

November 15, 2019

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS AND NCORP COMPONENTS AND SUBCOMPONENTS

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

RE: Holiday Closures for SWOG Biospecimen Banks

MEMORANDUM - Biospecimen Bank Closures

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 – 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 28, 2019 in observance of Thanksgiving. Regular business hours will resume on Friday, November 29.

Frozen Specimens:

During this holiday week, frozen specimens should only be shipped Monday, November 25 or Tuesday, November 26. If a surgery is scheduled for Wednesday, November 27 through Friday, November 29, please store frozen tissue per protocol instructions until tissue can be sent on Monday, December 2. 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, December 2. Frozen specimens should not be shipped for Saturday delivery.

Ambient Specimens:

Ambient specimens (whole blood, bone marrow, and urine) collected on Wednesday, November 27 should be shipped on Wednesday sent via FedEx Priority Overnight. These specimens will arrive in our lab on Friday. Specimens collected on Thursday, November 28 or Friday, November 29 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 and provide the tracking number.

Please hold large batches of specimens and ship on or after December 2nd. 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 contact the Biospecimen Bank at 800/347-2486 or email bpcbank@nationwidechildrens.org if you have any questions.

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

The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Thursday, November 28, 2019 in observance of Thanksgiving. Regular business hours will resume on Friday, November 29.

Specimens collected on Wednesday (November 27) 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 28) or Friday (November 29) 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.

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

cc: PROTOCOL & INFORMATION OFFICE