

CANCER AND LEUKEMIA GROUP B

MEMORANDUM

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OPERATIONS OFFICE

To: Principal Investigators, CCOP Responsible Investigators, Statistical Center, Data Operations, and QARC

From: Kathleen S. Karas, Director of Protocol Operations

Subject: CALGB Specimen Repositories Holiday Closures

Date: November 15, 2006

CALGB Pathology Coordinating Office (PCO) Holiday Closures

The CALGB Pathology Coordinating Office (PCO) will be closed on the following days:

Thursday, November 23 and Friday, November 24, 2006. Therefore samples should not be procured or shipped on Wednesday, November 22.

Monday, December 25 and Tuesday, December 26, 2006; samples should not be procured or shipped on Friday, December 22.

Monday, January 1, 2006; samples should not be procured or shipped on Friday, December 29.

Please phone the PCO at 614-293-7073 with questions concerning sample shipment due to the holidays.

CALGB Leukemia Tissue Bank Holiday Closures

The CALGB Leukemia Tissue Bank (LTB) will be closed on Thursday, November 23, 2006. The LTB will be open on Friday November 24 and Saturday November 25 as usual for sample receipt. Samples may be shipped priority overnight on Wednesday, November 22 for delivery Friday November 24.

The LTB will be closed on Monday December 25, 2006 and Monday January 1, 2007. The LTB will be open on Friday, Saturday and Tuesday December 22, 23 and 26 as well as Friday, Saturday and Tuesday, December 29, 30 and January 2 as usual for sample receipt.

Please phone the LTB at 614-688-4754 with questions concerning sample shipment due to the holidays.

CALGB Lung Cancer Tissue Bank (LCTB) Repository Holiday Closures

The CALGB Lung Cancer Tissue Bank (LCTB) Repository will be closed on the following days:

Thursday, November 23, 2006; samples should not be shipped on Wednesday, November 22.

Monday, December 25, 2006.

Monday, January 1, 2007.

Please phone the LCTB Repository at 617-732-6780 with questions concerning sample shipment due to the holidays.

Cc: CTSU, SWOG, ECOG, NCCTG, NCIC, RTOG

CALGB Central Office and Statistical Center Registration/Randomization Holiday Schedules

Date	Holiday	Schedule change	Office
Wednesday, November 22		Early closure	Central Office closing at 4 pm CST
Thursday, November 23	Thanksgiving Day	Closed	Central Office and Statistical Center
Friday, November 24	Day after Thanksgiving Day Holiday	Closed	Central Office and Statistical Center
Tuesday, December 19	Staff Holiday Celebration	Early closure	Central Office closing at 12:00 pm CST
Friday, December 22	Day before Christmas Holiday	Early closure	Central Office closing at 3 pm CST; Statistical Center closing at 1 p.m. EST
Monday, December 25	Christmas Holiday	Closed	Central Office and Statistical Center
Friday, December 29	Day before New Year's holiday	Early closure	Central Office closing at 3 pm CST; Statistical Center closing at 1 p.m. EST
Monday, January 1	New Year's Holiday	Closed	Central Office and Statistical Center

When planning your registrations, please note that there will be reduced staff at the Central Office and Statistical Center during the holidays.

Please inform all necessary parties at your institution as well as your affiliates.

Thanks and Happy Holidays!