

## Specimen Submission Guidelines – Required Documents

If documentation requirements are not otherwise outlined in the protocol or through a linked resource (usually in Section 15 in SWOG-led protocols), then submit documents as indicated below, in accordance with the standard requirements.

Specimen Type	Required Documents
<p><b>Fresh or frozen stool and liquid specimens</b> (e.g., blood, serum, plasma, buffy coat, urine, and stool specimens)</p>	<p><b>All specimen submissions must include:</b></p> <ol style="list-style-type: none"> <li>SWOG Specimen Tracking System (STS) Packing List <i>(Printed after entry of specimen information into the STS at: <a href="https://spectrack.crab.org">https://spectrack.crab.org</a>. Note: The information entered into the STS must match the information contained on each corresponding specimen label.)</i></li> </ol> <p><b>Protocol Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>Other required report. <i>(See partial redaction instructions in bone marrow/tissue section below.)</i></li> </ol>
<p><b>Bone Marrow or Tissue (FFPE, core biopsy, snap frozen)</b> (blocks, slides, scrolls/curls)</p>	<ol style="list-style-type: none"> <li>SWOG STS Packing List</li> </ol> <p><b>- AND -</b></p> <ol style="list-style-type: none"> <li>Partially redacted pathology report <i>corresponding to the bone marrow or tissue removal procedure.</i></li> </ol> <p><b>Protocol Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>Other required report.</li> </ol>

### Pathology (or Other Required) Report Redaction and Labeling Requirements

Unless otherwise outlined in the protocol (usually in Section 15 in SWOG-led protocols):

- Reports must be in English or include a translation of all information listed below.
- Pathology reports MUST include:**
  - Date of procedure,
  - Surgical pathology ID (SPID) or accession number,
  - Block number(s) with description of each block,
  - Anatomic site,
  - Diagnosis, and
  - Gross description.
- It is acceptable to print a .PDF from the EMR so that the entire *redacted* report is included with the specimens.
- Remove participant identifiers such as name, date of birth, medical record number, and insurance information from the pathology or other required report.**
  - Pathology reports:
    - **Do not redact** the date of procedure (collection date), surgical pathology identification (SPID) number, block number, or diagnosis.
    - Do not cut and paste from the electronic medical record (EMR).
    - If any of the required data (in #2 above) is missing, then processing may be delayed until an updated report is submitted.
  - Other required reports: Do not redact the date of procedure (collection date) or diagnosis.
- Label each page of the pathology or other required report with the SWOG Participant ID#.**
- The information contained in the partially redacted pathology or other required report must match the information printed on each specimen label affixed to the specimen(s) included in the package.**
- If the protocol requires indication of tissue type, refer to [Pathology Reports](#) for tissue type definitions.**