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:

![Home page of SWOG Specimen Tracking System](image1)

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

![Notification page of SWOG Specimen Tracking System](image2)

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

- SWOG Patient ID: *
- Patient Initials (LHM): *
- SWOG Study ID: *

Notes: Required fields are indicated by the * character.

Next Step  Home

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

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:

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