

Quality Assurance: Biospecimen Collection and Submission

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Disclosure to Participants

To participate in the CEU course, participants must have:

- Already enrolled to the [Quality Assurance Webinar October 17, 2025 - Biospecimen Collection and Submission](#) course in ExpertusOne.
- Joined the webinar via their individual login. If you are attending as a group in a conference room, only the person that logged into the ExpertusOne system can obtain CEUs for participation.

To receive 1.0 CEU contact hour the participant must:

- **Attend the entire educational activity and then complete and submit the post activity-evaluation form via the Survey Monkey link that will be provided via WebEx chat message at the conclusion of the webinar.**
 - CEU certificates for webinar participation will be batch-issued, approximately one week after the webinar, to all attendees who have completed the post-activity evaluation.
 - Note: For site staff who were unable to attend the entire webinar: 1 hour CEU will also be offered via review of the webinar recording and completion of the post-course evaluation within a forthcoming CTSU CLASS SWOG: Biospecimen Collection and Submission course, which will be posted ~2-3 weeks after the webinar. When available in CLASS, the link to the post-meeting enduring course will be accessible from: [SWOG Quality Assurance Live Webinar Series](#) and the CTSU CLASS catalog.
- There is no relevant financial relationships with ineligible companies for those with the ability to control content of this activity exist.
 - This nursing continuing professional development activity was approved by the Georgia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
 - Georgia Nurses Association Approval Code: **203319111**.
 - The expiration date of this activity is October 12, 2027.

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 cooperative groups and organizations:
 - SWOG
 - Children's Oncology Group (COG)
 - NRG Oncology
 - NCI Early-Phase and Experimental Clinical Trials (EET)
 - GOG Foundation
 - Leukemia and Lymphoma Society (LLS)
 - Sarcoma Alliance for Research through Collaboration (SARC)



Translational Science – The Big Picture

Participating Site

Patient provides consent and enrolls on protocol.

Required biospecimens are collected and shipped with the appropriate documentation as specified in the protocol.

SWOG Biospecimen Bank

Biospecimens are received, quality and condition are assessed; biospecimens may be banked.

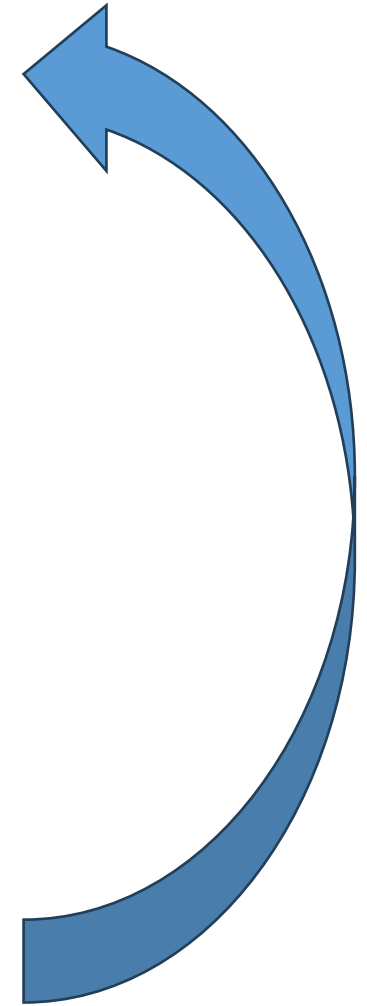
Investigator/
SWOG SDMC

Biospecimens are distributed to approved investigators for research (could be during the clinical trial or after end of trial).

Research is completed.

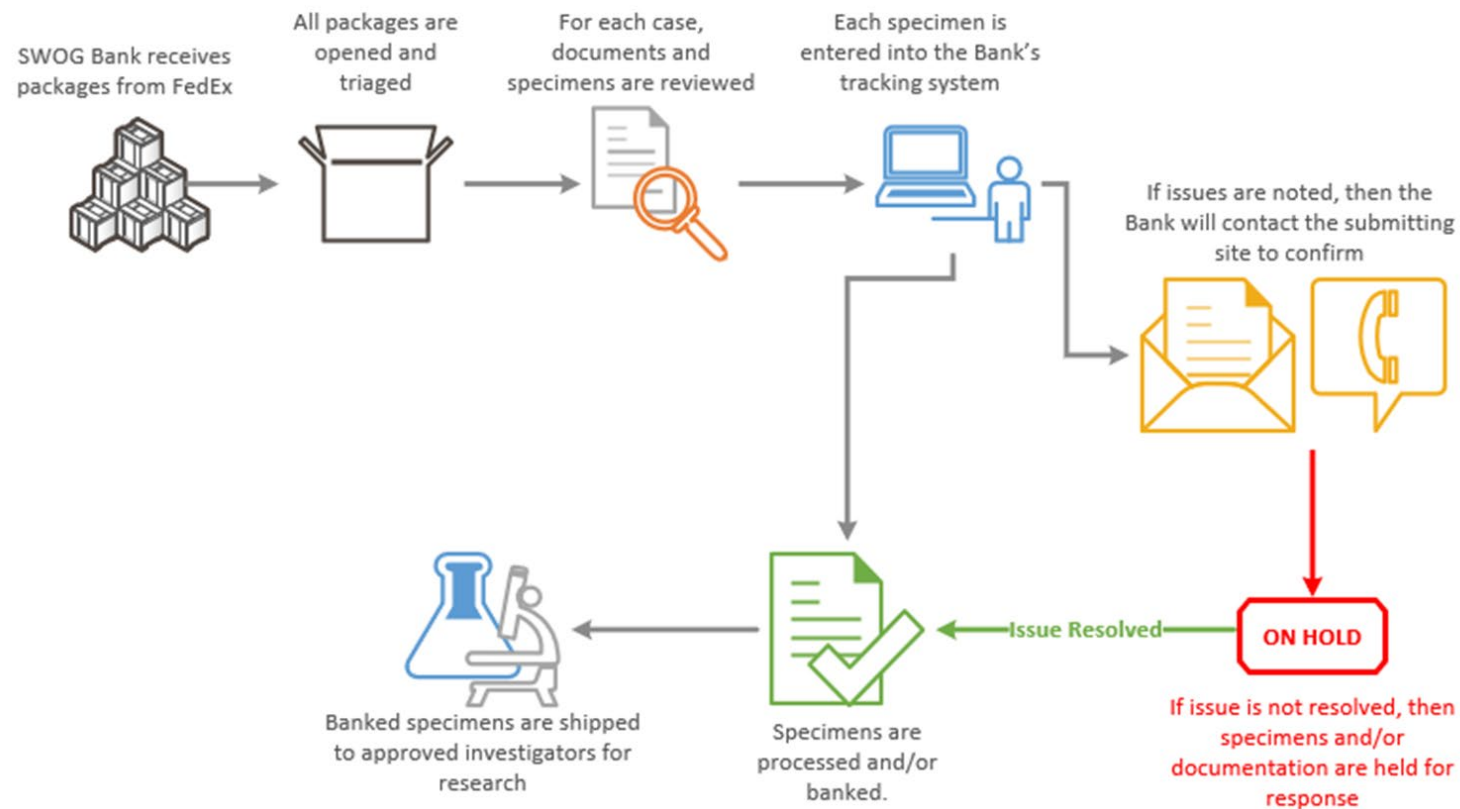
Results are analyzed and interpreted as part of the clinical trial.

Results are disseminated to the scientific and medical communities – ultimately, this may impact patient care and/or future trial design.



Overview of Specimen Receipt

On an average day, the BPC receives 100-170 packages, which may contain upwards of 1,000 specimens for all groups!



Overview of Specimen Receipt

- Common specimen types in SWOG protocols:
 - FFPE tissue (blocks, slides)
 - Fresh blood, bone marrow, buccal swabs, stool, and urine
 - Frozen blood products (buffy coat, plasma, serum), urine, and frozen pancreatic fluid
 - Frozen tissue
- We accept all specimen types Monday – Friday.
 - Shipments of fresh blood, bone marrow, and buccal swabs may be received on Saturday for immediate processing.
- Accurate specimen submission is crucial to our day-to-day operations.

Specimens Not Listed in the Protocol

- The NCI funds the NCTN group banks for protocol-defined activities.
- Specimens not mentioned in the protocol or from a time point not listed in the protocol cannot be retained.
 - At receipt, the Bank will contact the submitting site to confirm if the specimens should be returned (at the site's expense) or destroyed.
- If unclear if a specimen should be submitted, contact the SWOG Bank prior to submission.
- Specimens that cannot be collected must still be documented in Specimen Tracking to remove the expectation.

Participation in Biospecimen Collection

- Participants must agree to participate in **mandatory biospecimen collections** to enroll on a study.
- By consenting to the overall study, **the participant is consenting to the collection of mandatory biospecimens.**

Participation in Biospecimen Collection

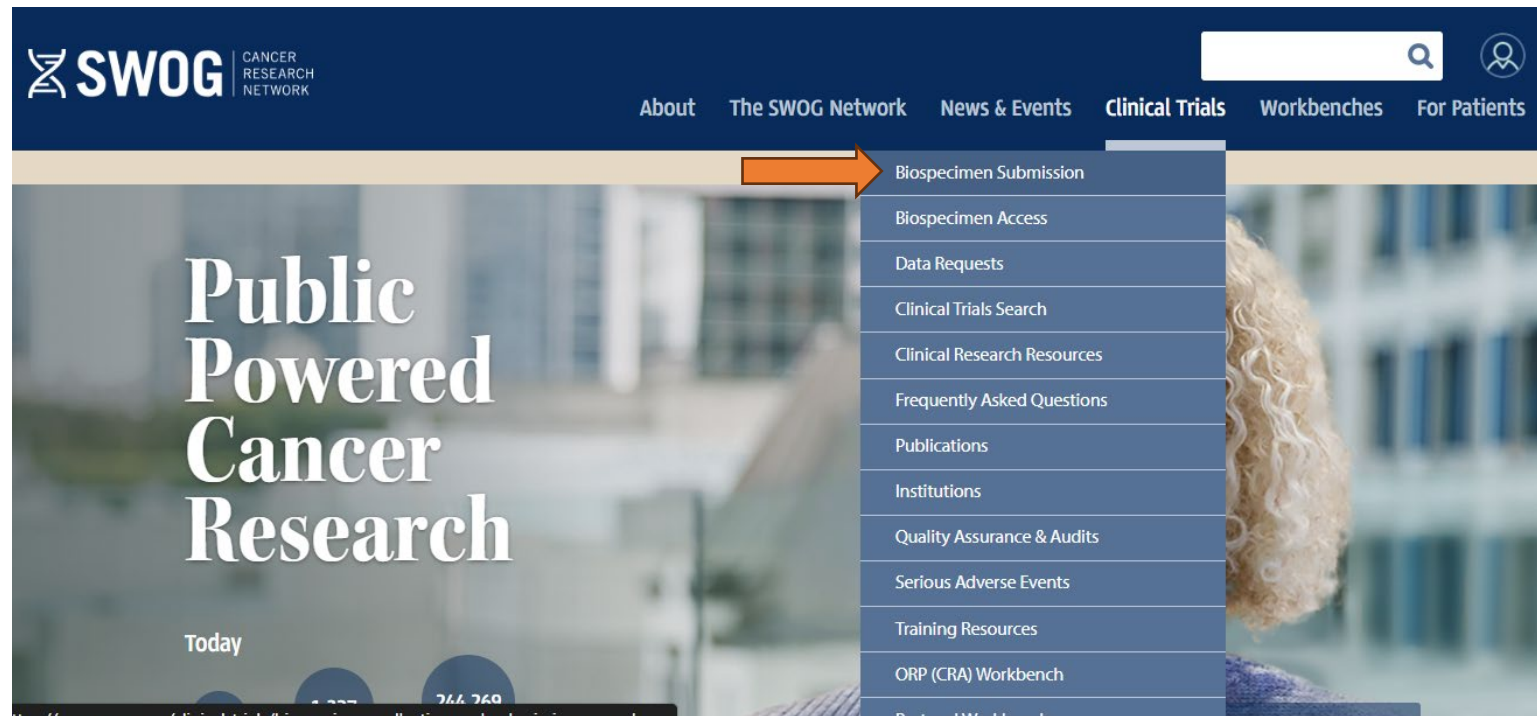
- Participants do not have to agree to **optional biospecimen collections** to enroll in a study. However, these specimens are required if participant consents for banking.
- Optional biospecimen collections are **optional for the participant**, not the site.
 - All optional biospecimen collections must be presented to participant.
 - If the participant agrees, optional biospecimens must be collected and shipped.

Specimen Collection

- SWOG-led Protocol sections that provide guidance for specimen collection are:
 - 9.0 Study Calendar
 - Includes general information about specimen collection time points.
 - *Does not include all specimen collection details.*
Refer to Section 15.0 for complete list 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.

Collection & Submission Procedures

General SWOG specimen submission guidelines, links to labeling templates, and more!



<https://www.swog.org/clinical-trials/biospecimen-collection-and-submission-procedures>

Collection & Submission Procedures

- Biospecimen Processing and Submission Procedures Page
 - 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 the Packing List printed from Specimen Tracking System).

Polling Question

What is the most common labeling error we see at the SWOG Biospecimen Bank (information missing or discrepant)?

- A. Collection date
- B. Participant identifiers
- C. Surgical pathology ID
- D. Block number

Standard Specimen Labeling: Tissue

Specimen Type (container)	Required Data	Required on each specimen	Can be on package (e.g., plastic bag, block/slide holder) for identical specimens
FFPE Block (cassette in a plastic bag, block holder)	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Collection date • Surgical Pathology ID (SPID)¹ • Block Number¹ 	<ul style="list-style-type: none"> • SWOG Participant ID • Surgical Pathology ID ¹ • Block Number ¹ 	<ul style="list-style-type: none"> • Participant initials (Last, First Middle) • Collection date • Tissue type (if required) ² <ul style="list-style-type: none"> • Primary tumor (P) • Metastatic tumor (M) • Normal tissue (N)
FFPE Tissue Slide (slide holder)	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Collection date • Surgical Pathology ID (SPID) ¹ • Block Number ¹ 	<ul style="list-style-type: none"> • SWOG Participant ID • Surgical Pathology ID ¹ • Block Number ¹ • Tissue thickness (microns, if required) 	<ul style="list-style-type: none"> • Participant initials (Last, First Middle) • Collection date • Tissue type (if required) ² <ul style="list-style-type: none"> • Primary tumor (P) • Metastatic tumor (M) • Normal tissue (N)

¹ From the pathology report corresponding to the tissue removal procedure.

² Tissue type can differ between blocks (e.g., A1 and C1), so refer to the pathology report if submitting tissue from more than one block.

Standard Specimen Labeling: Biofluids

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






Specimen Type (container)	Required Data	Required on each specimen	Can be on package (e.g., plastic bag) for identical specimens
Biofluids (e.g., blood, bone marrow) in collection tubes	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Collection date • Specimen type (blood, bone marrow, stool, etc.) 	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Specimen type 	<ul style="list-style-type: none"> • Collection date
Frozen biofluids in a cryovial	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Collection date • Specimen type (plasma, serum, etc.) 	<ul style="list-style-type: none"> • SWOG Participant ID • Participant initials (Last, First Middle) • Specimen type 	<ul style="list-style-type: none"> • 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!

Labeling Templates

Templates for Avery 5160 or Avery 5520 (waterproof for frozen specimens)

Label	Example Label	Specimen Types
Basic labels or MS Word Version for Download		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> Specimens collected for studies where multiple samples are collected during the same-day and the lab requires collection time to differentiate them for processing
Tissue label or MS Word Version for Download		<ul style="list-style-type: none"> FFPE tissue (blocks, slides, scrolls/curly) Frozen tissue
Tissue label (with microns) or MS Word Version for Download		When the protocol requires microns, for: <ul style="list-style-type: none"> FFPE tissue slides or scrolls
Basic with Laterality or MS Word Version for Download		When the protocol requires laterality, for: <ul style="list-style-type: none"> Bone Marrow Aspirate Bone Marrow Biopsy

Initials

- Initials should follow the format of:
 - Last, First (L,F) or Last, First Middle (L,FM)
 - Without the comma, it will be interpreted as First Last (FL).
- Initials should match exactly with what is listed on the packing list.
 - Note: this is a different format than the initials in OPEN, which are LFM with no comma.

Tissue Labeling Examples

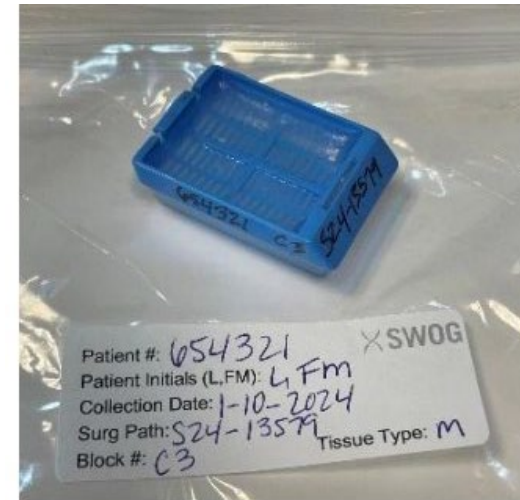
FFPE Tissue Slides in slide case

- Slides must be labeled with SPID, Block #, and SWOG participant ID.
- All other labeling requirements may be placed on slide case if it's the same for all slides in the container.



FFPE Tissue Block

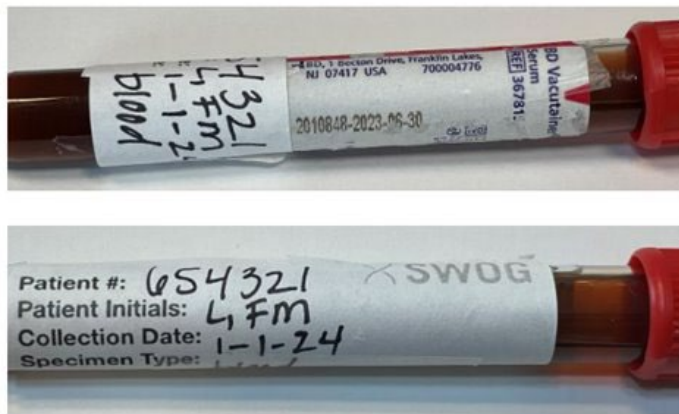
- Block must be labeled with SPID, Block #, and SWOG participant ID.
- All other labeling requirements may be placed on plastic bag.



Biofluid Labeling Examples

Collection Tube

- Label 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 cryovial

- Label 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 if information is still legible.
- Label prior to freezing to help the label adhere.



Specimen Labeling Issues

- Specimens shipped to the Biospecimen Bank must be labeled with two identifiers.
 - Ex. Participant ID and Participant Initials
- If the specimen identifiers on the label are missing or discrepant with the Packing List, then a waiver is required to confirm both identifiers for the specimen.
- If other information is discrepant or unclear between the specimens and Packing List, then an email will be sent to confirm.
- If information is not confirmed (waiver or email response), then specimens may not be usable for downstream research!

MYELOMATCH Labeling Requirements

- Participant initials (L,FM)
- Screening Participant ID (aka SWOG MYELOMATCH participant number)
- Collection date and time (when the specimen was collected from the participant)
- Specimen type (e.g., blood, bone marrow, etc.)
 - Include laterality (R for right, L for left) for bone marrow if both left and right were collected
- MYELOMATCH Specimen ID*

* The Specimen ID is used varies by protocol and depends on the form sent with the specimens (Packing List or Specimen Submission Form):

- If the specimens are entered and tracked using the Specimen Tracking system, the ID is listed on the **Packing List** and is called the MYELOMATCH Specimen ID.
- As of 9/15/2025: The therapeutic sub-studies are still using the **PMI myeloMATCH Specimen Submission Forms v04Feb2025**. For these studies, use the **CSMS Specimen ID** label provided by the SWOG Biospecimen Bank in the collection kit. These are called tube labels with pre-printed CSMS IDs on the kit instruction.

Frozen Tissue

- When submitting frozen tissue in cryovials:
 - Tissue should be small enough to easily fit into the cryovial. Please make certain that the tissue is not packed into the vial so that it gets stuck in the cap or to the sides of the vial.
 - Prechill cryovials on dry ice before adding the frozen tissue to avoid tissue sticking to the sides of the vial.
 - Tissue should be able to “rattle” in the container if properly frozen.

Formalin-Fixed, Paraffin-Embedded (FFPE)

- Blocks

- Often preferred, or in some cases, required per protocol.
- Check protocol requirements or contact the Bank to determine whether an alternative submission is acceptable for the specific study (e.g., unstained slides).

- Unstained Slides

- Tissue sections should be the exact thickness (microns) and on the exact slide type (charged, uncharged) specified in the protocol.
- All tissue sections should be cut sequentially from one block unless otherwise noted.
- Often slides should be unbaked.

- Verify that you are submitting the correct tissue type (e.g., primary, metastatic, normal).

Pathology Reports and Tissue Types

- Pathology reports are required for tissue submissions – including frozen tissue, and FFPE tissue blocks, slides, and scrolls.
- SWOG Bank definitions of tissue type:
 - **Primary**: 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.

Blood, Bone Marrow, and Processed Specimens

- Refer to the protocol for information on specific collection tubes, collection volumes, and processing instructions. In some cases, blood should be processed at the site prior to shipment.
- If the protocol does not provide specific processing instructions, refer to the instructions on the Biospecimen Processing and Submission Procedures page.

Polling Question

What question regarding specimens does our incoming questions team receive the most frequently?

- A. Can SST tubes be substituted for Red Top tubes, or vice versa?
- B. Questions regarding timing of specimen collection
- C. What volume of blood collection tubes can be used?
- D. Are you closed on this date (i.e., Saturdays or Holidays)?
- E. Do you provide airbills?

Polling Question

What question related to the Specimen Tracking System does our incoming questions team receive the most frequently?

- A. Can you mark this shipment as received in the Specimen Tracking System?
- B. How do I update a packing list that has been marked as shipped?
- C. Can I send specimens without the participant being registered?

Collection Tubes and Volumes

- If only the volume of blood is listed in the protocol, then any size tube(s) can be used to submit that volume
 - E.g., 10 mL blood can be one 10-mL tube or two 5-mL tubes).
- If specific tube sizes are listed that are not available at your site, then contact the Bank and study team to confirm *if larger tubes will be substituted*
 - E.g., protocol indicates to collect two 5-mL EDTA tubes of blood, and only 10-mL tubes are available
- Do not collect more than the amount of blood indicated in the consent.
- If submitting additional tubes, be sure to indicate the correct quantity of tubes on the packing list.

Expiration Dates

- Check the expiration dates on all collection tubes (blood, bone marrow, stool, etc.).
- Do not use a collection tube if it is expired or will expire prior to receipt and processing at the SWOG Biospecimen Bank.
 - Expiration date must be no less than 3 – 5 days after collection to allow for processing in case of shipment delays.
 - Do not cover or remove the expiration date (or lot number) when labeling the specimen.

Biospecimen Kits

- Kits are only provided when specifically funded.
- Kits are protocol specific, and supplies should only be used for the protocol for which they were ordered.
- Users must register for an account.
- Order Kits online using the Kit Management application - check protocol for details.
 - Select SWOG sponsor group.
 - Do not wait until the last minute to order kits as they may take 5-10 business days to arrive at your site.
- A shipping label for the return of unused kits may be created on the Kit Management site.

Biospecimen Kits

- Unused kits should be returned to the SWOG Bank.
 - Email the Bank prior to destroying unused kits.

Kit Management Help Kits will be shipped to Canadian sites if the institution provides their FedEx Account to cover duties and taxes.

Kit Management

Username

Password

Sign In

Register

[Forgot Password?](#)

IE Users should turn OFF Compatibility Mode

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<https://kits.bpc-apps.nchri.org/>

Redaction of Paperwork

- Reports should be redacted prior to submission to the Bank or uploading to Rave.
 - Remove: participant identifiers such as full name, date of birth, social security #, MRN, participant contact information, insurance information
 - Retain: participant initials, date of procedure, surgical pathology ID (accession #), block number, gross description, and diagnosis
- Include SWOG participant ID# on all paperwork (every page of report).
- Place paperwork so that it is visible when package is opened.

Redaction of Paperwork

- Example of properly redacted pathology report:
 - Full name redacted while retaining participant initials.
 - MRN redacted.
 - DOB redacted.
 - Date of procedure, surgical pathology ID (accession #), block number, gross description, and diagnosis retained.
 - SWOG participant ID# added to each page of report (can be handwritten).

Surgical Pathology Report

Patient: L ■■■■■, F ■■■■■
MRN: ■■■■■
DOB: ■■■■■ (Age: #)
Gender: M/F

Accession Number: Specimen Identification
Procedure: Date
Attending: Doctor's Name

Clinical History: Large Gastric Mass

Specimen: Gastric Mucosa

Diagnosis

Stomach, Partial Gastrectomy:

- Malignant Epithelioid Gastrointestinal Stromal Tumor
- Tumor Size 10 x 9 x 8 cm
- Cell Type: Epithelioid and Spindled
- High cellularity; present
- Mucosal invasion: focally present adjacent to ulceration
- Mucosal ulceration present
- Mitotic Count: 10/50 HPF
- Myxoid background: focally present
- Foci of necrosis present
- CD117, vimentin, and CD34: uniformly positive

Gross Description

The specimen consists of an approximately 5 x 7 cm portion of gastric mucosa that is surrounded and underlying by a lobulated mass which is 10 x 9 x 8 cm. The central portion of the mass appears to have an approximately 1.5-cm ulcer. The mucosa away from the area of ulceration is partially removed from the underlying tumor. The underlying mass appears encapsulated and lobular. Gross sections show the lesion to consist of several different patterns. A single area has a gray to gray-tan pattern with an area of central necrosis showing a fairly uniform appearance whereas; other regions of the tumor are gray white- and somewhat lobular in appearance. Areas of yellow necrosis are scattered through the tumor. Representative portions submitted.

Microscopic Description

Sections through the neoplasm show it to be primarily a high cellular neoplasm. The cells are in part arranged in fascicles and clusters with enlarged nuclei having relatively fine nucleoli. In some areas, the fascicles have an interwoven appearance. Mitotic figure up to 10:50 HPF. A few areas show foci of necrosis with the cells appearing to be surrounded by somewhat myxoid stroma. Foci of displayed necrosis are present. The lesions appear circumscribed, although not specifically encapsulated. It focally involved the mucosa and shows full thickness ulceration. The tumor immediately beneath the mucosal area of ulceration has a nearly lobular somewhat spindled growth pattern. Some areas of the tumor have a slightly more rounded nuclei and somewhat epithelioid appearance. The cells appear to be arranged in groups and clusters. Some of the cells have cytoplasmic vacuoles. These areas also show a prominent mitotic activity. Some mitotic figures are abnormal and atypical. The tumor contains numerous relatively open vascular channels which appear to be part of the neoplasm. The tumor has a pseudo capsule and in some areas appear to be nearly covered.

Immunostains are strongly positive for CD117 (C-kit), CD34, and Vimentin, Smooth muscle actin, Desmin, Synaptophysin, S-100, and Ck8/18 are negative.

Comment

Immunostains were performed on the core biopsy and demonstrate that the tumor cells are positive for CD117. The findings are consistent with the above diagnosis.

SWOG ID# 123456
HB 10/1/2025



Impact of Specimen Submission Issues

- 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 Bank marking specimens as received in the Specimen Tracking System.
- Unresolved issues may prevent the specimen from being used in the planned research.

Withdrawal of Consent

- When a participant withdraws consent, it's important to differentiate:
 - Withdrawal from continued/future specimen collection (i.e., specimens can remain banked and used for future research, but no additional specimens will be collected).
 - Withdrawal from all participation (i.e., specimens must be destroyed or returned).
- When emailing the Bank to notify of a participant's withdrawal of consent for specimen use or banking, please indicate if the banked specimens should be returned or destroyed.
 - Returns will be shipped at the site's expense.

Preparing the Shipment

- Verify that **specimen labels** include **all required information**.
 - Requirements are located 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**:
 - Specimen label information (e.g., collection dates, initials)
 - Number of specimens matches the quantity on the STS Packing List (e.g., for two 10-mL tubes of blood, quantity = 2, not 20).
 - Specimens listed on the Packing List match specimen types included in the shipment (e.g., separate stained and unstained slides)
- Confirm that all **required paperwork** is included:
 - Packing List
 - Redacted Pathology Report (tissue only)
 - Redacted Bone Marrow report (if required)
 - Include SWOG Participant ID# on all paperwork

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 specimens in one shipment.
 - Package each participant's specimens separately.
 - If there are multiple time points per participant, then include fewer than 5 participants in the shipment.
- Specimens shipped **FedEx Priority Overnight** arrive in the morning – other carriers or shipping methods may delay receipt.

Shipping Considerations

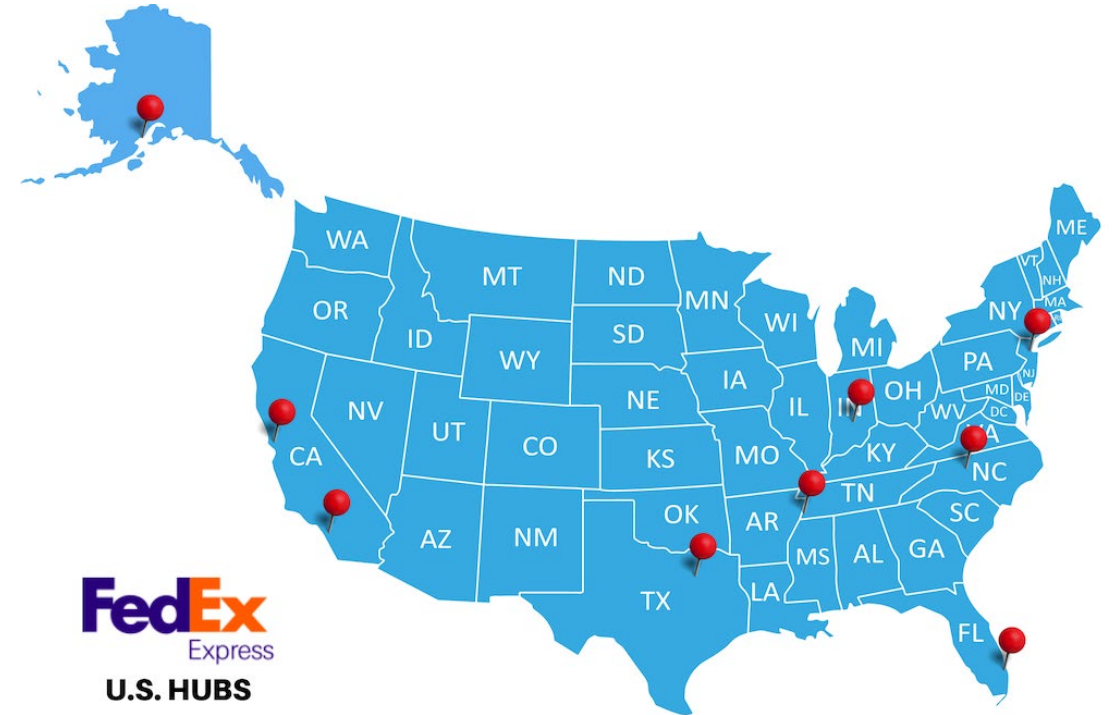
- Pack specimens according to the season:
 - Frozen Specimens
 - ALWAYS include plenty of dry ice to prevent thawing, regardless of weather.
 - Dry ice sublimates at a rate of 5-10 lbs. every 24 hours during shipment.
 - Ambient Specimens
 - Warmer months (April-September): Include a cold pack (not frozen!), unless otherwise stated in the protocol or kit instructions.
 - E.g., Blood in Streck cfDNA tubes must remain at room temperature. Do not refrigerate or ship with a cold pack.
 - Colder months (October-March): Insulate well (e.g., bubble wrap) to prevent specimens from freezing.

Shipping Considerations

- Shipments must conform to International Air Transport Association (IATA) guidelines, if shipped by air (most overnight shipments).
- For more information on IATA guidelines, visit: <http://iata.org>
- National and international regulations require Safe Shipping training for those who handle Dangerous Goods (e.g., dry ice)
 - Training available through institutions, IATA, CITI, and Saf-T-Pak

Shipping Considerations

- Remember when shipping, that even if weather is fine where you are, the specimens are traveling from your city → FedEx Hub → bank in Columbus, Ohio and package the specimens carefully to prepare for potential delays.
- Check FedEx and UPS website(s) for weather delay alerts. Severe weather in one area will impact overnight shipments to ALL states, not just the part of the country with the bad weather.



International Shipments

- Please ensure that you follow the guidelines for the country of export and the country of import, as well as IATA shipping regulations.
- For international shipments include a Declaration (Certification) statement and Commercial Invoice.
- The Declaration should be on official letterhead and contain a detailed description of the material (including reagents) and a statement affirming specimen details.
- Many countries are modifying laws regulating both the importation and exportation of specimens.

Holiday Closures

- For holiday closure notices and instructions, watch the Trials & Business Updates for memos from the SWOG Biospecimen Bank.
- Whenever possible, wait to ship frozen biospecimens until after major holidays including Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year's Day.
- Christmas is a busy shipping season, and packages routinely get delayed by a day or more. Make sure to include plenty of dry ice.
 - Try to ship frozen biospecimens Monday through Wednesday, avoid Thursday shipments due to potential delays.

Polling Question

What is the number one submission error that we see at the SWOG Biospecimen Bank?

- A. Missing pathology reports
- B. Quantity discrepancies
- C. Specimen labeling information missing or discrepant
- D. Missing packing list

Common Specimen Quality Issues

Issue	Prevention
Specimen that should be frozen arrived thawed or with insufficient dry ice	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Refer to the protocol - verify that you are using the most current version. • If the protocol is unclear – email the Bank.

Common Shipment Issues

Issue	Prevention
Missing Paperwork	<ul style="list-style-type: none"> • STS packing list is always required. • Pathology reports are required for all formalin-fixed paraffin-embedded (FFPE) tissue submissions – including blocks, slides, and scrolls.
Missing information on specimen label	<ul style="list-style-type: none"> • Include all required labeling information on all specimens submitted. • Refer to protocol for any protocol-specific labeling requirements.
STS Packing List does not match specimens	<ul style="list-style-type: none"> • All specimen labeling information (identifiers, collection date, etc.) must correspond with the information entered in the STS. • The number of specimens (e.g., number of tubes, vials, glass slides, etc.) received must match the STS packing list.
Insufficient dry ice	<ul style="list-style-type: none"> • Include lots of dry ice all year round. • Keep in mind that dry ice will sublime at a rate of 5-10 lbs. every 24 hours.

Always Remember to...

- Check the specific protocol for details.
 - E.g., biospecimen requirements, collection times, shipping instructions, etc.
- Obtain consent and register the participant before shipping biospecimens.
Note: Protocols may have multi-step registrations.
- Label biospecimens and accompanying documentation.
- Complete required documentation.
 - Submit to the appropriate laboratory as specified in the protocol.
- Include completed documentation with biospecimen shipments.
 - E.g., packing lists, pathology reports, as specified in the protocol.
 - Check protocol for special redaction and labeling instructions.

Polling Question

What is the correct shipping address for the SWOG Biospecimen Bank?

- A. 2200 International Street, Columbus, OH 43228
- B. 700 Children's Drive, WA1340, Columbus, OH 43205
- C. 411 Woody Hayes Dr, Columbus, OH 43210

Contact Information

Solid Tissue, Myeloma & Lymphoma Division

SWOG Biospecimen Bank #201

614-722-2865

bpcbank@nationwidechildrens.org

Leukemia Division

SWOG Biospecimen Bank #200

614-722-3270

bpcmlab@nationwidechildrens.org

Remember, use our new address:

SWOG Biospecimen Bank
Nationwide Children's Hospital
2200 International Street
Columbus, OH 43228

Open Forum Discussion – Questions and Answers

Post-Course Evaluation

- To receive 1.0 CEU contact hour participants must:
 - **Have attended the entire educational activity and**
 - **Complete and submit the post activity-evaluation via the Survey Monkey link below (and in the WebEx chat screen)**
- We will keep the webinar open, so that you may complete the survey after a few brief announcements.
- CEU certificates for webinar participation will be batch-issued, approximately 1 week after the webinar (by 10/27/2025), to all attendees who have completed the post-activity evaluation (by next Friday 10/24/2025).

<https://www.surveymonkey.com/r/NMYJN3G>

Prior QA Webinars Accessible for Review

Previous Webinars and Upcoming Webinar Information is posted at:
[SWOG Quality Assurance Live Webinar Series | SWOG](#)

CEU Courses posted in CLASS:

- [Cytogenetics](#)
(1 contact hour)
- [Serious Adverse Event Reporting & Updates](#)
(1 contact hour)
- [Workload Prioritization in Clinical Trials](#)
(1.5 contact hours)
- [Disease Assessment in Solid Tumors](#)
(1 contact hour)
- [Best Practices for Informed Consent](#)
(1 contact hour)
- [Research Protocol Deviations vs Deficiencies](#)
(1 contact hour)

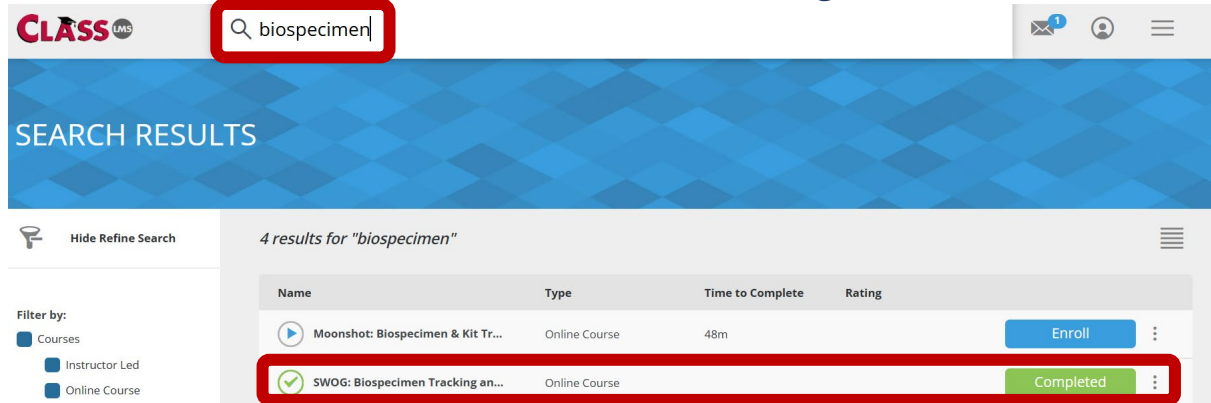
Non-CEU Courses posted in CLASS:

- [Adverse Event Reporting](#)
- [SWOG Audits: Preparing for Success and Audit Process](#)
- [How to Develop a CAPA Plan](#)

Additional New Resource: SWOG Biospecimen Tracking and Submission Training

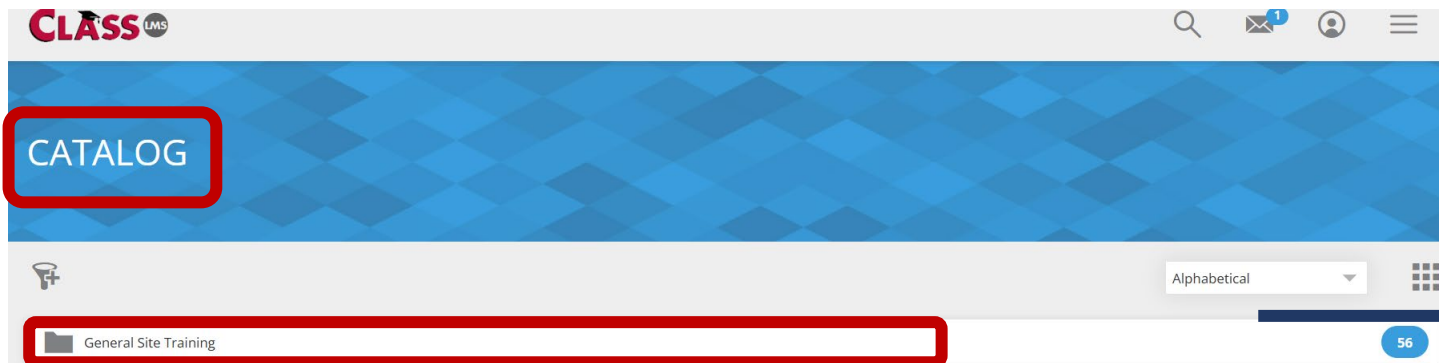
Accessible:

- Via the [SWOG Biospecimen Submission Webpage](#), or
- Access directly in [CLASS](#) using the search tool (keyword “Biospecimen”) or browsing the [CLASS catalog](#) >> General Site Training folder.

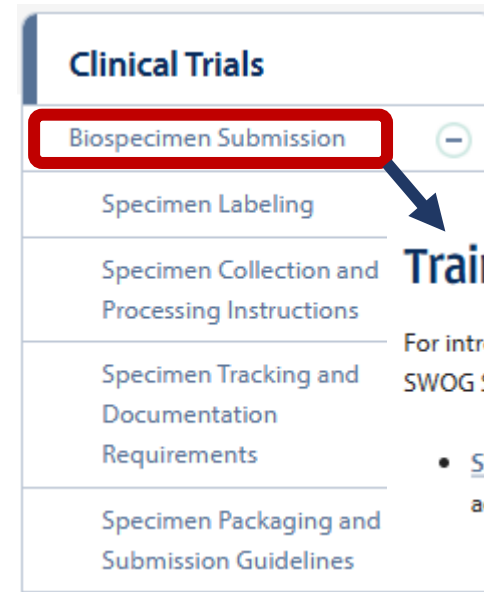


CLASS LMS search results for "biospecimen". The search bar contains "biospecimen". The results table shows 4 results. The second result, "SWOG: Biospecimen Tracking an...", is highlighted with a red box and has a green checkmark and "Completed" status.

Name	Type	Time to Complete	Rating
▶ Moonshot: Biospecimen & Kit Tr...	Online Course	48m	Enroll
✓ SWOG: Biospecimen Tracking an...	Online Course		Completed



CLASS LMS catalog view. The "CATALOG" button is highlighted with a red box. The "General Site Training" folder is highlighted with a red box and contains 56 items.

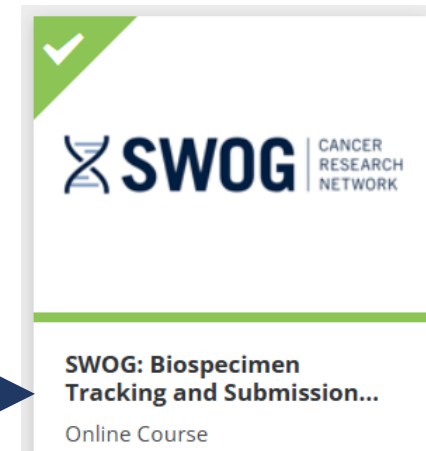


Clinical Trials menu. The "Biospecimen Submission" item is highlighted with a red box. An arrow points from this box to the "Training" section on the right.

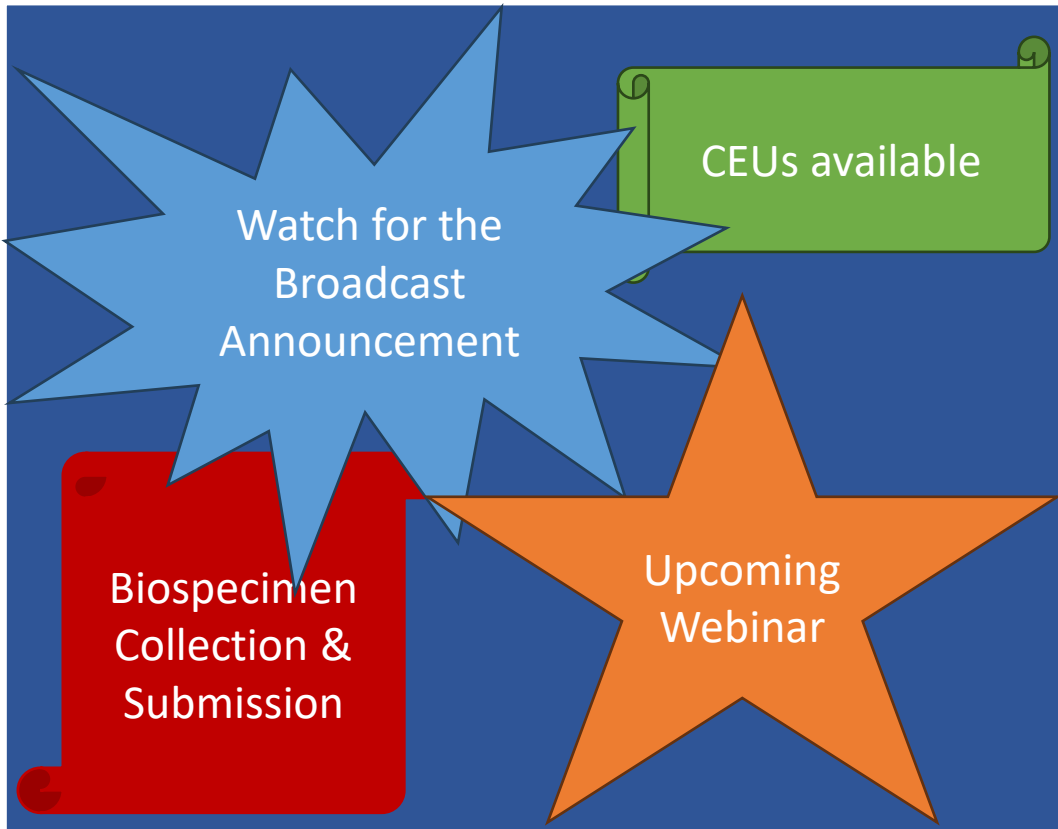
Training

For introductory training on submission of biospecimens to the SWOG Specimen Tracking System (STS), please refer to the:

- [SWOG: Biospecimen Tracking and Submission Training](#) (access secure NCI/CTSU IT systems).



SWOG Biospecimen Tracking and Submission Training course card. The card features the SWOG logo and the text "SWOG: Biospecimen Tracking and Submission..." and "Online Course". A green checkmark is in the top left corner.



This activity will be submitted to the Georgia Nurses Association for approval to award contact hours. Georgia Nurses Association is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

Upcoming QA Live Webinar

Navigating Adverse Events: What's New in CTCAE v6
~Presented by:

Elizabeth Ness; MS, BSN, RN, CRN-BC
Former Director, Office of Compliance and Education Center
for Cancer Research, NCI

Friday, December 12th, 2025
1:00 PM Eastern Time

Registration information will be distributed via:

- SWOG Broadcast Emails, and
- CTSU Broadcast Emails

Thank you