

Distribution Date: September 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 Monday, September 2<sup>nd</sup>, 2019.**

The laboratory will be open to process specimens on Saturday, August 31<sup>st</sup>. If specimens are collected on Friday, please ship them via FedEx Priority Overnight. When shipping on Friday, please check *Saturday Delivery* on the FedEx air bill. Remember to contact the Bank (614-722-2866 or [MGLab@nationwidechildrens.org](mailto:MGLab@nationwidechildrens.org)) and provide the FedEx tracking number before shipping specimens that will arrive on Saturday.

If specimens are collected over the holiday weekend, please store them according to protocol instructions and ship on Tuesday, September 3<sup>rd</sup>.

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 Monday, September 2<sup>nd</sup>, 2019.**

If a surgery is scheduled for Monday, September 2<sup>nd</sup>, please store frozen tissue according to protocol instructions until tissue can be sent on Tuesday, September 3<sup>rd</sup>. If frozen specimens are collected on Friday or over the holiday weekend, please store them according to protocol instructions and ship Tuesday. Specimens that do not need to be sent via overnight courier service (e.g. slides or paraffin blocks) may be sent as usual.

The SWOG Biospecimen Bank will be open Saturday, August 31<sup>st</sup> to receive and process ambient **whole blood, bone marrow, and urine** only. Select “Saturday Delivery” and use the Priority Overnight service when creating a FedEx air bill. Please do not ship frozen specimens or paraffin-embedded tissue for Saturday delivery.

Avoid sending large batch shipments of any type during the week prior to the holiday. Please hold large batches of specimens and ship to the Bank on or after September 3<sup>rd</sup>.

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

Please call (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