfusion Medicine

**Re:** **Cellular Therapy Laboratory (CTL) After Hours Cellular Therapy Products (CTP) Delivery Location –McCaig Tower**

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**Key Messages:**

Effective November 9<sup>th</sup> at 0600, CTPs scheduled for after hour delivery will be delivered to 7<sup>th</sup> Floor McCaig Tower, Transfusion Medicine.

**Importance/Impact:**

**ABMTP Couriers:**

All CTP deliveries during **business hours (Monday – Friday 08:00 – 16:00 (excluding statutory holidays))** will go directly to CTL (Rm 7407 McCaig Tower)

All CTP deliveries **after hours** will be to Transfusion Medicine, McCaig Tower 7<sup>th</sup> floor (Blood Pick-up & Drop-off window)

Access to the CLS Laboratories is via the public elevators in McCaig Tower. Follow the way-finding signage to the appropriate delivery location.

**Apheresis/OR/ACH CTP delivery and Transport Cooler return:**

Process will remain the same with delivery now to Transfusion Medicine, 7<sup>th</sup> Floor , McCaig Tower.

Phone contact will remain unchanged. Main CTL phone number is **403-944-4439**.

**Action Required:**

Please inform staff of change.

For access to the laboratory please proceed to the audio visual/intercom phone by the laboratory door and contact Transfusion Medicine.

Transfusion Medicine will permit access with appropriate identification.

Follow the signage to CTL or Transfusion Medicine.

**Inquiries and feedback may be directed to:**

Dr. Nicole Prokopishyn – CTL Director 403-944-3687

**This memorandum has been reviewed and approved by:**

Dr. Leland Baskin, Clinical Section Chief - Transfusion Medicine