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## Wake Forest NCORP Research Base

### Special Broadcast

### July 19, 2021

Dear colleagues,

We have had some staff changes and wanted to request for you to send email notifications regarding saliva sample shipments to the following staff:

Please email **Megan Tran** ([MTTran2@mdanderson.org](mailto:MTTran2@mdanderson.org)), **Sharmistha Chakraborty Patra** ([SChakraborty@mdanderson.org](mailto:SChakraborty@mdanderson.org)), and **Dr. Yang** ([pyang@mdanderson.org](mailto:pyang@mdanderson.org)) the email notification regarding the saliva sample shipment on the day you ship.

The above contacts are all the current and only staff that should be included on the email notifications.

Below are the reminders regarding the saliva sample shipments, please:

- Select the delivery method that will ensure that the samples arrive to MD Anderson before **10:30 AM** the next day
- Email **Dr. Peiying Yang** ([pyang@mdanderson.org](mailto:pyang@mdanderson.org)), **Megan Tran** ([MTTran2@mdanderson.org](mailto:MTTran2@mdanderson.org)), and **Sharmistha Chakraborty Patra** ([SChakraborty@mdanderson.org](mailto:SChakraborty@mdanderson.org)) on the day that you ship samples, including the shipment **Tracking Number**, so that they are aware and can

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- In the email shipment notification, please indicate if the samples are the **Fresh Samples** or the **Frozen Samples**
- Please include a copy of the **Sialometry Form** in the shipping package for the Fresh Samples shipped immediately
- Please include a copy of the **Stored Saliva Sample Transmittal form** in the shipping package for the Frozen Samples when shipped
- Sialometry appointments should be scheduled **Monday-Thursday**

Thank you all for the great work,  
Acupuncture Study Team



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