From: NRG Oncology Biospecimen Banks and Serum Bank
Date: December 18, 2017
RE: Winter Holiday closures

Please note the following closures and specific instructions during the winter holiday weeks for the NRG Oncology Biospecimen Banks in Columbus, Pittsburgh, and San Francisco, and the Serum Bank at Baylor:

**Columbus**
Closed: Monday, December 25 and Monday, January 1
Do not ship frozen specimens after Wednesday (December 20 and 27) during both holiday weeks. Ambient whole blood collected on Friday, December 22 and Friday December, 29 may be shipped for Saturday delivery, other than whole blood for GOG-0225. Avoid sending batch shipments of any type during the holiday weeks.
*Questions:* Please call 866-464-2262 or e-mail BPCBank@nationwidechildrens.org.

**Pittsburgh**
Closed: Monday, December 25; Tuesday, December 26; and Monday, January 1
Do not ship frozen samples to BB Pittsburgh after Tuesday, December 19.
*Questions:* Please call 412-697-6611 or e-mail NRGbiobankPGH@NRGOncology.org.

**Serum Bank at Baylor**
Closed: Monday, December 25; and Monday, January 1
Sites may ship blood samples to BB Baylor during the entire week (December 18-22) preceding the Christmas holiday.
*Questions:* Please call 713-798-1647 or e-mail tumor-bank@breastcenter.tmc.edu.

**San Francisco**
Closed: Monday, December 25; Tuesday, December 26; Friday December 29; and Monday, January 1.
Please wait to ship frozen specimens until after the new year to ensure delivery. ONLY ship up to Tuesday, December 19, otherwise please wait until Tuesday, January 2. If your site does not have access to a -80°C freezer, store samples on Dry ice or at -20°C for one week. Canadian sites: wait until Tuesday, January 2 to ship frozen specimens. FFPE shipments can be received December 27 and 28. Central review testing may be delayed until the first week of January.
Kit requests will be filled if received by noon PT on Thursday, December 21. Emergency kit requests will be filled on Wednesday, December 27.
*Questions:* Please call 415-476-7864 or e-mail NRGBB@UCSF.edu.

**FedEx:** Please check [www.fedex.com](http://www.fedex.com) for delays during holidays and inclement weather before shipping frozen biospecimens. When there are FedEx alerts, it is best to wait 1 or 2 days before shipping to ensure safe arrival to the biobank. Priority Overnight shipments are not guaranteed.