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).

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’.

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

- **SWOG Patient ID:**
  - No Patient ID yet?
- **Patient Initials (LFM):**
- **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.

<table>
<thead>
<tr>
<th>Study Number: S2104</th>
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<tbody>
<tr>
<td>Registration Step</td>
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<tr>
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</tbody>
</table>
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).
5. 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 Manager](image)

   Patient Initials: 
   Registration History: S2104-1-08/04/2023 Consent Questions

   Specimen Chosen:

<table>
<thead>
<tr>
<th>Registration Step</th>
<th>Submission Timepoint</th>
<th>Specimen or Material Type</th>
<th>Quantity</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Baseline</td>
<td>Blood Buffy coat, 1mL aliquots in 2mL cryovials</td>
<td>2</td>
<td>201 - SWOG Biospecimen Bank</td>
</tr>
</tbody>
</table>

   **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 Merill Cloud, MD
   **Pathology Contact:**
   **Billing/Payment Contact:**
   **Shipping Contact:**

   **Quantity:** 1  **Specimen Subtype:** Buffy coat

   ![Update Specimen, Delete Specimen, Log Another Specimen for this Person, Specimen Manager, Home](image)

6. 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.
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.

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Step 1: Verify Shipment Contents

<table>
<thead>
<tr>
<th>Patient</th>
<th>Study</th>
<th>Specimen Number</th>
<th>Specimen</th>
<th>Quantity</th>
<th>Timepoint</th>
<th>Collection Date</th>
<th>Specimen Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>295745</td>
<td>52104</td>
<td>2174526</td>
<td>Blood - Buffy coat</td>
<td>1</td>
<td>Baseline</td>
<td>2/1/2024</td>
<td>Basic label</td>
</tr>
</tbody>
</table>

Add or modify shipment contents

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Step 2: Verify Lab and Address

- **Ship To:** 261 - 5W05 Biospecimen Bank
- **Address:** St. Jude Children's Research Hospital, 332 North Lauderdale St., Memphis, TN 38105
- **Shipment Tracking Number:**
- **(e.g. Federal Express tracking number)**
- **Name of Shipper:** Christine Wagner
- **Shipper Phone Number:** (901) 595-2267
- **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.

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Step 3: Enter the Shipment Date

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

- **Ship Date:** 2/14/2024

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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**

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

**Shipment 350794 Contents:**

<table>
<thead>
<tr>
<th>Patient</th>
<th>Study</th>
<th>Specimen Number</th>
<th>Specimen</th>
<th>Quantity</th>
<th>Timepoint</th>
<th>Collection Date</th>
<th>Specimen Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>296748</td>
<td>52104</td>
<td>2474526</td>
<td>Blood - Buffy coat</td>
<td>1</td>
<td>Baseline</td>
<td>2/1/2024</td>
<td>Specimen Type: Buffy coat</td>
</tr>
</tbody>
</table>

**Ship To:**
201 - SWOG Biospecimen Bank

**Address:**
Standard
Solid Tissue, Myeloma & Lymphoma Div
 Nationwide Children's Hospital
700 Children's Dr. W41340
Columbus, OH 43205

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

**Name of Shipper:**
Christine Mogner

**Shipper Phone Number:** *(260) 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 Specimen Label (optional)]

[Specimen Manager] [Home]