



CALGB

Pathology Coordinating Office
The Ohio State University
Department of Pathology
2001 Polaris Parkway
Columbus, Ohio 43240
614-293-7073 (phone)
614-293-7967 (fax)
Path.calgb@osumc.edu
www.pathology.osu.edu/htrn

Dear CRA,

The CALGB-PCO is now accepting Saturday delivery of all specimens. This procedure has been created so institutions can enroll or schedule patients on Friday with same day blood draws and still meet next day processing requirements by sending the blood to the PCO for Saturday delivery. **However, we now know that not all express delivery services will guarantee delivery of specimens to our laboratory by early Saturday morning, which is necessary to process the specimens on Saturday. Therefore, Please closely follow the 4 steps listed below to ensure the delivery of blood specimens to the CALGB-PCO on Saturday mornings. If your institution cannot use FedEx or UPS services, then only send blood samples Monday-Thursday.**

1. You **must** use **FedEx or UPS** for all Saturday deliveries.
2. Please ensure that the correct address on the airbill is:
CALGB Pathology Coordinating Office
Innovation Centre
2001 Polaris Parkway
Columbus, OH 43240
3. Please select **FedEx PRIORITY OVERNIGHT or UPS NEXT DAY AIR AND SATURDAY DELIVERY.**
4. Please **EMAIL path.calgb@osumc.edu** by Friday at midnight with the following information:
 - a. Tracking number
 - b. Number of patients included in the shipment
 - c. Your contact information

We thank you in advance for ensuring that the specimens arrive at the PCO in a timely fashion and that the protocol specimen submission is followed. You can consult our website (<http://www.pathology.osu.edu/htrn/calgb/default.asp>) or the CALGB website (<http://www.calgb.org/>) for protocol specimen submission instructions. Please call us at 614-293-7073 if you have **ANY** questions.

Thank you,

CALGB Pathology Coordinating Office Staff