

December 15, 2018

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS

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

RE: SWOG Biospecimen Bank (Lab #200 and Lab #201) Holiday Schedule

MEMORANDUM

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

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**MEMORANDUM**

The purpose of this memorandum is to inform sites of the holiday closures for the SWOG Biospecimen Banks. Please note the following closures and instructions:

**SWOG Biospecimen Bank – Leukemia Division (Lab# 200)**

**The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Tuesday, December 25, 2018 and Tuesday, January 1, 2019.**

Specimens collected on Monday December 24th or Monday December 31st should be shipped on Monday marked FedEx Priority Overnight. These specimens will arrive in the lab on Wednesday. Please package tubes so that they are well insulated to prevent freezing since they will be in transit an extra day.

Before shipping samples on Monday of either holiday week, please e-mail [MGLab@nationwidechildrens.org](mailto:MGLab@nationwidechildrens.org) and provide the tracking number.

If your local carrier is not scheduling pickups on the 24th or 31st, then please hold specimens according to protocol instructions and ship on Wednesday.

If you have any questions regarding the shipping of leukemia specimens, please contact the Bank at 614/722-2866 or [MGLab@nationwidechildrens.org](mailto:MGLab@nationwidechildrens.org).

**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 Tuesday, December 25, 2018 and Tuesday, January 1, 2019. Additionally, Lab #201 will be closed from 12:00-2:00 EST on Monday, December 17, 2018.**

For the closure on December 17, 2018:

If you need to contact the Biospecimen Bank during this closure, please leave a message and Bank personnel will respond as soon as possible.

SWOG Biospecimen Bank  
Phone: 800-347-2486  
Email: [bpcbank@nationwidechildrens.org](mailto:bpcbank@nationwidechildrens.org)

For the closures on December 25, 2018 and January 1, 2019:

Frozen Specimens:

During both holiday weeks, if a surgery is scheduled for Monday or Tuesday, please store frozen tissue per protocol instructions until tissue can be shipped on Wednesday. Please hold large batch shipments and send to the Bank on or after January 7th.

Ambient Specimens:

Ambient specimens (whole blood, bone marrow, and urine) collected on Monday, (December 24 or 31) should be shipped on Monday via FedEx Priority Overnight. These specimens will arrive in our lab on Wednesday. Please package tubes so that they are well insulated to prevent freezing as they will be in transit an extra day. If your local carrier is not scheduling pickups on the 24th or 31st, then please hold specimens according to protocol instructions and ship on Wednesday.

Formalin Fixed and Paraffin Embedded Specimens:

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

Before shipping myeloma samples, please e-mail [MGLab@nationwidechildrens.org](mailto:MGLab@nationwidechildrens.org) and provide the tracking number.

Please call 800/347-2486 or e-mail [bpcbank@nationwidechildrens.org](mailto:bpcbank@nationwidechildrens.org) if you have any questions.

This memorandum serves to notify the NCI and SWOG Statistics and Data Management Center.

cc:       PROTOCOL & INFORMATION OFFICE