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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
- Expedited review allowed
- No review required

**Status Change**

- IRB Review only
- Activation
- Closure
- Reactivation

**Protocol changes**

- Eligibility changes
- Treatment / Dose Modification / Study Calendar changes
- Informed Consent changes
- Patient notification not required
  - Patient notification required
  - Scientific / Statistical Consideration changes
- Specimen Submission changes
- Data Submission / Forms changes
- Editorial / Administrative changes
- Other:

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**MEMORANDUM**

**The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Monday, May 30<sup>th</sup> in observance of Memorial Day.** If a surgery is scheduled for Monday, May 30<sup>th</sup>, please store frozen tissue per protocol instructions until tissue can be sent on Tuesday, May 31<sup>st</sup>. If specimens are collected on Friday or over the holiday weekend, please store them according to protocol instructions and ship Tuesday. Specimens that do not need to be sent via overnight courier service (e.g. slides or paraffin blocks) may be sent as usual.

The SWOG Biospecimen Bank will be staffed Saturday, May 28<sup>th</sup> to receive and process only ambient-temperature whole blood, bone marrow, and urine. No frozen specimens or paraffin-embedded tissue should be shipped for Saturday delivery. If Saturday delivery is intended, be sure to select "Saturday Delivery" and use the Priority Overnight service when creating a FedEx airbill.

Avoid sending large batch shipments of any type during the holiday week. Please hold large batches of specimens and ship to the Bank on or after June 6<sup>th</sup>.

Please call the Bank at 800-347-2486 or email [bpcbank@nationwidechildrens.org](mailto:bpcbank@nationwidechildrens.org) if you have any questions.

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

cc: PROTOCOL & INFORMATION OFFICE