

CALGB SPECIMEN SUBMISSION REQUIREMENTS



Please refer to <http://www.calgb.org> for all protocol information

REQUIREMENTS FOR ALL SPECIMEN SUBMISSIONS

The submitting CRA is responsible for adhering to all protocol requirements – Please contact the PCO for any questions or comments regarding protocol requirements. An [Incomplete Submission Form](#)¹ should be completed if a complete specimen submission cannot be obtained

Complete all required CALGB forms – The specimen tracking form and any other required forms should be completed in full and accompany each specimen in each shipment. Please include all requisite data; i.e. protocol number, patient ID, patient initials, time-point/cycle/sample number, collection date, specimen type and specimen quantity, *LabTrak*² sample and shipment IDs, institution, CRA name and contact information (all forms can be found on either calgb.org, ctsu.org or the [PCO web site](#))

Use the proper shipping kit when provided – To request a protocol-specific shipping kit, send protocol number and shipping information to path.calgb@osumc.edu (please note that shipping kits are only provided for specific protocols)

TISSUE SUBMISSION REQUIREMENTS

Shipping Methods:

- Ambient – Stained Slides
- Cold pack – Unstained Slides, Blocks, Cores, Curls
- Dry ice – OCT Frozen Tissue, Frozen Cores

Include pathology report and any other reports that may be required by the protocol

Please provide the following information with each specimen (when applicable):

- protocol number
- CALGB patient ID
- patient initials (last, first middle)
- time-point/cycle/sample number
- collection/cut date (mm/dd/yyyy)
- region from which the tissue was collected
- tissue pathology (primary tumor, metastatic or non-tumor)
- accession number and block letter/number
- section thickness(μ) and serial section number (slides)

FLUID SUBMISSION REQUIREMENTS

Shipping methods:

- Cold pack – All fresh fluids must be shipped on a cold pack within 24 hours of collection
- Dry ice – Only when protocol requires frozen aliquots; DO NOT freeze whole blood

Label each tube with:

- protocol number
- CALGB patient ID
- patient initials (last, first middle)
- time-point/cycle/sample number
- collection date (mm/dd/yyyy)
- collection time (using 24hr clock)
- contents of tube

¹*Incomplete Submission Form* explains the reason for any missing specimens, and should accompany the required CALGB tracking form and specimen. (If no specimen can be obtained, these forms can be faxed to the PCO). This form will help to explain any deviations from the protocol requirements in the event of an audit and can be downloaded at <http://www.pathology.med.ohio-state.edu/htrn/calgbPdfs/calgb/cra.pdf>

²*LabTrak* shipment and specimen registration of all fluid and tissue submissions is required for all CALGB main member institutions. For all IS related questions regarding *LabTrak*, patient registration, etc., please contact the *CALGB IS Help Desk* at 877-442-2542.

To request the return of blocks and/or H&Es to the submitting institution, the following form should be completed and shipped to the PCO along with the specimen to be returned: <http://www.pathology.med.ohio-state.edu/htrn/calgbPdfs/calgb/return.pdf>

IF IN DOUBT, DO NOT SEND AN INCOMPLETE SUBMISSION – CONTACT THE PCO

Please contact the PCO with any questions or concerns regarding submission requirements. CALGB members can log on to <http://www.calgb.org> for more information on protocols and *LabTrak*¹ procedures.

CALGB Pathology Coordinating Office

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