

November 15, 2018

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

FROM: SWOG Operations Office (e-mail: [protocols@swog.org](mailto:protocols@swog.org))

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**MEMORANDUM**

The purpose of this memorandum is to inform sites of the holiday closure schedule for the SWOG Biospecimen Bank – Solid Tissue, Myeloma, and Lymphoma Division (Lab# 201) and the SWOG Biospecimen Bank – Leukemia Division (Lab# 200).

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

**The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Thursday, November 22, 2018 in observance of Thanksgiving.** Regular business hours will resume on Friday, November 23.

**Frozen Specimens:**

During this holiday week, frozen specimens should only be shipped Monday, November 19 or Tuesday, November 20. If a surgery is scheduled for Wednesday, November 21 through Friday, November 23, please store frozen tissue per protocol instructions until tissue can be sent on Monday, November 26. 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 26. Frozen specimens should not be shipped for Saturday delivery.

**Ambient Specimens:**

Ambient specimens (whole blood, bone marrow, and urine) collected on Wednesday, November 21 should be shipped on Wednesday sent via FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Specimens collected on Thursday, November 22 or Friday, November 23 should be shipped on Friday for Saturday delivery. When shipping on Friday, please mark *For Saturday Delivery* on the FedEx air bill. Please package tubes so that they are well insulated to prevent freezing if they will be in transit an extra day.

Before shipping myeloma samples, please email [MGLab@nationwidechildrens.org](mailto:MGLab@nationwidechildrens.org) and provide the tracking number. Please hold large batches of specimens and ship to the Bank on or after November 26. Specimens that do not need to be sent via overnight courier service (e.g., slides or paraffin blocks) may be sent as usual. Do not ship paraffin-embedded tissue for Saturday delivery.

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)**

**The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Thursday, November 22, 2018 in observance of Thanksgiving.** Regular business hours will resume on Friday, November 23.

Specimens collected on Wednesday (November 21) 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 22) or Friday (November 23) 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, CIRB, and SWOG Statistics and Data Management Center.

cc:        PROTOCOL & INFORMATION OFFICE

