

Distribution Date: July 1, 2017  
E-mailed Date: June 27, 2017

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

**GROUP CHAIR'S OFFICE**

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FROM: SWOG Operations Office

RE: SWOG Specimen Repository (Lab #200 and 201) Holiday Schedule

**MEMORANDUM**

**IRB Review Requirements**  
(√ No review required)

**OPERATIONS OFFICE**

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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 Tuesday, July 4, 2017 in observance of Independence Day.** Please store any frozen specimens collected on Monday or Tuesday according to protocol instructions and ship on Wednesday, July 5<sup>th</sup>. Specimens that don't need to be sent overnight (i.e., slides or paraffin blocks) may be sent as usual.

If an ambient-temperature whole blood, bone marrow, or urine specimen is collected over the weekend or on Monday, July 3<sup>rd</sup>, ship the specimen(s) on Monday via FedEx Priority Overnight to arrive in the SWOG Biospecimen Bank on Wednesday. Since specimens will be in transit an extra day, please include a cold (not frozen) pack with the blood, bone marrow and/or urine specimens. If a specimen is collected on Tuesday, July 4<sup>th</sup>, store the specimen at 4°C (in a refrigerator) until it can be shipped on Wednesday, July 5<sup>th</sup>. 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 Wednesday.

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 [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 Tuesday, July 4, 2017 in observance of Independence Day.**

If a specimen is collected over the weekend or on Monday, July 3<sup>rd</sup>, ship on Monday via FedEx Priority Overnight to arrive in our lab on Wednesday. Since specimens will be in transit an extra day, please include a cold (not frozen) pack with the blood and/or bone marrow specimens. If a specimen is collected on Tuesday, July 4<sup>th</sup>, store the specimen at 4°C (in a refrigerator) until it can be shipped on Wednesday, July 5<sup>th</sup>.

Please contact the Bank at (614-722-2866 or [mglab@nationwidechildrens.org](mailto:mglab@nationwidechildrens.org)) before shipping specimens that will arrive on Wednesday.

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