

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

The SWOG Biospecimen Bank (Lab #200 and Lab #201) will be closed on Wednesday, December 25, 2024 and Wednesday, January 1, 2025. Regular business hours will resume on Thursday (December 26 and January 2).

Do not send shipments to arrive on Tuesday, December 24, unless the specimens are for testing that impacts patient care or are time sensitive specimens such as fresh blood, bone marrow or urine.

If you will be out of the office when specimen receipt occurs, then please provide the contact information of someone who can respond to questions about the specimen and/or shipment during your absence.

Fresh Blood, Bone Marrow, and Urine:

If collected on Tuesday (December 24 or December 31), fresh specimens may be shipped on Tuesday via overnight courier to arrive on Thursday. Please package specimens so that they are well insulated to prevent freezing as they will be in transit an extra day.

Frozen Specimens:

Do not ship frozen specimens during the weeks of December 23-27 or December 30- January 3. Store frozen specimens according to protocol instructions and ship on or after January 6.

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 as usual.

S2101 (iMATCH) Specimens:

- Tissue in formalin collected on Monday or Thursday of either holiday week should be shipped via overnight courier on the day of collection. Notify the SWOG Biospecimen Bank prior to shipment. **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.
- 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 18. Hold batch shipments and send on or after January 6, 2025. After January 6th, batch shipments may include up to 100 specimens (e.g., vials, slides), or 5 participants, whichever is *fewer*. Ensure that shipments of frozen specimens include sufficient dry ice.

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.