
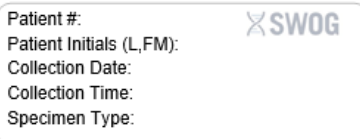

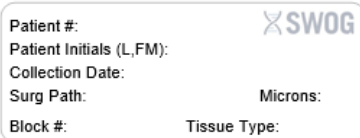
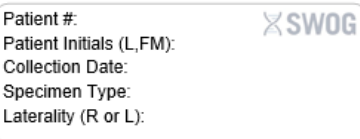


## Specimen Labeling Requirements

If labeling requirements are not otherwise specified in the protocol or through a linked resource (usually in Section 15 in SWOG-led protocols), then specimens must be labeled in accordance with the standard requirements below.

Minimum Labeling Requirements	Additional Labeling Requirements for FFPE Tissue	Other Labeling Requirements
<ul style="list-style-type: none"> <li>SWOG Participant ID</li> <li>Participant Initials</li> <li>Date of specimen collection (MM/DD/YYYY)</li> <li>Specimen Type (whole blood, serum, bone marrow, urine, stool, etc.)</li> </ul>	From the corresponding pathology report: <ul style="list-style-type: none"> <li>Surgical Pathology ID (SPID, accession #)</li> <li>Block number (e.g., A2, 3E, 2-1, B, etc.)</li> </ul>	<b>Bone Marrow:</b> <ul style="list-style-type: none"> <li>Laterality – right (R), or left (L)</li> </ul> <b>Protocol-specific requirements:</b> <ul style="list-style-type: none"> <li>Collection time (e.g., PK specimens)</li> <li>Tissue type – primary (P), metastatic (M), or normal (N)</li> <li>Tissue slide thickness, in µm (microns)</li> </ul>

Label	Example Label	Specimen type(s)
<a href="#">Basic labels</a> or MS Word Version for <a href="#">Download</a>		<ul style="list-style-type: none"> <li>Blood/blood products (e.g., plasma, serum, buffy coat)</li> <li>Bone Marrow Aspirate and Bone Marrow Biopsy</li> <li>Urine</li> <li>Stool</li> <li>Other biofluids</li> </ul>
<a href="#">Time-based labels</a> or MS Word Version for <a href="#">Download</a>		<ul style="list-style-type: none"> <li>Specimens collected for studies where multiple samples are collected during the same day and the lab requires collection time to differentiate them for processing</li> </ul>
<a href="#">Tissue Label</a> or MS Word Version for <a href="#">Download</a>		<ul style="list-style-type: none"> <li>FFPE tissue (blocks, slides, scrolls/curls)</li> <li>Frozen tissue</li> </ul>
<a href="#">Tissue label (with microns)</a> or MS Word Version for <a href="#">Download</a>		<ul style="list-style-type: none"> <li>FFPE tissue slides or scrolls</li> </ul>
<a href="#">Basic with Laterality</a> or MS Word Version for <a href="#">Download</a>		When the protocol requires indication of laterality, for: <ul style="list-style-type: none"> <li>Bone Marrow Aspirate</li> <li>Bone marrow Biopsy</li> </ul>

### Additional Guidelines for Specimen Labeling

- For **vials and tubes**:
  - Place a label on each vial submitted.
  - Do not cover expiration date of collection tubes. Trim labels as needed to fit.
- For **FFPE tissue blocks**:
  - Place the specimen in a small bag and apply the label on the outside of the bag. Do not place the label directly on the tissue block.
  - The block must be labeled with the Surgical Pathology ID# (Accession#) and SWOG Participant ID.
- For **FFPE tissue slides**:
  - Place labels directly on the slide container or on each individual slide.
  - If placing labels on the slide container, then the SWOG Participant ID, surgical pathology ID (accession #) and block number must be included on each individual slide.
- For **frozen specimens**, cold storage can make the labels come off easily. Consider these tips:
  - Label specimens prior to freezing.
  - Wrap the label tightly all the way around the tube so the overlap is on top of the label (without covering the labeling data). Wrap the label with a bit of a tail so that the label can stick to itself instead of the tube.
  - Handwrite required information on the tubes in case the label comes off.
  - Use labels that are designed to adhere to frozen surfaces. Labtag.com sells labels that can be printed using standard inkjet or laser printers.