

# Use of the SWOG Specimen Tracking System (STS) to Request Re-analysis of Commercial FoundationOne CDx Results *for Lung-MAP biomarker analysis and sub-study assignment*

LUNGMAP Protocol Version Date 3/1/21 and subsequent versions

# SWOG Specimen Tracking System (STS)

Within 5 calendar days of LUNGMAP Step 1 registration, **complete the re-analysis request using the SWOG Specimen Tracking System (STS), per protocol section 15.2.**

NOTE: Tissue submission is not required for patients who have a qualifying commercial FoundationOne CDx report. However, completion of the “shipping” process in STS will serve as a notification to Foundation Medicine, Inc. (FMI), and initiate re-analysis of commercial results for study purposes. Upload of the FoundationOne CDx report is not required to request the reanalysis. However, the report is required for upload in Rave for documentation.

# Log “Specimen” in STS (Re-analysis Request)

- Access SWOG STS via the CRA Workbench or at <https://spectrack.crab.org>
- Log in to STS using CTEP credentials
- Select “Log a Specimen” to begin request for re-analysis of commercial FoundationOne CDx results



Chooser

Log a Specimen



Specimen Manager

View/Update Consent Answers

Notify that Specimen Cannot be Submitted

# STS Step 1 of 3: Enter Patient Information


- Enter SWOG Patient ID and Initials for the patient needing re-analysis
- SWOG Study ID = **LUNGMAP** (not case-sensitive)

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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 (L,FM): \*

SWOG Study ID: \*  

*Note: Required fields are indicated by the \* character.*

Next Step

Home

# STS Step 2 of 3: Choose “Specimen”

- Enter either of the following fields:
  - Specimen/Material Type = **Request**
  - Lab = **242 – Fdn Medicine Inc-Commercial NGS Request**
- Select “**Apply**” to filter list; only one selection should appear
- Select the “**Request**” hyperlink to continue logging re-analysis request



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


Show: Registration Step =  Specimen/Material Type =  Lab =  Submission Timepoint =



Study Number: LUNGMAP

Registration Step	Submission Timepoint	Specimen or Material Type	Material Requirements	Lab
1	Baseline, After registration	<a href="#">Request</a> Request Re-analyze commercial FoundationOne CDx results	Only option	242 - Fdn Medicine Inc-Commercial NGS Request

 = This specimen has been logged already  
 = This specimen was reported as unsubmittable



# STS Step 3 of 3: Enter “Specimen” Details

- FMI will use the information entered in Step 3 to link the request to existing commercial results
- Accurate details are key to prevent re-analysis delays
- See data entry tips on next page

Registration Step	Submission Timepoint	Specimen or Material Type	Quantity	Lab
1	Baseline, After registration	Request Request Re-analyze commercial FoundationOne CDx results	1	242 - Fdn Medicine Inc-Commercial NGS Request

## STEP 3 of 3: Enter Specimen details.

**Type:** Request

**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:** [William Carson](#)

**Pathology Contact:**

**Billing/Payment Contact:**

**Shipping Contact:**

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**Specimen-Specific Questions: \***

- Instructions: Please enter the original date of collection for the tissue specimen used for commercial FoundationOne CDx in the "Date Collected" field above.
- Patient's date of birth (mm/dd/yyyy)  /  /
- Patient's sex
- Has the patient had any type of transplant?
- Patient's diagnosis
- Primary tumor site
- Specimen tumor site
- Ordered test # from commercial FoundationOne CDx report
- I confirm that the patient signed a version of the LUNGMAP informed consent that included authorization for Foundation Medicine, Inc. to release previous genomic profile testing results to SWOG (Protocol Version Date 3/1/21 or later).
- Instructions: Please enter '1' in the "Quantity" field below.

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**Quantity \***  **Specimen Subtype**  
Request

# STS Step 3 of 3: Tips for data entry

- ***Institutional Specimen ID number:*** This is not a required field; you may leave it blank. If you complete it, this must match the SPECIMEN ID from the SPECIMEN section of the commercial FoundationOne CDx report.
- ***Date Collected:*** Enter original date of collection for the tissue specimen used for commercial FoundationOne CDx. This must match the DATE OF COLLECTION from the SPECIMEN section of the commercial FoundationOne CDx report.
- ***Patient's date of birth (#2) & sex (#3):*** These are critical to enter correctly – please double-check!
- ***Specimen tumor site (#7):*** Enter the SPECIMEN SITE from the SPECIMEN section of the commercial FoundationOne CDx report. Avoid abbreviations.
- ***Ordered test # from commercial FoundationOne CDx report (#8):*** Enter the ORDERED TEST # located in top right corner of the commercial FoundationOne CDx report. The format is 'ORD-#####-##'. This is critical to enter correctly. Double-check that you're entering the # from the FoundationOne CDx panel, not PD-L1 testing.
- ***Quantity:*** Since this is a required field, please enter '1'

# STS Step 3 of 3: Log “Specimen”

## STEP 3 of 3: Enter Specimen details.

Type: Request

Date Collected: \* 1 / 2 / 2021

Time Collected: : [ ] [ ] [ ]

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

Follow-up Investigator: [Laith Abushahin](#)

Pathology Contact: [ ] [New]

Billing/Payment Contact: [ ] [New]


Shipping Contact: [ ] [New]

### Specimen-Specific Questions: \*

1.	Instructions: Please enter the original date of collection for the tissue specimen used for commercial FoundationOne CDx in the "Date Collected" field above.	Acknowledged ▾
2.	Patient's date of birth (mm/dd/yyyy)	1 / 24 / 1965
3.	Patient's sex	Male ▾
4.	Has the patient had any type of transplant?	No ▾
5.	Patient's diagnosis	NSCLC ▾
6.	Primary tumor site	Lung ▾
7.	Specimen tumor site	Left Lower Lobe
8.	Ordered test # from commercial FoundationOne CDx report	ORD-1234567-01
9.	I confirm that the patient signed a version of the LUNGMAP informed consent that included authorization for Foundation Medicine, Inc. to release previous genomic profile testing results to SWOG (Protocol Version Date 3/1/21 or later).	Yes ▾
10.	Instructions: Please enter '1' in the "Quantity" field below.	Acknowledged ▾

Quantity \* 1

Specimen Subtype Request



Log Specimen Previous Step Cancel



# Final step: STS Specimen Manager

- Request for re-analysis is NOT finalized after logging the “specimen” in STS; continue process as if you are shipping a specimen
- Navigate to **Specimen Manager** to enter “shipment” details and finalize the request for re-analysis of results

 **Status: Not Shipped -- once all the specimens for your shipment are logged, please go to the Specimen Manager page to ship the shipment (required).**

Specimen Manager

←

Select Specimen Manager to continue request by "shipping" the "specimen"

# STS Specimen Manager

- Given no shipment will occur, tracking number is not applicable
- Enter a contact number for “shipper” and enter current date in the “Shipment Date” field
- Select “Ship”!

## Step 1: Verify Shipment Contents

Shipment **321364** Contents:

Patient	Study	Specimen Number	Specimen	Quantity	Timepoint	Collection Date
708017	LUNGMAP	<a href="#">2425466</a>	Request - Request	1	Baseline, After registration	1/2/2021

[Add or modify shipment contents](#)

## Step 2: Verify Lab and Address

Ship To: 242 - Fdn Medicine Inc-Commercial NGS Request

Address:

Shipment Tracking Number:

(e.g. Federal Express tracking number)

Name of Shipper: Amy Johnson

Shipper Phone Number: \*   -  Ext.

Comments:

## Step 3: Enter the Shipment Date

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

Shipment Date: \*  /  /

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

Select "Ship this Shipment and Generate Packing List" to finalize the re-analysis request

# STS Specimen Manager

- Once “Ship this Shipment and Generate Packing List” is selected, the request has been completed and sent to FMI
  - No need to physically mail or email anything

## Step 3: Enter the Shipment Date

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

Shipment Date: \*  /  /

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

Ship this Shipment and Generate Packing List

Cancel

Delete Shipment



**You're done! Look for an email confirming successful re-analysis, expected within 16 days after submission of the request.**

# Contact us!

- The SWOG Lung-MAP Data Coordinators are here to help!
- Reach out with any questions before, during, or after this process.

Email: [LungMAPquestion@crab.org](mailto:LungMAPquestion@crab.org)

Phone: 206-652-2267