

E-mail Date December 18, 2015  
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TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

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FROM: SWOG Operations Office

RE: SWOG Specimen Repository (Lab #201) Holiday Schedule

**MEMORANDUM**

**IRB Review Requirements**

- ( ) Full board review required. Reason:
  - ( ) Initial activation (should your institution choose to participate)
  - ( ) Increased risk to patient
  - ( ) Complete study redesign
  - ( ) Addition of tissue banking requirements
  - ( ) Study closure due to new risk information
- ( ) Expedited review allowed
- ( ✓ ) No review required

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**MEMORANDUM**

**STATISTICAL CENTER**

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**The SWOG Specimen Repository (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Friday, December 25, 2015 and Friday, January 1, 2016.** During both holiday weeks, you should only ship frozen specimens on Monday or Tuesday. If a surgery is scheduled for later in the week, please process and store frozen specimens per protocol instructions and ship the following Monday. Specimens that do not need to be sent overnight (i.e. slides or paraffin blocks) may be sent after the holidays.

Whole blood should not be collected on Thursday or Friday of either holiday week.

Avoid sending large batch shipments of any type during these holiday weeks. Please hold large batches of specimens and ship to the SWOG Specimen Repository (Lab# 201) after the New Year.

Please call the Repository at 800-347-2486 if you have any questions.

This memorandum serves to notify the NCI and the SWOG Statistical Center.

cc: PROTOCOL & INFORMATION OFFICE