Specimen Submission Guidelines – Required Documents

If documentation requirements are not otherwise outlined in the protocol or through a linked resource (usually in Section 15 in SWOG-led protocols), then submit documents as indicated below, in accordance with the standard requirements.

Specimen Type	Required Documents
Fresh or frozen stool and liquid specimens (e.g., blood, serum, plasma, buffy coat, urine, and stool specimens)	**All specimen submissions must include:** 1. SWOG Specimen Tracking System (STS) Packing List *(Printed after entry of specimen information into the STS at: https://spectrack.crab.org. Note: The information entered into the STS must match the information contained on each corresponding specimen label.)* **Protocol Specific Requirements:** 2. Other required report. *(See partial redaction instructions in bone marrow/tissue section below.)*
Bone Marrow or Tissue (FFPE, core biopsy, snap frozen) (blocks, slides, scrolls/curls)	1. SWOG STS Packing List **- AND -** 2. Partially redacted pathology report *corresponding to the bone marrow or tissue removal procedure.* **Protocol Specific Requirements:** 3. Other required report.

Pathology (or Other Required) Report Redaction and Labeling Requirements

Unless otherwise outlined in the protocol (usually in Section 15 in SWOG-led protocols):

1. Reports must be in English or include a translation of all information listed below.
2. **Pathology reports MUST include:**
   - Date of procedure,
   - Surgical pathology ID (SPID) or accession number,
   - Block number(s) with description of each block,
   - Anatomic site,
   - Diagnosis, and
   - Gross description.
3. It is acceptable to print a .PDF from the EMR so that the entire *redacted* report is included with the specimens.
4. **Remove participant identifiers such as name, date of birth, medical record number, and insurance information form the pathology or other required report.**
   - Pathology reports:
     - **Do not redact** the date of procedure (collection date), surgical pathology identification (SPID) number, block number, or diagnosis.
     - Do not cut and paste from the electronic medical record (EMR).
     - If any of the required data (in #2 above) is missing, then processing may be delayed until an updated report is submitted.
   - Other required reports: Do not redact the date of procedure (collection date) or diagnosis.
5. **Label each page of the pathology or other required report with the SWOG Participant ID#.**
6. **The information contained in** the partially redacted pathology or other required **report must match the information printed on each specimen label affixed to the specimen(s) included in the package.**
7. **If the protocol requires indication of tissue type, refer to Pathology Reports for tissue type definitions.**