

September 1, 2016

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

FROM: SWOG Operations Office

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

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[swog.org](http://swog.org)

**MEMORANDUM**

**IRB Review Requirements**

- Full board review required
- Expedited review allowed
- No review required

**Status Change**

- IRB Review only
- Activation
- Closure: Temporary
- 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**

**SWOG Biospecimen Bank – Solid Tissue, Myeloma, and Lymphoma Division  
(Lab# 201) HOLIDAY SCHEDULE**

The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Monday, September 5<sup>th</sup> in observance of Labor Day. If a surgery is scheduled for Monday, September 5<sup>th</sup>, please store frozen tissue according to protocol instructions until tissue can be sent on Tuesday, September 6<sup>th</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, September 3<sup>rd</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 September 12<sup>th</sup>.

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

**SWOG Biospecimen Bank – Leukemia Division (Lab# 200)  
HOLIDAY SCHEDULE**

**The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Monday, September 5<sup>th</sup> in observance of Labor Day.**

The laboratory will be open to process specimens on Saturday, September 3<sup>rd</sup>. If specimens are collected on Friday, please ship them via FedEx Priority Overnight. When shipping on Friday, please check *Saturday Delivery* on the FedEx air bill. Remember to contact the Bank (614-722-2866 or [mglab@nationwidechildrens.org](mailto:mglab@nationwidechildrens.org)) before shipping specimens that will arrive on Saturday.

If specimens are collected over the holiday weekend, please store them according to protocol instructions and ship on Tuesday.

If you have any questions regarding the shipping of leukemia specimens, please contact the Bank at 614-722-2866.

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

cc: PROTOCOL & INFORMATION OFFICE