

Distribution Date: December 1, 2017
E-mailed Date: November 20, 2017

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

GROUP CHAIR'S OFFICE

Charles D. Blanke, MD
CHAIR

FROM: SWOG Operations Office

3181 SW Sam Jackson Pk Rd
MC: L586
Portland, OR 97239

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

503-494-5586
503-346-8038 FAX

MEMORANDUM

IRB Review Requirements
(√) No review required

OPERATIONS OFFICE

4201 Medical Dr
Suite 250
San Antonio, TX 78229

210-614-8808
210-614-0006 FAX

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 23, 2017 in observance of Thanksgiving.

Frozen specimens:

During this holiday week, frozen specimens should only be shipped Monday, November 20 or Tuesday, November 21. If a surgery is scheduled for Wednesday, November 22 through Friday, November 24, please store frozen tissue per protocol instructions until tissue can be sent on Monday, November 27. 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 27.

Ambient-temperature specimens:

Ambient-temperature specimens (whole blood, bone marrow, and urine) collected on Wednesday, November 22 should be shipped on Wednesday sent via FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Specimens collected on Thursday, November 23 or Friday, November 24 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 27. 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 if you have any questions.

STATISTICAL CENTER

1730 Minor Ave
Suite 1900
Seattle, WA 98101

206-652-2267
206-342-1616 FAX

1100 Fairview Ave North
M3-C102
PO Box 19024
Seattle, WA 98109

206-667-4623
206-667-4408 FAX

swog.org

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

The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Thursday, November 23, 2017 in observance of Thanksgiving.

Specimens collected on Wednesday (November 22) 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 23) or Friday (November 24) 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) 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.