

Distribution Date: July 1, 2019  
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TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS AND NCORP COMPONENTS AND SUBCOMPONENTS

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

RE: Holiday Closures for SWOG Biospecimen Banks

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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 Thursday, July 4, 2019 in observance of Independence Day.**

Specimens collected on Wednesday (July 3) should be shipped on Wednesday marked FedEx Priority Overnight. These specimens will arrive in the lab on Friday. Please package tubes so that they are well insulated and include a cold pack since they will be in transit an extra day.

Specimens collected on Thursday (July 4) or Friday (July 5) should be shipped on Friday for Saturday delivery. When shipping on Friday, please mark *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.

#### **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, July 4, 2019 in observance of Independence Day.**

Please hold large batches of specimens and ship to the Bank on or after July 8. 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.

#### **Frozen Specimens:**

During the holiday week, frozen specimens should only be shipped Monday, July 1 or Tuesday, July 2. If frozen specimens are collected from July 2 through July 5, please store them according to protocol instructions and ship Monday, July 8. Frozen specimens should not be shipped for Saturday delivery.

Ambient Liquid Specimens Collected on Wednesday (July 3):

Ambient specimens (whole blood, bone marrow, and urine) collected on Wednesday, should be shipped on Wednesday via FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Be certain to package the tubes so that they are well insulated and include a cold pack in shipments that do not include Streck tubes. Streck tubes must not be shipped with a cold pack.

Ambient Liquid Specimens Collected on Thursday (July 4) or Friday (July 5):

Ambient specimens (whole blood, bone marrow, and urine) should be shipped on Friday for Saturday delivery. When shipping on Friday, please mark *Saturday Delivery* on the FedEx air bill.

Myeloma Specimens

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

Please call the Bank at 800-347-2486 or email [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  
DCP PROTOCOL & INFORMATION OFFICE