



Memorandum

Date: December 4, 2015
To: All PSCs, RRLs, Accession, Referral Sites, LIC, Mobile, All Immunologists
From: Christine Hopkins, Flow Cytometry Supervisor
Re: Flow Cytometry Holiday Hours of Operation

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

The Flow Cytometry laboratory is adjusting its operating schedule during the holiday season from December 22, 2015 to January 3, 2016. Please note the reduced hours and lab closures:

December 22-24, 2015	0700-2015 – regular hours
December 25, 2015	closed *
December 26, 2015	0900-1715
December 27, 2015	closed *
December 28, 2015	0900-1715
December 29-31, 2015	0700-2015 – regular hours
January 1, 2016	closed *
January 2, 2016	0900-1715
January 3, 2016	closed *

Action Required:

- Do **not** collect or send samples for mitogen testing to Flow Cytometry from Dec 21 – 25, 2015 and Dec 28 – Jan 1, 2016
- *Requests for Flow Cytometry testing on days the lab is closed must be approved by the hematopathologist on-call

Inquiries and feedback may be directed to:

Christine Hopkins, Flow Cytometry Supervisor @ 403-770-3366

This memorandum has been reviewed and approved by:

Leland Baskin, MD, FCAP, CLS Medical Director, VP Medical Operations
Dale Gray, CLS VP Technical Operations