

Specimen Tracking System (STS) Overview

1. For SWOG-led protocols: Refer to Protocol Section 15 for a table of all specimens required for submission and/or the “Specimen Requirements Summary” link in the SWOG Specimen Tracking System (STS). For more information on the STS Specimen Requirements Summary functionality (sorting and export to MS Excel capabilities), refer to: [SWOG Specimen Tracking System instructions](#).
2. Specimens must be entered into the SWOG Specimen Tracking System *prior to shipment*.
3. Log into STS via the [SWOG ORP \(CRA\) Workbench](#) (or at: <https://spectrack.crab.org/Logon.aspx>) using the credentials necessary to access secure NCI/CTSU IT systems.
 - a. Click on the SWOG logo to “manage specimens for SWOG” or the myeloMATCH logo to “manage specimens for myeloMATCH”.
 - b. Click on the button to “Continue to Production”
 - c. Enter either your SWOG Institution Number, CTEP Institution ID, or SWOG Lab Number to begin.
4. STS laboratory IDs are used to identify the laboratories to which specimens will be shipped.
 - a. Each SWOG-led protocol will refer to this Lab ID # for each Specimen Type.
 - The SWOG Biospecimen Bank will either be Lab #201 for the Solid Tissue, Myeloma and Lymphoma Division or Lab #200 for the Leukemia Division.
 - b. Shipping addresses are included in Specimen Tracking under the relevant Laboratory ID#.
5. STS use is required for SWOG protocols.
 - a. Unless otherwise indicated in the protocol, all specimens must be logged in STS. Doing so will resolve specimen expectations.
 - b. Partial submissions (e.g., only partial slides available or vials could be collected) for an expected specimen submission must also be logged in.
 - c. Specimens that cannot be collected must be noted in STS using the “Notify that a Specimen Cannot be Submitted” function.
6. Each specimen type (e.g., blood or blood products, tissue blocks or slide) at each time point (e.g., baseline, Cycle 3 Day 1, progression) must be logged separately in Specimen Tracking.
7. The **SWOG Specimen Tracking Packing List** must be printed from Specimen Tracking and included in every shipment.
 - a. Prior to sealing the package, confirm that the information on the STS Packing List exactly matches the specimens in the shipment. **Double-check the specimen labels versus packing list.**
 - b. Collection dates must be in MM/DD/YYYY format.
 - c. Participant initials must be in the following order: Last Name, First Name, Middle Name. The format of participant initials included on the specimen label must exactly match the format of the participant initials as entered into the SWOG Specimen Tracking System (STS), which displays initials in Last, First Middle order (**L,FM**). A difference in comma placement will result in a query.
 - d. If errors or differences are noted and the specimen label contains the correct information, then correct the information that was entered into the STS and re-print the STS Packing List.
 - e. A pathology report from the procedure **MUST** be included in each shipment of tissue.
8. **Additional Materials and Contact Information:**
 - a. For procedural help with logging and shipping specimens: Refer to the [SWOG: Biospecimen Tracking and Submission Training](#) course in CLASS (Login with credentials necessary to access NCI/CTSU IT systems) and/or the [written SWOG Specimen Tracking System instructions](#). Note: The Specimen Tracking introductory presentation is also available to SWOG members in [Spanish](#) (Login with credentials necessary to access NCI/CTSU IT systems).
 - b. How to document missing or partial specimen submission in the Specimen Tracking System (STS).
 - If a specimen was not collected / is not available for submission, this must be documented via the [Notify Specimen Cannot be Submitted](#) link in the STS.
 - If only a partial submission (e.g., limited slides available) is submitted, this must be documented in the STS, as indicated [here](#).
 - c. For answers to Frequently Asked Questions: Refer to [FAQs: Data Submission | Specimen Submission Queries](#) and [FAQs: Protocol Conduct | Specimen Collection](#)
 - d. For further assistance (e.g., editing or deleting shipments in Specimen Tracking): Contact the Data Operations Center via the appropriate disease-specific e-mail distribution list found on the [Contact Us](#) page or by Phone: 206-652-2267.
 - e. To report technical problems with STS, such as database errors or connectivity issues Contact technicalquestion@crab.org.