

How to document submission of a PARTIAL SHIPMENT of specimens in the SWOG STS

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

- Click the 'Log a Specimen' link (shown below).

SWOG | CANCER RESEARCH NETWORK

Home

Instructions

Chooser

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Version 3.0

Welcome to the SWOG Specimen Tracking Website

Important Announcements:

12/1/2022
Updates to Specimen Tracking
A couple of updates have been made to the Specimen Tracking interface. In Step 2 of Logging a Specimen, the "Filter" at the top has been updated so that now at least one key filter is required before a list of samples is displayed. We are hopeful that this will make it easier to identify and select the correct specimen. Also, to avert potential problems for when the Test environment is chosen inadvertently, we have moved the "Test" button to the right side of the page and within the Test environment we have updated the banner and put a watermark on the packing list. The upcoming Winter CRA Newsletter will have more details.

5/3/2022
Consent Withdrawal
In the case of consent withdrawal from a study, use the [View/Update Consent Answers page](#) to report any change to the answers to the specimen consent questions, and the [Notify that Specimen Cannot be Submitted page](#) to report any specimens that will not be drawn.

4/25/2022
SWOG Biospecimen Bank Kit Management URL
The SWOG Biospecimen Bank Kit Management URL was changed in September 2021. Please make certain to update your bookmarks with the new URL: <https://kits.bpc-apps.nchri.org/>. The old URL is no longer supported.

[Training module with demo](#) for using the Specimen Tracking System.

[Written Instructions](#) for using the Specimen Tracking System (English).

[Specimen Repositories and Shipping Guidelines](#) for shipping addresses, lab contacts, and general specimen collection and shipping instructions for the Leukemia, Lymphoma, Myeloma, and Solid Tumor Specimen Repositories.

Specimen Shipment Labels
SWOG recommends using Avery high visibility labels (see product number 5160 at www.avery.com). All dates need to be in month/day/year format.

Large Specimen Labels
To be used for tissue/pathologic specimens including stained and unstained slides as well as paraffin blocks. Labels may be typed or hand-written. For tissue type, please specify Primary (P), Metastatic (M) or Nodes (N). For FFPE blocks, please place the specimen in a small bag and place the label on the outside of the bag. Do not place the label directly on the embedded tissue. For slides, labels can be placed directly on the slide container or on each individual slide. If placing only on the slide container, please make sure that the SWOG ID#, surgical pathology ID number (accession #) and block number are visible on each individual slide.

Small Specimen Labels
To be used for fresh or frozen blood products (whole blood, plasma, serum, buffy coat, bone marrow) and urine (fresh or frozen). Labels may be typed or hand-written on the left side of the line. Cut the label and place only the left side of the label on the vial. Place on each vial submitted.

Small Specimen Labels - Pharmacokinetics (PK)
To be used for all specimens collected for pharmacokinetic studies or other specimens requiring an exact collection time. May be typed or hand-written on the left side of the line. Cut the label and place only the left side of the label on the vial. Place on each vial submitted.

2. The "Step 1 of 3: Specify the patient from whom the specimen was collected" screen (below) will appear.

- Enter the participant's information.
- Then, click 'Next Step'.

STEP 1 of 3: Specify the patient from whom the specimen was collected.

SWOG Patient ID: * [No Patient ID yet?](#)

Patient Initials (L,FM): *

SWOG Study ID: *

Note: Required fields are indicated by the * character.

3. The “Step 2 of 3:” screen (below) will appear and display a list of potential specimens for selection.

NOTE:

- If the study only uses 1 lab (most studies), the STS will default to display a list of potential specimens. No action is required to view this list.
- For studies using 2 or more labs, you must select one (or more) of the STS filter(s) to view a list of potential specimens (Specifically, you must select at least one of the following from the drop-down menus: Lab#, Specimen/Material Type, or Submission Timepoint) and click ‘Apply’.

➤ Click on the link of the specimen that is being shipped.

Step 2 of 3: Choose the specimen that you are logging from the list below.

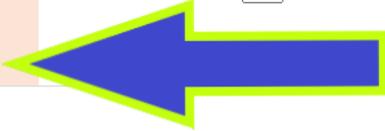
Show: **SELECT ONE OR MORE OF THESE REQUIRED FILTERS AND CLICK APPLY TO DISPLAY SPECIMEN LIST**

Lab = Optional additional filter

Registration Step =

Specimen/Material Type =

Submission Timepoint =



Study Number: S2104

| Registration Step | Submission Timepoint | Specimen or Material Type | | Material Requirements | Lab |
|-------------------|---------------------------------|--|---|-----------------------|--|
| 1 | Baseline, From resection |  Tissue from primary site | Stained Slides H&E slide | Only option | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline, From resection |  Tissue from primary site | Stained Slides Ki-67 IHC slide | Only option | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline, From resection | Tissue from primary site | Blocks Tissue block of FFPE | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline, From resection | Tissue from primary site | Unstained Slides Unstained charged slides (5 um each) | Alternate | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline | Blood | Whole Blood Wren Buffer Red Top Tube | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 6 months after registration | Blood | Whole Blood Wren Buffer Red Top Tube | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 36 months after registration | Blood | Whole Blood Wren Buffer Red Top Tube | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Relapse/progression | Blood | Whole Blood Wren Buffer Red Top Tube | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline | Blood | Serum 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 6 months after registration | Blood | Serum 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 36 months after registration | Blood | Serum 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Relapse/progression, Recurrence | Blood | Serum 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline | Blood | Buffy coat 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 6 months after registration | Blood | Buffy coat 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 36 months after registration | Blood | Buffy coat 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Relapse/progression, Recurrence | Blood | Buffy coat 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Baseline | Blood | Plasma 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 6 months after registration | Blood | Plasma 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | 36 months after registration | Blood | Plasma 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |
| 1 | Relapse/progression, Recurrence | Blood | Plasma 1mL aliquots in 2mL cryovials | Preferred | 201 - SWOG Biospecimen Bank Columbus, OH |



4. The “Step 3 of 3: Enter Specimen details” screen (below) will appear.

Note: The expected quantity of specimens (for each type of specimen) is listed in the specimen box. Quantity is one of the two required fields in the Step 3 entry (marked by red asterisks).

- Enter the Date Collected (MM/DD/YYYY format) and Quantity. Complete other fields at your discretion.
- Click Log Specimen (shown below).

SWOG Patient ID: 296748 Registration History: S2104-1-08/04/2023 [Consent Questions](#)
Patient Initials: A,CE

Specimen Chosen:

| Registration Step | Submission Timepoint | Specimen or Material Type | Quantity | Location |
|-------------------|----------------------|---|----------|---------------------------|
| 1 | Baseline | Blood Buffy coat 1mL aliquots in 2mL cryovi | 2 | 2 - SWOG Biospecimen Bank |

STEP 3 of 3: Enter Specimen details.

Type: Blood

Date Collected: * / /

Time Collected: :

Institutional Specimen ID number
(e.g. local lab's pathology specimen number,
surgical pathology number or accession number):

Follow-up Investigator: [Jordan Merrill Cloyd, MD](#)

Pathology Contact:

Billing/Payment Contact:

Shipping Contact:

Quantity * Specimen Subtype
Buffy coat

- The STS will display confirmation (below) that your specimen has been successfully logged. A green light will appear at the top of the page, confirming that the specimen has been logged.
 - To complete the STS documentation process, click the 'Specimen Manager' button (shown below).

 Specimen 2474526 successfully logged on 2/14/2024 10:31:00 AM (Pacific time) by Christine Magner
 Status: Not Shipped -- once all the specimens for your shipment are logged, please go to the Specimen Manager page to ship the shipment (required).

Registration History: S2104-1-08/04/2023 [Consent Questions](#)
 Patient Initials:

Specimen Chosen:

| Registration Step | Submission Timepoint | Specimen or Material Type | Quantity | Lab |
|-------------------|----------------------|--|----------|-----------------------------|
| 1 | Baseline | Blood Buffy coat 1mL aliquots in 2mL cryovials | 2 | 201 - SWOG Biospecimen Bank |

STEP 3 of 3: Enter Specimen details.

Type: Blood

Date Collected: * 2 / 1 / 2024

Time Collected: : [] [] []

Institutional Specimen ID number (e.g. local lab's pathology specimen number, surgical pathology number or accession number): []

Follow-up Investigator: [Jordan Merrill Cloyd, MD](#)

Pathology Contact: []

Billing/Payment Contact: []

Shipping Contact: []

Quantity * Specimen Subtype
 1 Buffy coat

- After clicking the "Specimen Manager" button, the STS defaults to display only those specimens with a 'Not Shipped' status (below).
 By default, the specimen type (for which you just logged a partial shipment) should be the only specimens showing on this page. (If not, you can use the filters to narrow the displayed specimens. Note: You must click the 'Apply' button to enable filters that you entered.)
 - Find your specimen
 - Click the 'Select specimen to ship' checkbox.
 - Then click the 'Create a Shipment' button.

Specimens for OH007 - Ohio State University Comprehensive Cancer Center

Show: Patient Number: [] Specimen Number: [] Status: Not Shipped Shipped (not received) Received Not Collected Receiving Lab #: []

Study Number: [] Shipment Number: []

| Click to delete specimen | Patient | Study | Specimen Number | Specimen | Timepoint | Collection Date | Shipping Temperature | Specimen Label | Receiving Lab | Select specimen to ship | Status | Shipment Num | Shipped Date | Condition |
|---------------------------------------|---------|---------|-------------------------|--|-----------|-----------------|----------------------|----------------|-----------------------------|--------------------------|-------------|--------------|--------------|-----------|
| <input type="button" value="Delete"/> | | S2104-1 | 2474526 | Blood - Buffy coat - 1mL aliquots in 2mL cryovials | Baseline | 02/01/2024 | Frozen | Basic | 201 - SWOG Biospecimen Bank | <input type="checkbox"/> | Not Shipped | | | |

7. The 'Step 1: Verify Shipment Contents' screen (below) will appear:

- Enter the reason for the incomplete submission in the 'Comments:' field.
Any time the quantity being submitted deviates from the expected number, more or less, (in this case, 1 cryovial instead of 2), an explanation must be provided.
- Enter the shipment date (MM/DD/YYYY format).
- Click the 'Ship this Shipment and Generate Packing List' button.

Step 1: Verify Shipment Contents

Shipment 350794 Contents:

| Patient | Study | Specimen Number | Specimen | Quantity | Timepoint | Collection Date | Specimen Label |
|---------|-------|-------------------------|--------------------|----------|-----------|-----------------|--|
| 296748 | S2104 | 2474526 | Blood - Buffy coat | 1 | Baseline | 2/1/2024 | Label to use: Basic Label Patient #: 296748 Patient Initials: A, C E Collection Date: 2/1/2024 Specimen Type: Buffy coat |

[Add or modify shipment contents](#)

Step 2: Verify Lab and Address

Ship To: 201 - SWOG Biospecimen Bank
Address: **Standard**
Solid Tissue, Myeloma & Lymphoma Div
Nationwide Children's Hospital
700 Children's Dr, WA1340
Columbus, OH 43205

Shipment Tracking Number:

(e.g. Federal Express tracking number)

Name of Shipper: Christine Magner

Shipper Phone Number: * (206) 652 - 2267 Ext.

Comments:

Lab order only requested one cryovial so incomplete collection done. Institutional error discovered after treatment start so can't go back and re-collect.

Step 3: Enter the Shipment Date

Once you ship, you may not modify or delete the shipment or its contents. It is REQUIRED to put a copy of the Packing List in the shipment

Shipment Date: * / /

[Generate Shipment Label \(optional\)](#)

8. The STS will display confirmation (below) that your (partial) shipment was successfully recorded in the STS.

A green light will appear at the top of the page, confirming that the specimen shipment was logged.



Ship a Shipment

[Instructions](#)



 Shipment 350794 successfully recorded on 2/14/2024 10:50:35 AM (Pacific time) by Christine Magner

Shipment 350794 Contents:

| Patient | Study | Specimen Number | Specimen | Quantity | Timepoint | Collection Date | Specimen Label |
|---------|-------|-------------------------|--------------------|----------|-----------|-----------------|--|
| 296748 | S2104 | 2474526 | Blood - Buffy coat | 1 | Baseline | 2/1/2024 | Label to use: Basic label Patient #: 296748 Patient Initials: A, C E Collection Date: 2/1/2024 Specimen Type: Buffy coat |

Ship To: 201 - SWOG Biospecimen Bank
Address: **Standard**
Solid Tissue, Myeloma & Lymphoma Div
Nationwide Children's Hospital
700 Children's Dr, WA1340
Columbus, OH 43205

Shipment Tracking Number:
(e.g. Federal Express tracking number)

Name of Shipper: Christine Magner

Shipper Phone Number: * (206) 652 - 2267 Ext.

Comments: Lab order only requested one cryovial so incomplete collection done. Institutional error discovered after treatment start so can't go back and re-collect.

Shipment Date: * 2/14/2024 [View Packing List](#)

[Generate Shipment Label \(optional\)](#)

[Specimen Manager](#) [Home](#)