



**Incomplete Submission Form**  
*-to accompany incomplete specimen shipments-*



Pathology Coordinating Office  
 The Ohio State University  
 Department of Pathology  
 2001 Polaris Parkway  
 Columbus, Ohio 43240  
 614-293-7073 (phone)  
 614-293-7967 (fax)  
 path.calgb@osumc.edu  
 www.pathology.osu.edu/htrn

Date: \_\_\_\_\_

To the attention of the **CALGB Pathology Coordinating Office:**

Concerning the submission for **Protocol** \_\_\_\_\_, **CALGB Patient ID** \_\_\_\_\_.

**The following sample(s) were unable to be submitted:**

SPECIMEN TYPE	TIME-POINT/CYCLE/SAMPLE NO(S).	SPECIMEN DESCRIPTION (PATHOLOGY/QTY. MISSING, ETC.)			
Whole blood	_____	_____	_____	_____	_____
Serum	_____	_____	_____	_____	_____
Plasma	_____	_____	_____	_____	_____
Urine	_____	_____	_____	_____	_____
Buffy coat	_____	_____	_____	_____	_____
Peripheral blood smear	_____	_____	_____	_____	_____
Bone marrow aspirate smear	_____	_____	_____	_____	_____
OCT	_____	_____	Tumor	PrimTumor	Mets Normal
Paraffin block	_____	_____	Tumor	PrimTumor	Mets Normal
Core	_____	_____	Tumor	PrimTumor	Mets Normal
H&E slide	_____	_____	Tumor	PrimTumor	Mets Normal
Unstained slide	_____	_____	Tumor	PrimTumor	Mets Normal
Other: _____	_____	_____	Tumor	PrimTumor	Mets Normal

**Due to the following reason:**

- The sample was not collected
- The submitting institution refused to release sample
- Scant tissue, no additional sample available
- Patient refusal or inability to produce sample
- Other: \_\_\_\_\_

**Pathologist Information:**

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Email Address \_\_\_\_\_

**Submitting CRA Information:**

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Email Address \_\_\_\_\_

Dear CRA: Please remember that a patient may not be eligible, per protocol, if the pathology submission is incomplete. **An incomplete submission may negatively affect an institutional audit.** This form will help to explain any discrepancies and therefore, should be included with all incomplete submissions in order to expedite the processing of the partial shipment sent by your institution. Please call the PCO for further assistance.

– Thank you for your participation.