

NCIC CTG HOLIDAY CLOSURE 2014 (all times EST unless otherwise indicated)

Cooperative Group	Wednesday, December 24	Thursday, December 25	Friday, December 26	Monday, December 29	Tuesday, December 30	Wednesday, December 31	Thursday, January 1 2015	Friday, January 2, 2015
NCIC CTG	OPEN (8:00 am – 2:00 pm)	CLOSED	CLOSED	OPEN 9:00 am – 5:00 pm with limited staff	OPEN 9:00 am – 5:00 pm with limited staff	OPEN 9:00 am – 2:00 pm with limited staff	CLOSED	OPEN 9:00 am – 5:00 pm with limited staff

Shipment of Specimens for Banking + Kit Supply

- To all centres participating on trials where frozen fluids (blood, serum, plasma, cellular component, sputum and urine, etc.) and formalin fixed paraffin embedded tissues (FFPE tumour blocks, slides, cores, etc.) are collected and banked at the NCIC CTG Tissue Bank:
 - Please **do not ship** any frozen specimens or FFPE tissues between **December 17, 2014 and January 4, 2015 inclusive**, as our tissue bank and all its affiliated laboratory facilities will be suspending their activity and will not be able to receive or process any specimens.
 - Please store specimens at the appropriate temperatures until you may **resume your regular shipping schedule on January 5, 2015**.
- To all centres participating on trials where circulating tumour cells (CTC) and other ambient specimens (serum, plasma, whole blood, etc.) are collected for immediate processing:
 - Please note that laboratories analyzing these specimens will be closed **between December 23, 2014 and January 4, 2015 inclusive**.
 - Any CTC or other ambient specimen sampling that would normally be scheduled during this period should instead be performed up to 2 weeks before or after the planned date (i.e. at a convenient time for patient and clinical team).
- To all centres requiring kits:
 - Any urgent orders for blood collection kit resupply should be placed **prior to December 17, 2014** with ordering commencing on January 5, 2015.
 - Please order kits **ONLY** if your inventory is low and/or if your kits are expiring during this time period, to avoid overstocking and therefore helping to reduce wastage.

Bay Area Research Laboratories

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OPEN	CLOSED	CLOSED	OPEN	OPEN	OPEN	CLOSED	OPEN