

MEMORANDUM

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swog.org

DATE: November 15, 2011
TO: ALL SWOG MEMBER, CCOP AND AFFILIATE MEDICAL ONCOLOGISTS AND PATHOLOGISTS
FROM: SWOG Operations Office
RE: SWOG Specimen Repository Holiday Closures

Please note the following closure dates for the SWOG Specimen Repository (Solid Tumor, Myeloma and Lymphoma Division and Leukemia Division):

Closed Thursday, November 24 in observance of Thanksgiving. Regular business hours will resume on Friday, November 25.

Closed Monday, December 26 in observance of Christmas. Regular business hours will resume on Tuesday, December 27.

Closed Monday, January 2 in observance of New Years. Regular business hours will resume on Tuesday, January 3.

Remember that during Thanksgiving Week frozen specimens should be shipped on Monday (November 21) or Tuesday (November 22). If a surgery is scheduled for later in the week, it is suggested that the tumor be frozen until it can be shipped on Monday, November 28. Please add extra dry ice to the frozen specimens so that they will remain frozen during transit.

Specimens that do not need to be sent overnight (i.e. slides or paraffin blocks) may be sent as usual.

If blood or bone marrow is collected on Wednesday, November 23, please ship on Wednesday via Federal Express Priority Overnight. These specimens will arrive at the repository on Friday. Be certain to package the tubes so that they are well insulated to prevent freezing since they will spend an extra day in transit.

If blood or bone marrow is collected on Thursday, November 24, or Friday, November 25, please ship on Friday by Priority Overnight for Saturday Delivery. Please mark *For Saturday Delivery* on the Federal Express air bill. Remember to contact us 614/722-2865 or bpcbank@nationwidechildrens.org before shipping specimens that will arrive on Saturday.

If blood or bone marrow is collected on a Friday, please follow the instructions in the preceding paragraph.

Please call the SWOG Specimen Repository at 614/722-2865 if you have any questions about storing or shipping specimens.