

## **SWOG Biospecimen Bank (Lab#200 and Lab#201) HOLIDAY SCHEDULE**

**The SWOG Biospecimen Bank (Lab #200 and Lab #201) will be closed on Monday, December 26, 2022 and Monday, January 2, 2023.**

### **Ambient Specimens:**

Whole blood, bone marrow aspirate, and urine collected on Friday, December 23, or Friday, December 30, may be shipped on Friday for receipt on Saturday.

- When shipping ambient specimens on December 23 or December 30, only use the FedEx Priority Overnight courier service (packages are delivered directly to the Biospecimen Bank, not the dock). The hospital dock will be closed on December 24 and December 31, therefore **any other carrier (e.g., UPS) or shipment method (e.g., Standard Overnight) will not be delivered.**

### **Frozen Specimens:**

Do not ship frozen specimens during the weeks of December 19-23 and December 26-30. Store frozen specimens according to protocol instructions and ship on or after January 2.

### **Formalin Fixed and Paraffin Embedded (FFPE) Specimens:**

Specimens that do not need to be sent via overnight courier service (e.g., slides or FFPE tissue blocks) should be held and shipped after the holidays. Archival FFPE tissue samples for S2101, iMATCH can be shipped overnight any day of the week.

### **S2101 (iMATCH) Specimens:**

- Tissue in formalin collected on Monday through Wednesday of either holiday week should be shipped via overnight courier on the day of collection. **If a procedure is scheduled for any other day during the holiday weeks**, then please process the tissue, embed in paraffin, and submit as a formalin-fixed paraffin-embedded block.
- Shipments that do not contain tissue in formalin (e.g., blood or FFPE tissue block or slides) should be shipped following the general instructions provided in this memo.
- Please note that shipments that arrive at the Biospecimen Bank during the holidays may experience delays in processing due to the holiday.

### **Batch Shipments:**

Do not ship large batch shipments after December 14. Hold batch shipments and send on or after January 2, 2023.

### **Myeloma Specimens:**

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

### **Contacts for Questions:**

For questions regarding the shipment of **solid tumor specimens**, please contact Lab #201 at 614-722-2865 or [bpcbank@nationwidechildrens.org](mailto:bpcbank@nationwidechildrens.org).

For questions regarding the shipment of **leukemia specimens**, please contact Lab #200 at 614-722-3270 or [BPCMGLab@nationwidechildrens.org](mailto:BPCMGLab@nationwidechildrens.org).