



Overview of the Biopathology Center (BPC)

- The SWOG Biospecimen Bank is part of the Biopathology Center at The Abigail Wexner Research Institute at Nationwide Children's Hospital.
- We serve as the biorepository for several other major groups and organizations:
 - SWOG
 - Children's Oncology Group (COG)
 - NRG Oncology
 - GOG Foundation
 - Sarcoma Alliance for Research through Collaboration (SARC)
 - NCI Early-Phase and Experimental Clinical Trials (EET)

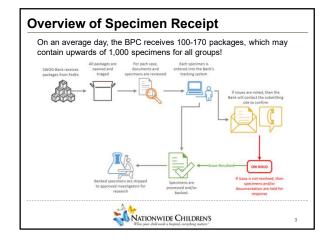


Specimen Collection

- Protocol sections that provide guidance for specimen collection are:
 - 9.0 Study Calendar
 - Includes general information about specimen collection time points.
 - ion details. Refer to section 15.0 for complete list Does not include all specimen colle of specimen collection time points.
 - · 12.0 Discipline Review
 - States whether the protocol includes quality control pathology review or central review.
 - 15.0 Special Instructions
 - Provides details about specimen requirements (specimen types and time points), collection, specimen labeling, processing and shipment.
- Biospecimen Processing and Submission Procedures

 - Located under the Biospecimen Resources tab on the SWOG website.
 Provides general specimen processing instructions (instructions in the protocol take precedence over these instructions).
 - Provides instructions for specimen labeling (including templates) and shipment (laboratory addresses provided on Packing List from Specimen Tracking System).





Specimen Container/Type	Required Data	Required on each specimen	Can be on package (e.g., plastic bag) for identical specimens
FFPE Block Cassette	SWOG Participant ID Participant initials (Last, First Middle) Collection date Surgical Pathology ID (SPID) ¹ Block Number ¹	SWOG Participant ID Surgical Pathology ID ¹ Block number ¹	Participant initials (Last, First Middle) Collection date Tissue type (if required) Primary tumor (P) Metastatic tumor (M) Normal tissue (N)
FFPE Tissue Slide	SWOG Participant ID Participant initials (Last, First Middle) Collection date Surgical Pathology ID (SPID) ¹ Block Number ¹	SWOG Participant ID Surgical Pathology ID ¹ Block Number ¹ Tissue thickness (microns, if required)	Participant initials (Last, First Middle) Collection date Tissue type (if required) Primary tumor (P) Metastatic tumor (M) Normal tissue (N)
¹ From the path	ology report corresponding to	the tissue removal procedure	

Tissue Labeling Examples





FFPE Tissue Slides in slide case

- Slides labeled with SPID, Block #, and SWOG participant ID
- All other labeling requirements on slide case

FFPE Tissue Block

- Block labeled with SPID, Block #, and SWOG participant ID
- All other labeling requirements on plastic bag



Label	Example Label	Specimen Types
Basic labels or MS Word Version for Download	Patient #: SWOG Patient Initials (L.F.M): Collection Date: Specimen Type:	Blood/blood products (e.g., plasma, serum, buffy coat) Bone Marrow Aspirate and Bone Marrow Biopsy Urine, Stool, Other biofluids
Time-based labels or MS Word Version for Download	Patient # Patient Initials (LFM) Collection Date: Collection Time: Specimen Type:	Specimens collected for studies where multiple samples are collected during the same day and the lab requires collection time to differentiate them for processing
or MS Word Version for Download	Patient #: XSWOG Patient Initials (LPM) Collection Date Surg Path: Block #: Tissue Type	FFPE tissue (blocks, slides, scrolls/curls) Frozen tissue
Tissue label (with microns) or MS Word Version for Download	Patent #: XSWOG Patent Initials (LFM): Collection Date: Surg Pate: Block #: Yassee Type:	When the protocol requires microns, for: • FFPE tissue slides or scrolls
Basic with Laterality or MS Word Version for Download	Patient # Patient Initials (I,FM): Colection Date: Specimen Type Laterality (R or L):	When the protocol requires laterality, for: Bone Marrow Aspirate Bone Marrow Biopsy

Standard Specimen Labeling: Biofluids

Includes blood, bone marrow, plasma, serum, urine, stool, etc

Specimen Container/Type	Required Data	Required on each specimen	Can be on package (e.g., plastic bag) for identical specimens
Collection tubes	SWOG participant ID Participant initials (Last, First Middle) Collection date Specimen type (blood, bone marrow, stool, etc.)	SWOG Participant IID Participant initials (Last, First Middle) Specimen type Laterality (bone marrow) – right (R) or left (L) if more than one	Collection date
Cryovial	SWOG participant ID Participant initials (Last, First Middle) Collection date Specimen type (plasma, serum, etc.)	SWOG Participant ID Participant initials (Last, First Middle) Specimen type	Collection Date

Note: Missing or discrepant information will result in the Bank contacting the submitting institution, which can delay specimen processing, and may require a waiver.

We cannot assume any information!



Preparing the shipment

- Verify that all specimen labels include all required information.
- Requirements are indicated in Section 15 of the protocol and/or the SWOG Biospecimen Resources webpage.
- Verify that the information on STS packing list matches the specimens shipped.
 - Double check specimen label information (e.g., collection dates).
- Ensure that the number of specimens matches the number on the STS packing list (e.g., for 2 10-mL tubes of blood, quantity = 2, not 20).
- Confirm that all required paperwork is included.
 - Packing List
 - Redacted Pathology Report (FFPE tissue only)
 - More information on next slide
 - Include SWOG patient ID# on all paperwork.



NWIDE CHILDREN'S

fold mode a function reasons

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Biofluid Labeling Examples





Blood Tube

- Labeled with SWOG Participant ID, initials (Last, First Middle order), collection date, and specimen type
- Label can be placed horizontally or vertically, not covering manufacturer information and expiration date

Frozen plasma or serum

- Labeled with SWOG participant ID, initials (Last, First Middle order), collection date, and specimen type
- Label wrapped around the vial with a flag, or overlapping the label itself on the tube
- Label prior to freezing to help the label adhere

NATIONWIDE CHILDREN'S

Pathology Reports and Tissue Types

- Pathology reports are required for formalin-fixed paraffin-embedded (FFPE) tissues – including blocks, slides, and scrolls
 - Label pathology report with the SWOG participant ID (handwritten or typed)
 - Do not redact participant initials, Surgical Pathology ID (SPID)/Accession #, Block #, diagnosis, or collection date.
- · SWOG Bank definitions of tissue type:
 - <u>Primary:</u> the initial source of tumor tissue, including residual tumor from the primary site. Must make biological sense for tumor type (e.g., colon cancer in colon tissue).
 - Metastatic: tumor tissue collected at sites separate from the primary lesion, including local and distant metastatic tumor and residual tumor from metastatic site (e.g., lung tumor biopsy for prostate cancer).
 - Normal: tissue that does not contain tumor, including lymph nodes negative for tumor.

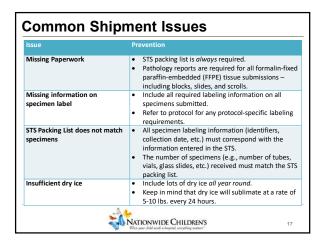


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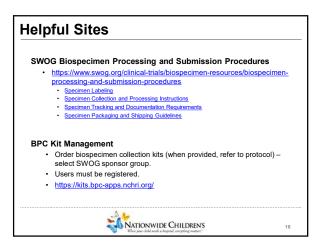
Shipping Considerations • Unless otherwise stated in the protocol, frozen specimens or FFPE tissues (blocks, slides, or scrolls) may be batch shipped. • Do not include more than 5 participants/50 samples in one shipment. • Package each participant's specimens separately. • If there are multiple time points for each participant, then include fewer than 5 participants in the shipment. • Pack specimens according to the season • Frozen Specimens • ALWAYS include plenty of dry ice to prevent thawing, regardless of weather. • Ambient Specimens • Warmer months (April-September): include a cold pack (not frozen!), unless otherwise stated in the protocol or kit instructions (e.g., cfDNA Streck tubes must never be shipped with a cold pack). • Colder months (October-March): Insulate well (e.g., bubble wrap) to prevent specimens from freezing. • Specimens shipping dedEx Priority Overnight arrive in the morning – other carriers or shipping methods may delay receipt.

Issue	Prevention
Specimen that should be frozen arrived thawed or with insufficient dry ice	 Choose an appropriately-sized container. Add dry ice to the bottom ~1/3, add the specimens, and then add dry ice to the top of the container.
Blood / bone marrow is hemolyzed or clotted	Thoroughly mix the specimen with anticoagulant in the tube immediately after collection. Do not shake or vortex, but gently invert tube 8 – 10 times after collection.
Specimen arrived in a cracked, broken, or leaking container	Always use plastic collection tubes if submitting frozen specimens. Do not overfill cryovials (~1.5 mL liquid can be frozen in a 2-mL cryovial). Package specimens carefully – if it rattles, don't ship it! Be generous with bubble wrap – it's both a good insulator and specimen protectant. Do not ship cracked, broken, or leaking specimens.
Incorrect specimen type received (e.g., protocol indicates to send whole blood, and blood arrives processed)	Refer to the protocol – verify that you are using the most current version. If the protocol is unclear – email the Bank.





Additional time spent by the submitting site to resolve issues Responding to phone calls, emails, and queries Completing waivers for identifier issues Submission issues may delay the biobank marking specimens as received in the Specimen Tracking System Unresolved issues may prevent the specimen from being used in the planned research



Contact Information

Solid Tissue, Myeloma & Lymphoma Division

Leukemia Division

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Up to date laboratory address can be found on Packing List printed from Specimen Tracking System.



