

SO YOU MADE IT IN? FANTASTIC!



HERE'S WHAT YOU NEED TO KNOW:

1. We have four fridges here for you to drop off your samples.
2. You may use more than one fridge should you require it.
3. **Chain of Custody** forms and pens are available for you to fill out your paperwork.
4. Place your samples in a fridge or fridges as required. There is a lock on each fridge so that you can leave your samples secure and confidential.
5. Don't forget to place your **Chain of Custody** in the fridge (it's a good idea to place it in the **Caduceon Zip-Loc bags** we have placed on counter).
6. Be sure to firmly close the fridge and close the lock on each fridge you have used.
7. If you do not need the cooler you used to transport samples – simply set it aside and our staff will take care of it.
8. Have too many samples and it will be more than the fridges can handle? We have ice packs in the freezer that you can place in the coolers to keep your samples cool until the **Caduceon** staff arrives in the morning. Place your chain of custody in **Caduceon** Ziploc and place inside one of your coolers. We have packing tape in the top drawer beside the pantry unit that you can seal up your coolers. It's a good idea to sign over the tape so that we know it hasn't been opened.
9. Need supplies? Take a look in the cupboards; we have a variety of bottles that you can take with you should you need to restock.

ONE MORE THING -VERY IMPORTANT
DON'T FORGET TO ENTER YOUR KEYPAD ACCESS CODE
TO "RE-LOCK" THE DOOR ON THE WAY OUT

Thanks for using our Caduceon After Hours Depot!
– we appreciate you and your business and we look forward to helping you out again



Should you have any problems with the Caduceon After Hours Depot please call 613-331-1743