**SEARHC DAILY ROUTE**

SEARHC OFFICES NEED TO CALL OFFICE FOR ASSISTANCE – DO NOT GIVE OUT YOUR PERSONAL PHONE NUMBER

9:00-9:15 CLOCK IN/READY YOUR VEHICLE (COOLERS, STICKERS, HAND TRUCK ETC.)

9:15-10:00 VP TO LAB (HOLD TIL AFTER COLECTING FROM ASP DROP AT LAB TOGETHER)

ASP TO LAB (DROP OFF VP AND ASP TOGETHER)

ANY TIME AT ELMC STOP BY PHA TO SEE IF THEY HAVE ANY OUTGOING

10:00-10:30 LAB TO ASP (WHEN COLLECTING OUTGOING FROM LAB VERIFY THAT THE

BOXES ARE EMPTY. IF EMPTY AND IT IS A BUSY DAY OR RUNNING LATE IT

IS OK TO HOLD BOXES UNTIL A LATER RUN. NOTIFY OFFICE)

10:30-11:30 ERG DOWNTIME – CHECK W/OFFICE

11:30-12:30 ASP TO LAB (HOLD TIL AFTER GOING TO OTP DROP OFF AT LAB TOGETHER)

OTP TO LAB (ASP/OTP TOGETHER)

12:30-1:00 LAB TO ASP (IF NEEDED)

1:00-1:30 VP TO LAB p

1:15-1:30 FRONT DESK TO OBGYN (CHECK WITH PATRICK TO SEE IF THERE ARE ANY

CLEAN INSTRUMENTS TO GO BACK TO OBGYN. DROP OFF BEFORE LEAVING

THE AREA)

2:15-3:45 ASP to LAB

2:45-4:00 VA TO AAC (MAKE SURE AB# IS OUTGOING TRACKING BOX)

3:00-3:45 FSC TO LAB

3:20-3:45 FSC L.C. (MON-WED-FRI) TO LAB

3:30-3:45 OBGYN (DIRTY TOOLS) TO FRONT DESK ELMC

4:05-4:15 VP TO LAB

4:15-5:00 LAB TO AAC – END OF DAY

4:15-5:00 LAB TO ASP (IF THERE IS TIME. IF NOT MAKE NOTE OF IT AND IF JUST EMPTY RETURNS

CAN TAKE 1ST RUN NEXT DAY)

EVERY ONTIME ENTRY MUST HAVE THIS INFORMATION ON IT IN DESCRIPTION BOX

* ASP/AAC AB#
* Location of where its coming from/going to
* Quantity for each AB/Location
* Description and type of box – RT (room temp) Chill (refrigerator) Freeze (frozen) note if they are empty return boxes.

If there is 0 to be picked up at a location, then the quantity needs to be changed to 0 and there MUST be a note in description box as to why. Examples: Nothing at ASP due to weather/no flying, nothing going out at LAB.

The more information given in comments the better. Can add weather comments, condition of box, staff working at either LAB or ASP, anything out of the usual.

For end of day drop off at AAC make sure the AB# is entered into outgoing tracking box.

Every OnTime entry must be closed out at the end of shift before clocking out.

ERG CONTACT NUMBERS

ERG (907) 313-1409

GRANT (907) 313-7848 W OR (310) 905-7804 C

ERIKA (907) 313-7846 W OR (907) 419-6475 C

TONYA (907) 313-7843 W OR (907) 209-4616 C

SEARHC FSC (907) 364-4565

SEARHC FSC L.C (907) 463-7529

SEARHC LAB (907) 463-4026

SEARHC OBGYN (TOOLS) (907) 419-6599 (PATRICK)

SEARHC OBGYN (907) 586-1717

SEARHC PHA (907) 463-4030 X5

SEARHC VINTAGE PARK (907) 463-0185