

December 15, 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 #200 and 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**

**The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Monday, December 26, 2016 and Monday, January 2, 2017.**

During both holiday weeks, if a surgery is scheduled for Monday, please store frozen tissue per protocol instructions until tissue can be shipped on Tuesday. Frozen specimens should only be shipped Tuesday and Wednesday, to avoid shipping delays. If specimens are collected Thursday or Friday, please store them according to protocol instructions and ship on the Monday following the holiday week. 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 is staffed on Saturdays 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 air bill. For ambient-temperature myeloma whole blood or bone marrow specimens, please contact the Bank at (614-722-2866 or [mglab@nationwidechildrens.org](mailto:mglab@nationwidechildrens.org)) before shipping specimens that will arrive on Saturday.

Avoid sending large batch shipments of any type during the holiday week. Please hold large batches of specimens and ship the week following the holiday.

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 Monday, December 26, 2016 and Monday, January 2, 2017.**

Specimens collected on the Friday should be shipped via FedEx Priority Overnight for Saturday delivery. When shipping on Friday, please mark *For Saturday Delivery* on the FedEx air bill. Remember to contact the Bank at (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 until they can be shipped 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