

Distribution Date: December 1, 2016  
E-mailed Date: November 21, 2016

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

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

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: 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 Thursday, November 24, 2016 in observance of Thanksgiving.**

**Frozen specimens:**

During this holiday week, frozen specimens should only be shipped Monday (November 21) or Tuesday (November 22). If a surgery is scheduled for Wednesday (November 23) through Friday (November 25), please store frozen tissue per protocol instructions until tissue can be sent on Monday (November 28). If any frozen blood or blood products are collected on Friday or over the holiday weekend, please store them according to protocol instructions and ship Monday (November 28).

**Ambient-temperature specimens:**

Ambient-temperature specimens (whole blood, bone marrow, and urine) collected on Wednesday (November 23) should be shipped on Wednesday marked FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Specimens collected on Thursday (November 24) or Friday (November 25) should be shipped on Friday for Saturday delivery. When shipping on Friday, please mark *For Saturday Delivery* on the FedEx air bill. No frozen specimens or paraffin-embedded tissue should be shipped for Saturday delivery. Please package tubes so that they are well insulated to prevent freezing if they will be in transit an extra day.

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 November 28. Specimens that do not need to be sent via overnight courier service (e.g. slides or paraffin blocks) may be sent as usual.

Please call the Bank at 800-347-2486 or email [bpcbank@nationwidechildrens.org](mailto:bpcbank@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 Thursday, November 24, 2016 in observance of Thanksgiving.**

Specimens collected on Wednesday (November 23) should be shipped on Wednesday marked FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Please package tubes so that they are well insulated to prevent freezing since they will be in transit an extra day.

Specimens collected on Thursday (November 24) or Friday (November 25) should be shipped on Friday for Saturday delivery. When shipping on Friday, please mark *For 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 weekend, please store them according to protocol instructions and ship on Monday.

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