

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 25, 2023 and Monday, January 1, 2024.

Ambient Specimens:

Whole blood, bone marrow aspirate, and urine collected on Friday, December 22, or Friday, December 29, may be shipped on Friday for receipt on Saturday.

- When shipping ambient specimens on December 22 or December 29, only use the FedEx Priority Overnight courier service to avoid delays in receipt.
- Mark *For Saturday Delivery* on the FedEx air bill.
- If shipping leukemia specimens for Saturday delivery, please email BPCMGLab@nationwidechildrens.org and provide the tracking number.

Frozen Specimens:

Do not ship frozen specimens during the weeks of December 18-22 and December 25-29. 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) may be shipped overnight Monday through Friday.

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 13. Hold batch shipments and send on or after January 2, 2024.

Myeloma Specimens:

Before shipping myeloma samples, please email 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.

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