

General Specimen Submission Guidelines

Protocol Specimen Collection

- Always refer to the protocol for collection and submission guidelines
 - Section 15 has the most detailed information for specimen collection, processing (when applicable), etc.
 - Section 9, Study Calendar – some general information about specimen collection (note: always confirm with details in section 15)
 - Section 12, Discipline Review – information about centralized pathology reviews
- General specimen submission information: <https://www.swog.org/clinical-trials/biospecimen-resources/biospecimen-processing-and-submission-procedures>
 - Also includes label templates for standard address labels

SpecTrack Tips

- All specimens shipped to the SWOG Biobank must be logged into SpecTrack.
- Quantity entered into SpecTrack should be the physical number of specimens in that category.
 - Unstained and stained slides must be logged separately.
 - Liquid specimens (fresh blood, frozen plasma) – enter number of tubes/vials sent and not the volume.
- Example label on the packing list is provided as a reminder.
 - Please do not cut out the example label to affix to the specimens.
 - Address label templates are available on the SWOG website or create a label with the required information.
- A printed copy of SpecTrack packing list must be included in all shipments.

SWOG Labeling Guidelines

Labeling Requirements (all specimens)	Additional Data for FFPE Tissue (blocks, slides, scrolls/curls)	Other labeling requirements
<ul style="list-style-type: none"> • SWOG patient ID • Patient initials <ul style="list-style-type: none"> • Write Initials as “Last, First Middle” as they appear on the STS Packing List. • Date of specimen collection • Specimen type (whole blood, serum, etc.) 	From the corresponding pathology report: <ul style="list-style-type: none"> • Surgical pathology ID (SPID, accession #) • Block number 	<p><u>Bone Marrow:</u></p> <ul style="list-style-type: none"> • Laterality – right (R), or left (L) <p><u>Protocol-specific requirements:</u> <i>If specified in the protocol, also include:</i></p> <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

Required Documents Guidelines

Specimen Type	Required Documents
Fresh or frozen stool and liquid specimens (blood, bone marrow, plasma, serum, buffy coat, urine, stool, etc.)	1. SWOG STS Packing List
FFPE tissue (blocks, slides, scrolls/curls)	1. SWOG STS Packing list 2. Pathology report <i>corresponding to the tissue removal procedure</i> – redacted to remove personally identifiable information that is not required for the SWOG Biobank

Pathology Reports

- Patient identifiers such as name, date of birth, medical record number, and insurance information must be removed from the pathology report.
- Do not redact the date of procedure, surgical pathology ID (SPID) or pathology accession number, block number, and diagnosis.
- Label each page of the report with the SWOG participant number.
- Biobank definitions of tissue type:
 - **Primary**: the initial source of tumor tissue, including residual tumor from the primary site. Must make biological sense for tumor type (e.g., colon cancer in colon tissue).
 - **Metastatic**: tumor tissue collected at sites separate from the primary lesion, including local and distant metastatic tumor and residual tumor from the metastatic site (e.g., lung tumor biopsy for prostate cancer)
 - **Normal**: tissue that does not contain tumor, including lymph nodes negative for tumor.

Requesting FFPE Tissue Block Returns from the SWOG Biospecimen Bank

- All specimen returns must be approved by Dr. James Rae (jimmyrae@med.umich.edu).
- Contact the SWOG Biospecimen Bank (BPCBank@nationwidechildrens.org) to request a specimen return form.
 - Include the email with Dr. Rae's approval.
- The form must be completed, including:
 - Registration number (SWOG patient ID)
 - Date of request
 - Date return needed (note: this cannot be guaranteed)
 - Requested by (name)
 - Contact phone number and email address
 - Shipping address
 - FedEx account number
 - Reason for request (this is a check box)
 - Information about the specimen requested (type, surgical pathology ID, block number, number of specimens, and collection date)

Dry Ice Shipping Recommendations

1. Ship frozen specimen(s) buried in dry ice.
 - Add some dry ice to the bottom 1/3 of the box. Place the specimens on top of the dry ice.
 - Add the dry ice to the sides and top of the specimens. Specimen containers should be completely covered on all sides. A minimum of about 5 lbs. should be used per shipment, more dry ice is needed for larger shipments or larger boxes.
 - The shipping box must be large enough to pack sufficient dry ice around the specimens.
2. FedEx Priority Overnight service is preferred for all shipments, but especially shipments with dry ice. Use of other courier services may delay package receipt and compromise specimen integrity.
3. Frozen specimens may only be shipped Monday through Thursday to arrive Tuesday through Friday. **Do NOT ship frozen specimens on a Friday or the day before a holiday.**
4. For questions about shipping specimens around a holiday, please reference the Bank's holiday hours memo distributed by the Protocol Department office or call the Bank directly at 614-722-2865.

Recommended dry ice weights per size of shipping container

Dry ice will sublimate 5-10 lbs. every 24 hours depending on the quality of the shipping container. If shipping longer distances or during inclement weather, increase amount of dry ice used.

Box size	Volume (Qts)	Dry ice (lbs./kgs)
10 x 10 x 10	17	10 lbs./4.5kgs
12 x 12 x 12	30	20lbs/9kgs
15 x 15 x 15	55	30lbs/14kgs
15 x 15 x 20	77	40lbs/18kgs