


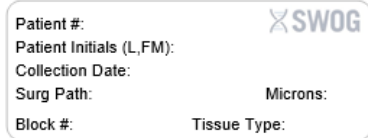
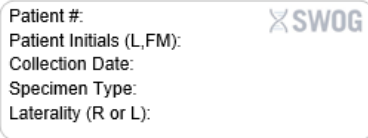


Specimen Labeling Requirements

If labeling requirements are not otherwise specified in the protocol or through a linked resource (usually in Section 15 in SWOG-led protocols), then specimens must be labeled in accordance with the standard requirements below.

Minimum Labeling Requirements	Additional Labeling Requirements for FFPE Tissue	Other Labeling Requirements
<ul style="list-style-type: none"> SWOG Participant ID Participant Initials (L,FM) Date of specimen collection (MM/DD/YYYY) Specimen Type (whole blood, serum, bone marrow, urine, stool, etc.) 	From the corresponding pathology report: <ul style="list-style-type: none"> Surgical Pathology ID (SPID, accession #) Block number (e.g., A2, 3E, 2-1, B, etc.) 	Bone Marrow: <ul style="list-style-type: none"> Laterality – right (R), or left (L) Protocol-specific requirements: <ul style="list-style-type: none"> Collection time (e.g., PK specimens) Tissue type – primary (P), metastatic (M), or normal (N) Tissue slide thickness, in μm (microns)

Label	Example Label	Specimen type(s)
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/curls) Frozen tissue
Tissue label (with microns) or MS Word Version for Download		<ul style="list-style-type: none"> FFPE tissue slides or scrolls
Basic with Laterality or MS Word Version for Download		When the protocol requires indication of laterality, for: <ul style="list-style-type: none"> Bone Marrow Aspirate Bone marrow Biopsy

Additional Guidelines for Specimen Labeling

- For **vials and tubes**:
 - Place a label on each vial submitted.
 - Do not cover expiration date of collection tubes. Trim labels as needed to fit.
- For **FFPE tissue blocks**:
 - Place the specimen in a small bag and apply the label on the outside of the bag. Do not place the label directly on the tissue block.
 - The block must be labeled with the Surgical Pathology ID# (Accession#) and SWOG Participant ID.
- For **FFPE tissue slides**:
 - Place labels directly on the slide container or on each individual slide.
 - If placing labels on the slide container, then the SWOG Participant ID, surgical pathology ID (accession #) and block number must be included on each individual slide.
- For **frozen specimens**, cold storage can make the labels come off easily. Consider these tips:
 - Label specimens prior to freezing.
 - Wrap the label tightly all the way around the tube so the overlap is on top of the label (without covering the labeling data). Wrap the label with a bit of a tail so that the label can stick to itself instead of the tube.
 - Handwrite required information on the tubes in case the label comes off.
 - Use labels that are designed to adhere to frozen surfaces. Labtag.com sells labels that can be printed using standard inkjet or laser printers.