

Dear Investigator,

Dear Study Coordinator,

In view of the holiday period at the end of the year, BARC would like to inform you of the shipping limitations and the critical items to be checked before planning your patient visits.

For Russia and Ukraine: Where possible, please avoid scheduling patients from December 19th till January 10th.

If patient visits during holiday period cannot be avoided, the shipment possibilities during this period depend on:

BARC closure days⁽¹⁾

Depending on your site location (24hr or 48hr sites⁽²⁾) no shipments can be performed 1 or 2 days before the closure days of the BARC affiliate you are shipping samples to.

Local public holidays

Do not ship samples on the day before local public holidays or on local public holidays. If agreed otherwise for your trial, please check the possibilities upfront with the premium courier.

Courier service schedule / customs (only applicable if pro forma invoices are required)

As all couriers (standard as well as premium) may have restrictions, please contact them well in advance to check the following:

- The possible shipping days and custom closing times (if applicable)
- Possible earlier last calling / pickup times

Type of shipment

Ambient shipments	Allowed if the above conditions are met.
Combined shipments – only for Russia and Ukraine**	Ambient samples should be shipped to BARC (provided the above conditions are met) & frozen samples are to be stored on site*.
Frozen shipments – only for Russia and Ukraine**	Not allowed during this period – frozen samples are to be stored on site*. Frozen batch shipments will not be organized by BARC.
3 rd party shipments	Contact BARC project management team upfront.

* if not possible – please contact the BARC project management team

** All other countries – besides Russia and Ukraine – no limitations for combined and frozen shipments – if the above mentioned conditions are met.

BARC will be providing continuous service during this time period (except on the closure days), so please contact us via the study specific email address or via the general contact details⁽³⁾ in case of any doubts.

(1) BARC closure days

Sites shipping samples to BARC **US - Thanksgiving 23NOV2017** to take into account:

	Mon 20NOV	Tue 21NOV	Wed 22NOV	Thu 23NOV	Fri 24NOV
24h sites			NO		
48h sites		NO			

No frozen or refrigerated shipments (dry ice / gel packs) in the week of Nov 20, 2017

Sites shipping samples to BARC **Europe/US/Cerba/Singapore/China - closing dates (25DEC&1JAN)** to take into account:

	Mon 18DEC	Tue 19DEC	Wed 20DEC	Thu 21DEC	Fri 22DEC	Sat 23DEC*	Sun 24DEC*	Mon 25DEC	Tue 26DEC	Wed 27DEC	Thu 28DEC	Fri 29DEC	Sat 30DEC	Sun 31DEC	Mon 1JAN	Tue 2Jan
24h sites						NO*	NO*						NO*	NO*		
48h sites					NO	NO*						NO	NO*			

* If weekend shipment are foreseen in your trial, no weekend shipment allowed on these days

Sites shipping samples to BARC **Australia/S. Africa - closing dates (25-26DEC & 1-2JAN)** to take into account:

	Mon 18DEC	Tue 19DEC	Wed 20DEC	Thu 21DEC	Fri 22DEC	Sat 23DEC*	Sun 24DEC*	Mon 25DEC	Tue 26DEC	Wed 27DEC	Thu 28DEC	Fri 29DEC	Sat 30DEC	Sun 31DEC*	Mon 1JAN	Tue 2Jan
24h sites						NO*	NO*	NO					NO*	NO*	NO	
48h sites					NO	NO*	NO*					NO	NO*	NO*		

* If weekend shipment are foreseen in your trial, no weekend shipment allowed on these days

Sites shipping samples to BARC partner - **SRL Japan will contact site and CRO directly**

 BARC closure day
 NO No shipment allowed

(2) 24hr site: time between pickup at site & delivery at BARC = 24hrs

48hr site: time between pickup at site & deliver at BARC = 48hrs

(3) General BARC contact details

BARC EUR	pm@barclab.com
BARC USA	pm@barcusa.com
BARC AUS	administration@au.barclab.com
BARC SGP	Administration-sg@barclab.com
BARC RSA	Samantha.Whitcomb@barcsa.co.za Zowie.bagley@barcsa.co.za, Natalie.muyingi@barcsa.co.za
BARC CHN	admin-cn@barclab.cn
SRL Japan	maeda-keisuke@srlmedi.com, hasegawa-hissao@srlmedi.com