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TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS AND NATIONAL COMMUNITY ONCOLOGY RESEARCH PROGRAM (NCORP) COMPONENTS AND SUBCOMPONENTS

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

RE: Holiday Closures for SWOG Biospecimen Banks

MEMORANDUM – SWOG 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 from 12:00-2:00 EST on Monday, December 14th, 2020.

If you need to contact the Biospecimen Bank on Monday, December 14th from 12:00-2:00 EST, please leave a message and biospecimen bank personnel will respond as soon as possible.

SWOG Biospecimen Bank
Phone: 800-347-2486
Email: bpcbank@nationwidechildrens.org

The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Friday, December 25th, 2020 and Friday, January 1st, 2021. The biospecimen bank will be open on Saturday to receive shipments of fresh blood and bone marrow.

Do not ship specimens for arrival on Thursday, December 24th or Thursday, December 31st, unless the specimens are time-sensitive such as fresh blood or bone marrow.

Frozen Specimens:

During both holiday weeks, only ship frozen liquid or frozen tissue specimens on Monday or Tuesday. Please hold large batch shipments and send to the Bank on or after January 4th.

Ambient Specimens:

Ambient specimens (whole blood, bone marrow, and urine) collected on Thursday, (December 24th or 31st) may be shipped on Thursday for Saturday Delivery. Please package tubes so that they are well insulated to prevent freezing as they will be in transit an extra day. If your overnight courier is not scheduling pickups for the 24th or 31st, then please hold specimens according to protocol instructions and ship on the following Monday.

Formalin Fixed and Paraffin Embedded Specimens:

Specimens that do not need to be sent via overnight courier service (e.g. slides or paraffin blocks) should be held and shipped after the holidays.

Before shipping myeloma samples, please email MGLab@nationwidechildrens.org and provide the tracking number.

Please call (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 Friday, December 25th, 2020 and Friday, January 1st, 2021.

Specimens collected on Thursday December 24th or Thursday December 31st may be shipped on Thursday for Saturday Delivery. If your overnight courier is not scheduling pickups for the 24th or 31st, then please hold specimens according to protocol instructions and ship on the following Monday.

Please package tubes so that they are well insulated to prevent freezing since they will be in transit an extra day. Before shipping samples for Saturday Delivery, please email MGLab@nationwidechildrens.org and provide the tracking number.

If you have any questions regarding the shipping of leukemia specimens, please contact the Bank at 614-722-3270 or MGLab@nationwidechildrens.org.

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

cc: PROTOCOL & INFORMATION OFFICE