

Inpatient On-site Testing Expected Turn Around Times

Spectrum Health Department of Laboratory Medicine

This Guideline is Applicable to the following Spectrum Health sites:

SH GR Hospitals

PolicyTech Reference #: 19821

Estimated turnaround time for the laboratory to run inpatient samples.

Outpatient please add time for collection, transport and registration of specimen. Average routine testing may take 12 - 24 hours minimum.

Updated 8/15/2016

Test Frequency:

- A:** The test is performed 365 days/year Around the clock.
- MF:** The test is performed Monday – Friday, usually on the first shift.
- MS:** The test is performed Monday – Saturday, usually on the first shift.
- SS:** The test is performed Sunday – Saturday, usually on the first shift.
- TS:** The test is performed Tuesday – Saturday, usually on the first shift.
- OW:** The test is performed once per week, Monday – Friday, usually on the first shift.
- TW:** The test is performed twice per week, Monday – Friday, usually on the first shift.
- TRW:** The test is performed three times per week, Monday – Friday, usually first shift.

B. Turn Around Time (TAT):

1. Times listed are determined from the time the specimen is received in the Laboratory, until the test result is reported. One day = 24 hours
2. Testing which is transferred to a different campus may have a slightly longer TAT.
3. STAT times are listed when that test ordering priority is available.

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Blood Bank	Direct Antiglobulin Test	A	1 hour	20 min
	Type and Screen/Crossmatch	A	2 hour	55 min
Chemistry	ACE (Angiotensin Converting Enzyme)	A	4 hours	
	Albumin	A	4 hours	40 min
Chemistry	ACTH	TRW	2-4 days	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Chemistry	ALT (SGPT)	A	4 hours	40 min
	Alkaline Phosphatase	A	4 hours	40 min
	Alpha-1-Antitrypsin	A	2 hours	
	Alpha-fetoprotein	A	2 hours	
	Alpha-fetoprotein Tumor Marker	A	2 hours	
	Amikacin	TW	4 hours	
	Ammonia	A	1 hour	40 min
	Amylase, Serum	A	2 hours	40 min
	Amylase, Urine	A	1 day	
	Anti Streptolysin O (ASO)	A	2 hours	
	AST (SGOT)	A	4 hours	40 min
	Basic Metabolic Panel (Na, K, Cl, CO ₂ , Creat, BUN, Glu,Ca)	A	2 hours	25 min
	Beta-hCG, Quantitative	A	4 hours	1 hour
	Betahydroxybutyrate	A	1 hour	1 hour
	Beta Crosslaps	TRW	2-4 days	
	Bilirubin, Direct	A	2 hours	40 min
	Bilirubin, Micro Total	A	2 hours	40 min
	Bilirubin, Total	A	4 hours	40 min
	BUN	A	4 hours	25 min
	C-Reactive Protein (CRP)	A	4 hours	40 min
	C3 Complement	A	4 hours	
	C4 Complement	A	4 hours	
	CA 125 Tumor Marker	A	4 hours	2 hour
	Calcium, Serum	A	4 hours	15 min
	Calcium, Ionized	A	1 hour	15 min
	Calcium, Urine	A	1	
	Carbamazepine	A	4 hours	1 hour
	CEA (Carcinoembryonic Antigen)	A	4 hours	2 hour
	Ceruloplasmin	A	4 hours	
	Chloride	A	2 hours	25 min
	Cholesterol, Total	A	4 hours	40 min
	CK (Creatine Phosphokinase)	A	4 hours	40 min
	CO ₂	A	2 hours	25 min
	Comprehensive Metabolic Panel (Na, K, Cl, CO ₂ , Creat, BUN, Glu, Ca, T.Prot, Alb, AST, ALT, Alk.Phos, T. Bili)	A	4 hours	45 min
Chemistry	Cortisol, Serum	A	4 hours	1 hour

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Chemistry	Creatinine, Serum	A	4 hours	25 min
	Creatinine, Urine	A	1 day	
	CA-19-3	A	4 hours	2 hours
	CA 19-9	A	4 hours	2 hours
	Digoxin (Lanoxin)	A	4 hours	40 min
	Electrolytes, Urine	A	1 day	
	Electrolytes, Serum	A	2 hours	25 min
	Estradiol, 17B (E2), Serum	A	4 hours	1 hour
	Ferritin	A	4 hours	1 hour
	Fetal Fibronectin	A	4 hours	1 hour
	Folic Acid (Folate), Serum	A	4 hours	
	Free T4	A	4 hours	
	FSH (Follicle Stim Hormone)	A	4 hours	1 hour
	Gamma-glutamyl Transferase (GGT)	A	4 hours	40 min
	Gentamicin	A	4 hours	40 min
	Glucose	A	2 hours	25 min
	Glucose, Body Fluid	A	4 hours	2 hours
	Glucose, Spinal Fluid	A	2 hours	25 min
	Haptoglobin	A	4 hours	
	HDL, Cholesterol	A	4 hours	
	Hepatitis A, IgM Total	MS	1-2 days	
	Hepatitis B Core Antibody	A	1 day	
	Hepatitis B Surface AB	A	1 day	
	Hepatitis B Surface Antigen	A	1 day	
	Hepatitis C AB	A	1 day	
	HIV 1,2	MS	1-2 days	
	HIV Quick Test	A	1 hour	45 min
	IgA	A	4 hours	
	IgG	A	4 hours	
	IgM	A	4 hours	
	Iron	A	4 hours	40 min
	Iron Binding Capacity	A	4 hours	40 min
	Lactic Acid, Plasma	A	2 hours	30 min
	LDH	A	4 hours	40 min
	LDH, Body Fluid	A	4 hours	
	LH, Luteinizing Hormone	A	4 hours	
Chemistry	Lipase	A	4 hours	40 min

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Chemistry	Lipid Profile (Chol, HDL Chol, Trig, Chol/HDL, LDL calc.)	A	4 hours	
	Liver Profile (Alb, Ask phos, ALT, AST, T. Bili, D. Bili, T. Prot.)	A	4 hours	40 min
	Magnesium, Serum	A	4 hours	40 min
	Magnesium, Urine	A	2 days	
	Osmolality, Serum	A	2 hours	30 min
	Osmolality, Urine	A	2 hours	30 min
	Parathyroid Hormone (PTH), Intact	A	4 hours	30 min (Intra-operative)
	pH, Blood	A	30 min	15 min
	pH, Body Fluid	A	30 min	15 min
	Phenobarbital	A	4 hours	40 min
	Phenytoin (Dilantin)	A	4 hours	40 min
	Phenytoin-Free (Unbound) includes total and free phenytoin)	A	4 hours	2 hours
	Phosphorus (PO ₄), Serum	A	4 hours	40 min
	Phosphorus (PO ₄), Urine	A	1 day	
	Potassium	A	2 hours	25 min
	Prealbumin	A	4 hours	40 min
	Pregnancy Test, Urine	A	2 hours	25 min
	Pregnancy Test, Serum	A	4 hours	25 min
	Procalcitonin	A	2-4 hours	
	Progesterone	A	4 hours	1 hour
	Prolactin	A	4 hours	
	Protein, Body Fluid	A	4 hours	
	Protein, Spinal Fluid	A	2 hours	40 min
	Protein, Total Serum	A	4 hours	40 min
	Protein, Total Urine (24 hr)	A	1 day	
	Rubella AB	A	1 day	
	Sodium, Serum	A	2 hours	25 min
	Sodium, Urine	A	4 hours	
	Specific Gravity, Body Fluid	A	4 hours	
	Sweat Chloride	must be scheduled	1 day	Reported out by 3 pm
	T3, Total Triiodothyronine	A	4 hours	
Chemistry	Testosterone	A	4 hours	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Chemistry	Theophylline	A	4 hours	40 min
	Thyroid Peroxidase Antibody	TRW	2-4 days	
	Transferrin	A	4 hours	1 hour
	Tobramycin	A	4 hours	40 min
	Total T4	A	4	
	Triglycerides	A	4 hours	40 min
	Troponin I	A	1 hour	40 min
	TSH	A	2 hours	
	Urea-Nitrogen, Urine	A	1 day	
	Uric Acid, Serum	A	4 hours	40 min
	Uric Acid, Urine	A	1 day	
	Urinalysis	A	2 hours	30 min
	Valproic Acid	A	4 hours	40 min
	VPA Free	A	4 hours	2 hours
Chemistry	Vitamin B12	A	4 hours	
Coagulation	Activated Partial Thromboplastin Time (APTT)	A	4 hours	30 min
	Antithrombin III	A	*	**
	D Dimer ED only	A	40 min	40 min
	D Dimer Latex Agglutination	A	4 hours	1 hour
	Factor II Activity	MF	*	**
	Factor V Activity	MF	*	**
	Factor VII Activity	MF	*	**
	Factor VIII Activity	MF	*	**
	Factor IX Activity	MF	*	**
	Factor X Activity	MF	*	**
	Factor XI Activity	MF	*	**
	Factor XII Activity	MF	*	**
	Fibrin Degradation Products	A	4 hours	1 hour
	Fibrinogen Determination	A	4 hours	1 hour
	Heparin Neutralization APTT	A	4 hours	30 min
	Lupus Anticoagulant	MF	1-3 days	1-3 days
	Mixing Studies	MF	1-3 days	1-3 days
Coagulation	PFA	A	4 hours	1 hour

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Coagulation	Platelet Aggregation Study	M-Th Must schedule	4 hours	4 hours
	Protein 'C' Activity	MF	*	**
	Protein 'S' Activity	TW	*	**
	Prothrombin Time (PT)	A	4 hours	30 min
	TEG	A	4 hours	1 hour
	TEG-Heparinase	A	4 hours	1 hour
	Verify Now Aspirin	A	4 hours	1 hour
	Verify Now P2Y12/PRU	A	4 hours	1 hour
Hematology	Bone Marrow Aspiration Procedure	MF	2 days	
	CBC with differential	A	4 hours	1 hour
	CBC without differential, (hemagram plus indices)	A	4 hours	20 min
	Cell Count, Body Fluid	A	3 hours	1 hour
	Cell Count, CSF	A	3 hours	1 hour
	Erythrocyte Sedimentation Rate	A	1 hours	30 min
	Hemoglobin A1C	MS	1-3 days	
	Lamellar Body Count	A	3 hours	1 hour
	Malarial Smear	SS	1	4 hours
	Reticulocyte Count	A	4 hours	20 min
Hematology	Smear for Eosinophils Urine	A	4 hours	2 hours
Histology	Frozen Section	MF		20 min
ImmunoChem	Allergen Specific IgE (RAST testing)	MF	1-3 days	
	ANCA (Antineutrophil Cytoplasmic AB)	TRW	5-7 days	
	Anti cardiolipin AB	TRW	1-3 days	
	Anti centromere AB	MF	2-3 days	
	Anti DNA, double stranded	TRW	1-3 days	
	Anti Jo-1	MF	2-3 days	
	Anti Mitochondrial AB	TRW	1-3 days	
	Anti Mumps IgG AB	MF	1-3 days	
	Anti-nuclear AB (ANA)	MF	2-4 days	
	Anti SCL-70 AB	MF	2-4 days	
	Anti Sm/RNP AB	MF	2-4 days	
	Anti Sm AB	MF	2-4 days	
	Anti SSA AB	MF	2-4 days	
	Anti SSB AB	MF	2-4 days	
	Anti-smooth muscle AB	TRW	2-4 days	
	Bilirubin, Amniotic Fluid	MF	1-3 days	

Printouts of this document may be out of date and should be considered uncontrolled.

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
ImmunoChem	CMV IgG Antibody	TRW	1-3 days	
	CMV IgM Antibody	TRW	1-3 days	
	Cryoglobulin	MF	5 days	
	Cyclic Citrullinated Peptide (CCP ₃) Antibody	TRW	2-4 days	
	CSF IgG and Albumin	MF	1-3 days	
	EBV Panel	MF	2-4 days	
	EBV vca-IgG	MF	2-4 days	
	EBV vca-IgM	MF	2-4 days	
	Early AG	MF	2-4 days	
	EBNA	MF	2-4 days	
	Endomysial Antibody	MF	1-3 days	
	FTA-AABS Test	Sent out	7 days	
	Gonorrhea/Chlamydia Antigen PCR	MF	1-3 days	
	Helicobacter pylori AB IgG Qual	TRW	1-3 days	
	Hemoglobin Fractionation	TW	1-5 days	
	Herpes IgG 1,2	MF	1-3 days	
	Herpes IgM Antibody	TRW	1-3 days	
	Hydrogen Breath Test	TW; must be scheduled	1-5 days	
	IgE	MF	1-3 days	
	Immunofixation Electrophoresis (IFE)	MF	4 days	
	Legionella Urine Antigen	MF	1-3 days	
	LS Ratio and PG (Phospholipid Profile)	SS	1 day	4 hours (w/pathologist approval)
	Lyme Disease AB, Serum	MF	1-3 days	
	Mycoplasma pneumoniae screen (IgG, IgM)	MF	1-3 days	
	Oligoclonal Bands (CSF Electrophoresis)	OW	1-5 days	
	Protein Electrophoresis, Serum or Urine	MF	4 days	
	Rheumatoid Factor	MF	1-3 days	
	RPR	MF	1-3 days	
	Rubeola (Measles) AB	MF	1-3 days	
	Serum Viscosity	MF	1-3 days	
	Syphilis IgG Antibody	MF	1-3 days	
ImmunoChem	Tissue Transglutaminase (tTG) IgA	TRW	2-4 days	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
ImmunoChem	TORCH Screen	MF	1-3 days	
	Toxoplasma IgG AB	TRW	1-3 days	
	Tocoplasma IgM AB	TRW	1-3 days	
ImmunoChem	Varicella-Zoster IgG	MF	1-3 days	
Microbiology	AFB Smear Only	SS	1 day	4 hours
	Calcoflour Stain(Fungal)	A	1 day	1 hour
	Clost. Difficile toxin	SS	1 day	
	Clost. Difficile PCR	SS	12 hours	
	Cryptococcal Antigen Latex	SS	1 day	1 hour
	Culture, AFB (TB)		42 days	
	Culture, Anaerobic	A	5 days	
	Culture, Blood	A	5 days	
	Culture, Blood-AFB	A	42 days	
	Culture, Blood-Fungus	A	21 days	
	Culture, Bronchial Lavage, Quantitative	A	3 days	
	GBS PCR	MF	1 day	
	Culture, Fecal	A	2 days	
	Culture, Fungus	A	21 days	
	Culture, Legionella	A	6 days	
	Culture, Mycoplasma	SS	7 days	
	Culture, Throat or Nose	A	3 days	
	Culture, Mycoplasma	SS	7 days	
	Culture, Spinal Fluid	A	3 days	Gram Stain 1 hr.
	Culture, Sputum	A	3 days	
	Culture, Urine	A	2-3 days	
	Culture, Wound/Tissues/Fluids	A	3 days	Gram Stain may be ordered STAT 1 hr.
	Gram Stain	A	1 day	30 min
	Fecal-occult blood	A	1 day	
	Fecal Leukocyte	SS	1 day	
	MRSA Screen	A	2 days	
	Mycoplasma/Ureaplasma culture	SS	4 days	
	Ova & Parasite complete	MF	1-2 days	
Microbiology	Pertussis, PCR	SS		

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Microbiology	Pinworm Prep	A	2 days	
	Pneumocystis jiroveci Stain	A	1 day	
	Strep A Rapid	A	1 day	30 min
	Sterility Check	A	3 days	
	Trichomonas	A		1 hour
Microbiology	Giardia-Cryptococcus screen	SS	1-2 days	
Molecular	Adenovirus, PCR, Quantitative, Plasma/Whole Blood	MF	1-3 days	
	Angelman/Prader Willi mPCR	OW	less than 7 days	
	APTIMA Chlamydia Gonococcus NAAT	MF	1-2 days	
	BCR-ABL1 t[9;22] RT-PCR	OW	less than 7 days	
	BRAF Mutation Analysis	OW	less than 7 days	
	Cancer Hotspot Analysis	OW	10-14 days	
	Colon Mutation Analysis Panel	OW	less than 7 days	
	Cytomegalovirus (CMV) Quantitative PCR	SS	1 day	
	EGFR Mutation Analysis	OW	less than 7 days	
	Epstein-Barr Virus (EBV) PCR, DNA, Quantitative	MF	1-3 days	
	Factor V Leiden DNA Analysis	OW	3-5 days	
	Hepatitis B Virus DNA Quantitation by PCR	OW	less than 7 days	
	Hepatitis C Genotype	OW	less than 7 days	
	Hepatitis C Virus RNA Quantitation by RT-PCR	TW	3-5 days	
	Herpes Simplex (HSV 1/2), PCR	SS	1 day	6 hours if received in am
	IDH Mutation Analysis	OW	less than 7 days	
	Ig Heavy Chain Gene Rearrangement PCR	OW	less than 7 days	
	JAK2 V617F Quantitative PCR	OW	less than 7 days	
	JAK2 V617F Quantitative PCR, Do MPN If Negative	OW	less than 7 days	
	KRAS Mutation Analysis	OW	less than 7 days	
	Lung Cancer Mutation Analysis	OW	5-10 days	
	MGMT Methylation Analysis	OW	less than 7 days	
	Microsatellite Instability (MSI)	OW	less than 7 days	
	MLH1 Promoter Hypermethylation	OW	less than 7 days	
	MPN Expanded Panel	OW	less than 7 days	
	MTHFR C677T	OW	3-5 days	
	NRAS Mutation Analysis	OW	less than 7 days	
Molecular	ODC1 Genotype Analysis	OW	less than 7 days	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Molecular	Post Bone Marrow Engraftment	TW	2-3 days	
	Prothrombin G20210A	OW	3-5 days	
Molecular	T-cell Gamma Receptor PCR	OW	less than 7 days	
Respiratory	Blood Gases	A	30 min	15 min
	Carbon Monoxide	A	1 day	1 hour
Respiratory	Methemoglobin	A	1 day	1 hour
Toxicology	Adulteration testing, Urine	A	1-3 days	
	Alprazolam	A	1-3 days	4 hours
	Amphetamine, Urine Level	A	1-3 days	
	Amphetamine Expanded, Urine Level	A	1-3 days	
	Amitriptyline	A	1-3 days	4 hours
	Barbiturates, Urine Level	A	1-3 days	
	Benzodiazepines, Urine Level	A	1-3 days	
	Buprenorphine, Urine Level	A	1-3 days	
	Cannabinoids, Urine Level	A	1-3 days	
	Cannabinoids-Urine Screen	A	1 day	2 hours
	Chordiazepoxide	A	1-3 days	4 hours
	Citalopram	A	1-3 days	4 hours
	Citrate	OW	1-7 days	
	Clomipramine	A	1-3 days	4 hours
	Clonazepam	A	1-3 days	4 hours
	Clozapine	A	1-3 days	4hours
	Cocaine, Urine Level	A	1-3 days	
	Cocaine, Urine Screen	A	1 day	2 hours
	Codeine and Morphine	A	1-3 days	6 hours
	Cyanide	A	1 day	4 hours
	Cyclosporin	A	1 day	2 hours
	Desipramine	A	1-3 days	4 hours
	Diazepam	A	1-3 days	4 hours
	Dibucaine Number	A	1 day	3 hours
	Doxepin	A	1-3 days	4 hours
	Drug Abuse Screen With Cannabinoids (w/o Alcohol)	A	1 day	1 hour
	Drug Abuse Screen w/ Cannabinoids and Alcohol	A	1 day	1 hour
	Drug Screen, Blood	A	1 day	4 hours
	Drug Screen, Gastric or Urine	A	1 day	4 hours
Toxicology	Ethanol, Urine Level	A	1-3 days	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Toxicology	Ethanol, Urine Screen	A	1 day	1 hour
	Ethosuximide	A	1-3 days	4 hours
	Ethylene Glycol	A	1 day	2 hours
	Everolimus	A	1 day	4 hours
	Fentanyl, Urine Level	A	1-3 days	
	Flecainide	A	1 day	2 hours
	Fluoxetine	A	1-3 days	4 hours
	Gabapentin	A	1-3 days	4 hours
	GHB, Urine Screen	A	1 day	4 hours
	GHB, Blood Screen	A	1 day	4 hours
	GHB, Confirmation	MF	3-5 days	
	Haloperidol	A	1-3 days	4 hours
	5-HIAA	A	1-3 days	6 hours
	HVA	A	1-3 days	4 hours
	Hydrocodone, Hydromorphone	A	1-3 days	6 hours
	Ibuprofen	A	1-32 days	24 hours
	Imipramine	MF	1-3 days	24 hours
	Isopropanol	A	1 day	1 hour
	Lamotrigine	TRW	1-3 days	
	Lead, Blood	A	1-3 days	24 hours
	Lead, Filterpaper	A	1-5 days	
	Levetiracetam	TRW	1-3 days	
	Lidocaine	A	1 day	14 hours
	Lorazepam	A	1-32 days	4 hours
	Meconium Drug Testing	TRW	1-3 days	
	Methadone	A	1-3 days	4 hours
	Methadone, Urine Level	A	1-3 days	
	Methanol	A	1 day	12 hour
	Methotrexate	A	1 day	1 hour
	Methylphenidate, Urine Level	A	1-3 days	
	Milrinone	TRW	1-3 days	4 hours
	Nicotine, Blood	OW Thursday	1-7 days	4 hours
	Nicotine, Urine	Thursday	1-7 days	
	Nortriptyline	MFA	1-3 days	24 hours
	Olanzapine	A	1-3 days	4 hours
	Oxycodone, Oxymorphone	A	1-3 days	6 hours
	Oxalate	OW	1-7 days	
	Pentobarbital	A	1 day	24 hours
Toxicology	Phencyclidine, Urine Level	A	1-3 days	

LAB DEPARTMENT	TEST NAME	TEST FREQUENCY	ROUTINE TAT	STAT TAT
Toxicology	Posaconazole	TRW	1-3 days	
	Propranolol	A	1-3 days	4 hours
	Pyruvic Acid	TW	1-5 days	
	Quetiapine	A	1-3 days	4 hours
	Salicylates	A	1 day	1 hour
	Sertraline	MFA	1-3 days	24 hours
	Sirolimus	A	1 day	2 hours
	Substance Analysis	MF	2-4 days	
	Testosterone, Free and Total	TW	3-7 days	
	Tacrolimus	A	1 day	2 hours
	Tapentadol, Urine	A	1-3 days	
	Thiocyanate	A	1 day	2 hours
	Toxic Alcohols	A	1 day	4 hours
	Tramadol, Urine Level	A	1-3 days	
	Trazodone	MFA	1-3 days	24 hours
	Venlafaxine	A	1-3 days	4 hours
	Vitamin A	TW	1-5 days	2 hours
	Vitamin D 25 Hydroxy	A	1-3 days	
	Vitamin E	TW	1-5 days	
	VMA	A	1-3 days	4 hours
	Volatile Screen	A	1 day	1 hour
	Voriconazole	TRW	1-3 days	
Toxicology	Zinc, Serum	TW	1-5 days	
Virology	Adenovirus	SS	3 days	
	Chlamydia Culture	SS	1 day	
	Cytomegalovirus (CMV) Culture	SS	3 days	
	Herpes Simplex PCR for Lesions	SS	21 days	
	Herpes Simplex Virus, Culture	SS	1 day	
	Pneumocystis DFA	SS	1 day	
	Respiratory Syncytial Virus (RSV),	SS	1 day	
	Respiratory Viral Culture	SS	21 days	
	Varicella zoster DFA	SS	1 day	
Virology	Virus Culture	SS	10 days	

* Batched Hemostasis testing done as needed.

** Done STAT by Special Request only

Revisions

Spectrum Health reserves the right to alter, amend, modify or eliminate this guideline at any time without prior written notice.

