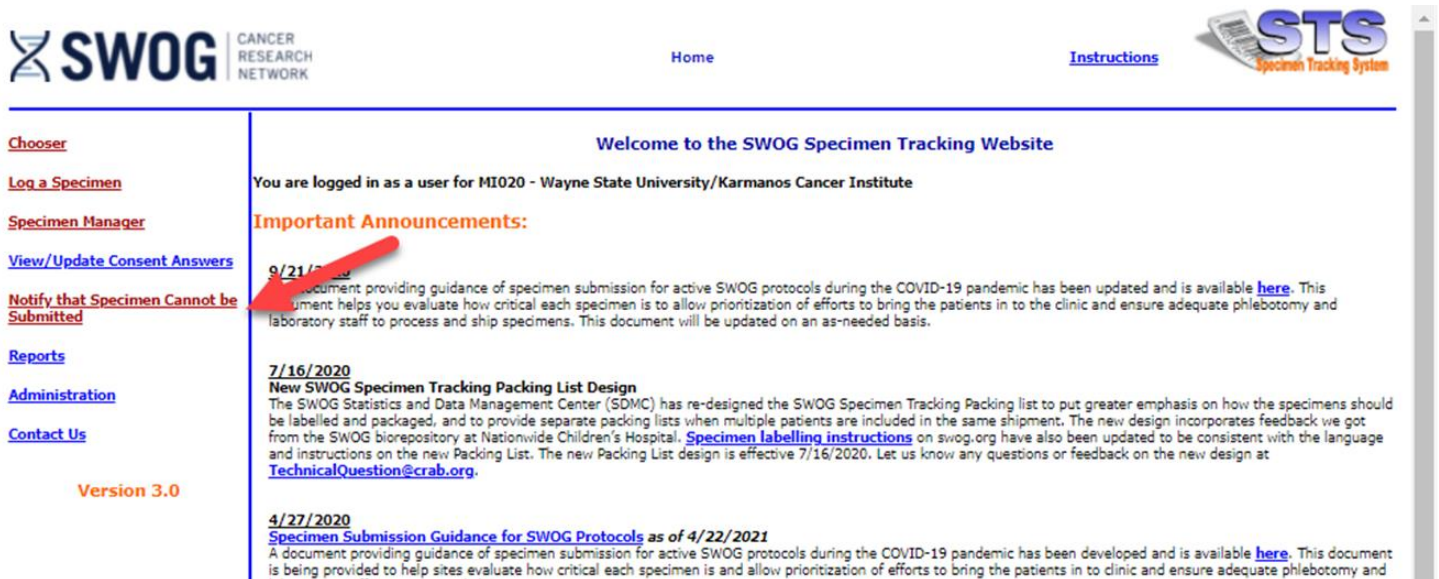


How to complete a notification that specimen(s) will not be submitted

1. When you log in to the SWOG Specimen Tracking System (STS) using your CTEP credentials, you will land on the home page



SWOG CANCER RESEARCH NETWORK

Home

Instructions

STS Specimen Tracking System

[Chooser](#)

[Log a Specimen](#)

[Specimen Manager](#)

[View/Update Consent Answers](#)

[Notify that Specimen Cannot be Submitted](#)

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[Administration](#)

[Contact Us](#)

Version 3.0

Welcome to the SWOG Specimen Tracking Website

You are logged in as a user for MI020 - Wayne State University/Karmanos Cancer Institute

Important Announcements:

9/21/2020
A document providing guidance of specimen submission for active SWOG protocols during the COVID-19 pandemic has been updated and is available [here](#). This document helps you evaluate how critical each specimen is to allow prioritization of efforts to bring the patients in to the clinic and ensure adequate phlebotomy and laboratory staff to process and ship specimens. This document will be updated on an as-needed basis.

7/16/2020
New SWOG Specimen Tracking Packing List Design
The SWOG Statistics and Data Management Center (SDMC) has re-designed the SWOG Specimen Tracking Packing list to put greater emphasis on how the specimens should be labelled and packaged, and to provide separate packing lists when multiple patients are included in the same shipment. The new design incorporates feedback we got from the SWOG biorepository at Nationwide Children's Hospital. [Specimen labelling instructions](#) on [swog.org](#) have also been updated to be consistent with the language and instructions on the new Packing List. The new Packing List design is effective 7/16/2020. Let us know any questions or feedback on the new design at TechnicalQuestion@crab.org.

4/27/2020
Specimen Submission Guidance for SWOG Protocols as of 4/22/2021
A document providing guidance of specimen submission for active SWOG protocols during the COVID-19 pandemic has been developed and is available [here](#). This document is being provided to help sites evaluate how critical each specimen is and allow prioritization of efforts to bring the patients in to clinic and ensure adequate phlebotomy and

2. When you click on the “Notify the Specimen Cannot be Submitted” link, it will take you here:



SWOG CANCER RESEARCH NETWORK

Notify that a Specimen Cannot be Submitted

Instructions

STS Specimen Tracking System

Add a New Notification

STEP 1 of 3: Specify the patient, initials, and study

SWOG Patient ID: *

Patient Initials (L,FM): *

SWOG Study ID: *

Note: Required fields are indicated by the * character.

[View previous notifications](#)

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3. When you enter the patient's information, the site will bring up a list of potential specimens for the study.

Add a New Notification

Step 2 of 3: Choose the specimen(s) that you are reporting as not submitted

Show: Registration Step = Specimen/Material Type = Lab =
 Submission Timepoint = Apply Reset

Study Number: S1803

Select Specimen(s)	Registration Step	Submission Timepoint	Specimen or Material Type			Material Requirements	Lab
<input type="checkbox"/>	2	Baseline, 1st randomization	<input checked="" type="checkbox"/> Bone Marrow	Unstained Slides	<input checked="" type="checkbox"/> 3-5 archival diagnostic bone marrow slides	Only option	233 - Adaptive Biotechnologies, Inc. Seattle, WA
<input type="checkbox"/>	2	Baseline, 1st randomization	<input checked="" type="checkbox"/> Bone Marrow	Aspirate	From 1st draw	Only option	233 - Adaptive Biotechnologies, Inc. Seattle, WA
<input type="checkbox"/>	2	Baseline, 1st randomization	Bone Marrow	Aspirate	From 1st draw (for banking)	Preferred	201 - SWOG Specimen Repository Columbus, OH
<input type="checkbox"/>	2	Baseline, 1st randomization	<input checked="" type="checkbox"/> Blood	Whole Blood	Only if dry tap on BM ASP (for banking)	Alternate	201 - SWOG Specimen Repository Columbus, OH
<input checked="" type="checkbox"/>	2	Month 12 after 1st randomization	Bone Marrow	Aspirate	From 1st draw	Only option	233 - Adaptive Biotechnologies, Inc. Seattle, WA
<input type="checkbox"/>	2	Month 24 after 1st randomization	Bone Marrow	Aspirate	From 1st draw	Only option	233 - Adaptive Biotechnologies, Inc. Seattle, WA
<input type="checkbox"/>	2	Month 48 after 1st randomization	Blood	Whole Blood	Only if dry tap on BM ASP (for banking)	Alternate	201 - SWOG Specimen Repository Columbus, OH

Previous Step Next Step

Home

4. Check the box next to the specimen(s) that will not be submitted, and click "Next Step" and the site will take you to the final step of the process:

Add a New Notification

STEP 3 of 3: Please fill out the following information for the specimen that cannot be submitted.

Note: this information is NOT necessary for patients who were not registered to a study.

Specimen Chosen:

Registration Step	Submission Timepoint	Specimen or Material Type	Quantity	Lab
2	Other, Month 12 after 1st randomization	Bone Marrow Aspirate From 1st draw	1	233 - Adaptive Biotechnologies, Inc.

Note: if a patient was enrolled to a separate SWOG protocol previously, the entire paraffin block was submitted, and the block was not subsequently returned, a second block is not required for the subsequent protocol registration. However, the reason for omitting the pretreatment block submission must be entered via the Notify that Specimen Cannot be Submitted link, and the reason must include the previous protocol number for which the block was submitted.

Reason Specimen cannot be Submitted:

Finish Cancel

5. Provide specific reason(s) why specimen(s) will not be submitted and click "Finish" and that will resolve the expectation.