

Using the SWOG Specimen Tracking System

Contents

- Logging On1
- Home Page2
- Log a Specimen.....3
- Specimen Manager.....5
- Notify that Specimen Cannot be Submitted7
- Reports7
- Administration.....8
- Contact Us9
- Questions or problems?9

Logging On

To access the system, click the Specimen Tracking link from the CRA Workbench, or go to this address in your Internet Explorer web browser: <https://SpecTrack.crab.org/>

1. For Site Users, enter your CTEP IAM username and password.
2. If you are using the system for practice, be sure to click on the “Logon to TEST (practice using fictional data)” button. This will redirect you to the logon page for the test system. You may logon using the same username and password.
3. If you are associated with more than one institution, you will be asked to identify the institution for which you are using the system. If you are only associated with a single institution, you will skip this step.

Home Page

The Home page includes general announcements, and links to instructions and demos. From the Home page, you will see a navigation bar on the left-hand side.

The screenshot shows the SWOG Specimen Tracking System Home Page. At the top left is the SWOG logo with the tagline "Leading cancer research. Together." At the top right is the STS Specimen Tracking System logo. Below the logos is a navigation bar with "Home" and "Instructions" links. On the left side, there is a vertical navigation menu with links: [Chooser](#), [Log a Specimen](#), [Specimen Manager](#), [View/Update Consent Answer](#), [Notify that Specimen Cannot be Submitted](#), [Reports](#), [Administration](#), and [Contact Us](#). Below these links is a "Version 3.0" indicator. The main content area is titled "Welcome to the SWOG Specimen Tracking Website" and contains a section for "Important Announcements" with the following bullet points:

- [Training module with demo](#) for using the Specimen Tracking System.
- [Written Instructions](#) for using the Specimen Tracking System (English).
- [Instrucciones escritas](#) para usar el Sistema de Seguimiento de Muestras para el estudio S0701 (español).
- [Specimen Repositories and Shipping Guidelines](#) for shipping addresses, lab contacts, and general specimen collection and shipping instructions for the Leukemia, Lymphoma, Myeloma, and Solid Tumor Specimen Repositories.
- [Specimen Shipment Labels](#) can be used to help identify your specimen shipments as pathology materials for SWOG trials. SWOG recommends using Avery neon magenta high visibility labels (see product number 5970 at www.avery.com).
- If you experience technical difficulties while utilizing the Specimen Tracking system and the protocol requires your specimen to be shipped the same day as procurement, remember you can go ahead and physically ship the specimen to the lab and then log the information in later that same day or first thing the next morning. However, it's imperative you get the information logged as soon as possible or the lab will not be able to log it as received.
- [Special Instructions for C80405](#). **PLEASE READ.**

All of your work within the Specimen Tracking System will be done from one or more of these navigation bar links. The links you will use most often are **Log a Specimen**, **Specimen Manager**, and **Administration**.

- Use the **Log a Specimen** link to record what specimens have been collected.
- Use the **Specimen Manager** link to see what specimens have been logged by your Site/Institution, the shipment status of those specimens, and to ship specimens to labs.
- Use the **Administration** link to perform all administrative tasks related to specimen submission including setting up and/or editing local contact information at your institution/site, or to arrange for automatic e-mail notifications when labs receive your shipments.

These other links can be useful under certain circumstances:

- Use the **Chooser** link to change the institution for which you are logged in.
- Use the **View/Update Consent Answers** link to view a patient's answers to specimen consent questions or to indicate that a patient has changed their mind on one or more of the specimen consent questions.
- Use the **Notify that Specimen Cannot be Submitted** link to explain why a required specimen cannot be submitted.
- Use the **Administration** link to add or modify contact information, or set up auto-email notification.
- Use the **Contact Us** link to send us feedback or ask any questions.
- Use the **Reports** link to display assay results for protocols with real-time decisions (such as eligibility, stratification, or treatment) based on submitted specimens.

Log a Specimen

You must first log specimens in the system before you can ship them. When you click on **Log a Specimen** you will be taken to the first of three steps to logging a specimen.

Step 1 of 3

The log a specimen process takes the user through 3 consecutive screens. On the first, enter the SWOG Patient Number, Initials (L,FM) and SWOG Study Number. Please enter the therapeutic study number here (not a biologic ancillary study).

If this is a study where specimens must be submitted prior to registration and the patient does not have a SWOG Patient ID number, click on the **No Patient ID yet?** link to fill out some patient information and receive a SWOG Patient Number. **This does NOT mean that the patient is registered to the study. When the patient is registered to the study, be sure to register the person as a “Previous Patient” and use the patient number that was assigned.**

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: *
Therapeutic protocol

Note: Required fields are indicated by the * character.

Step 2 of 3

A list of expected specimens for the study entered at Step 1 will display. Click the hyperlink of the specimen that you are logging. If you can't find the specimen you're looking for in the list, please contact the Data Coordinator for the study at the SWOG Statistical Center.

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

Study Number: S1201

Registration Step	Submission Timepoint	Specimen or Material Type	Lab
1	Baseline, Same day as reg	Tissue from primary site Blocks $\geq 3 \text{ mm}^3$ ($\geq 5 \text{ mm}^3$ optimal)	175 - Response Genetics, Inc.
1	Baseline, Same day as reg	Tissue from primary site Unstained Slides	175 - Response Genetics, Inc.
1	Baseline, Same day as reg	Tissue from primary site Stained Slides H&E Staining	175 - Response Genetics, Inc.
1	Baseline, Prior to starting treatment	Tissue from primary site Blocks If available after submission for ERCC1/HER2 test	201 - SWOG Specimen Repository
1	Baseline, Prior to starting treatment	Tissue from primary site Unstained Slides If available after submission for ERCC1/HER2 test	201 - SWOG Specimen Repository
1	Other, Before 1st dose of chemotherapy	Blood Whole Blood Purple-top tube	201 - SWOG Specimen Repository

Step 3 of 3

The final step of logging a specimen collects the specimen details. The contacts offered in the drop-down boxes are specific to your institution/site and are set up by you (on the Administration page). This is optional, but helps the receiving lab know who to contact if there is a question about the specimen. If no contacts are listed and the lab has a question, the lab will contact the person who logged the specimen.

If there are additional questions related to the specimen type, these will appear on this screen, as in the example below. If this specimen will be used for a real-time protocol decision, you may list email addresses to be notified when the results are available. By default, the following investigator, and the person logging the specimen will be included.

STEP 3 of 3: Enter Specimen details.

Type: Tissue from primary site

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: [Mohamedtaki A. Tejani MD](#)

Pathology Contact:

Billing/Payment Contact:

Shipping Contact:

Specimen-Specific Questions: *

1. Primary contact email address (for communicating treatment assignment - see protocol Section 15.1e)
2. Backup contact email address (for communicating treatment assignment - see protocol Section 15.1e)
3. What is the patient's HER2 status?
4. Is this specimen from the original diagnostic biopsy, or from a biopsy of a recurrence?


The assay results from this specimen are necessary for an **Eligibility and Stratification decision**. When the receiving lab has entered assay results about this specimen, the following people will be notified:


Mohamedtaki A. Tejani MD (mohamed.tejani@urmc.rochester.edu)
Angela L. Smith (angelas@cr)

Please enter any additional email addresses for notification:

Quantity * **Specimen Subtype**
Blocks

Click the **Log Specimen** button when you have entered all of your information. You will then see a message like this letting you know that your specimen(s) was successfully logged. The system will automatically assign a specimen number to it and show the status as Not Shipped.

 **Specimen 2221062 successfully logged on 2/24/2011 9:21:41 AM (Pacific time) by Angela Smith**

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

You can access this page through the Specimen Number link on the Specimen Manager page. Certain attributes may be edited at any time. Specimens may only be deleted if they have not been shipped (a ship date is entered). Refer to the Specimen Manager page to ship specimens, either from the button on this Specimen Page, or from the Home Page navigation bar.

If you have more specimens to log for this patient, you may use the **Log Another Specimen for this Person** button to return to Step 2 and choose another specimen.

Specimen Manager

The Specimen Manager page shows basic information about each specimen. Use the filters at the top of the screen to only show certain types of specimens by filling in the desired parameters and clicking the **Apply** button. To view and update information about a specimen, click the **Specimen Number** hyperlink.

To delete an unshipped specimen, click the **Delete** button. A message will come up confirming that you wish to delete the selected specimen.

To ship a specimen, check the box under “Select specimen to ship” for the specimen(s) that you wish to ship. When you have finished selecting specimens, click the **Create a Shipment** button.

Specimens for 3007 - Puget Sound Oncology Consortium

Show: Patient Number: Specimen Number: Status: Not Shipped
Study Number: Shipment Number: Shipped (not received) Receiving Lab #: Received

<small>Click to delete specimen</small>	Patient	Study	Specimen Number	Specimen	Timepoint	Collection Date	Receiving Lab	<small>Select specimen to ship</small>	Status	Shipment Number	Ship Date	Received Date	Condition
<input type="button" value="Delete"/>	212483	S0410	2157986	Tissue from primary site - Blocks - Paraffin block	Baseline	04/05/2004	201 - SWOG Specimen Repository	<input checked="" type="checkbox"/>	Not Shipped				

Shipping a Specimen

There are three steps to shipping a specimen, all within the same page.

Step 1 verifies the shipment contents. Clicking the **Add or modify shipment contents** link will take you back to the Specimen Manager page, filtered for any unshipped specimens destined for the same lab. Select the specimens to ship (including any already in the shipment that you want to keep), and click the **Update Shipment** button.

Step 2 verifies the lab name and address. If more than one lab can receive the shipment, select the desired lab from the drop-down list, and its address information will be displayed. If more than one address displays, choose the correct one. If you have any special instructions for the lab (e.g. return unused specimens), enter them in the Instructions field.

Step 3 collects the date that the shipment has been or will be shipped. A date a few days into the future is allowed. Clicking the **Ship this Shipment and Generate Packing List** will generate a Packing List for the shipment which is **REQUIRED** to be included in the shipment. Please also make a copy of the Packing List for your own records.

Step 1: Verify Shipment Contents

Shipment 257528 Contents:

Patient	Study	Specimen Number	Specimen	Quantity	Timepoint/Contact	Collection Date
185914	S0221	2007184	Tissue from primary site - Blocks	1		2/23/2004

[Add or modify shipment contents](#)

Step 2: Verify Lab and Address

Ship To:

Address: **Standard**
Solid Tissue, Myeloma & Lymphoma Div
Nationwide Children's Hospital
700 Children's Dr, WA1340
Columbus, OH 43205

Shipment Tracking Number:

(e.g. Federal Express tracking number)

Name of Shipper: Angela Smith

Shipper Phone Number: () - Ext.

Instructions:

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

For sites that do not ship their own specimens, but rather hand off instructions to their local pathology or phlebotomy department, the Packing List can be used to communicate these instructions. Instruct the department that will actually ship the specimens to send/fax a copy of the Packing List back to you when they have shipped the specimen, so that you can enter the shipment date and make any alterations to the specimens actually shipped.

You may use the Email Notification tool on the Administration page to set up email addresses to receive notification when shipments are received, if you wish. Shipment receipt dates and specimen conditions will also appear in the Specimen Manager page.

Notify that Specimen Cannot be Submitted

To notify the lab that a specimen cannot be submitted, click on the **Notify that Specimen Cannot be Submitted** link on the Home page. A list of any prior notifications for your Institution/Site will display. Click the **Notify that specimen cannot be submitted** link to add a new notification. Follow the three steps to identify the patient, choose the specimen, and state the reason. The lab will be notified of this reason and any expectations tied to this specimen will be resolved.

NOTE: If a patient was enrolled to a separate SWOG protocol previously, the entire paraffin block was submitted, and the block was not subsequently returned, a second block is not required for the subsequent protocol registration. However, the reason for omitting the pretreatment block submission must be entered via the Notify that Specimen Cannot be Submitted link, and the reason must include the previous protocol number for which the block was submitted.

Reports

The Reports page has a single report on it so far: the Assay Results report. This report will display assay results for protocols with real-time decisions (such as eligibility, stratification, or treatment) based on submitted specimens. Protocols with this kind of design are expected to be few.

When a lab has performed an assay on a specimen, and entered the result, the persons listed in Step 3 of Log a Specimen (see above) for that specimen will be notified by email that the results are available in Specimen Tracking. **For security, the results will not be included in the email, you must come to this report in Specimen Tracking.**

The report will list all results for patients followed by your institution. The filter tools will help you find the results you're looking for, based on the SWOG Patient ID, Study ID, and the date the results were posted. By default, only the results entered in the last week will appear.

Assay Results

Filter:

SWOG Patient ID:

SWOG Study ID:

Result Date: Before After (mm/dd/yyyy)

SWOG Patient ID	SWOG Study ID	Reg. Step	Submission Timepoint	Specimen or Material Type (s)	Specimen Collection Date	Lab	Result	Result Date	Results Report (current and history)
193641	S0222	1	Prestudy/registration	Blood Whole Blood WB for circulating T cell count	02/15/2011	197 - Dr. Dan Sabath's Lab	Circulating T cell count = 20000. Patient is eligible if all other eligibility criteria are met.	02/18/2011	Printer-friendly report
195436	S0222	1	Prestudy/registration	Blood Whole Blood WB for circulating T cell count	02/15/2011	197 - Dr. Dan Sabath's Lab	Circulating T cell count = 6000. Patient is eligible if all other eligibility criteria are met.	02/18/2011	Printer-friendly report

Administration

In the **View and Update Contacts** link, you can add new contacts to your personal list, or edit information on existing contacts.

In **STEP 1 of 2**, either choose to add a new contact, or select an existing contact from the drop-down list to edit.

STEP 1 of 2: Create new Contact or Select Contact for Viewing and/or Updating.

Contact:

In **STEP 2 of 2**, add your new contact, or update the information showing. As a convenience, you may enter information into any field and hit the Browse button to browse the SWOG Roster for members of SWOG.

STEP 2 of 2: Enter and/or Modify Contact Information below.

Fields with an asterisk (*) are required. If the contact is in the SWOG Roster, you have the option of entering partial information (such as first or last name) and clicking the "Browse" button below to find and select that person's information. Once selected, click the "Add" button to add that person to your contact list.

Id Number:

Name: * **First:** * **Middle:** **Last:** * **Family Title:** **Professional Title:**

Address:

City: **State/Province:** **Zip/Postal Code:**

Country:

Phone: * **Area:** * **Prefix:** * **Suffix:** * **Ext:**

Fax:

Email:

Active: Yes No

Select No to remove this contact from the Pathology, Billing/Payment and Shipping Contact drop-down boxes in Step 3 of Logging a Specimen. The contact's name will remain in the drop-down box in this Administrative section, in case you need to make an inactive contact active again.

In the **Update Email Notification** link, you may list email addresses who will receive notification when a lab receives your shipment. Make sure to check the checkbox that precedes the email address, to indicate that that person is to receive the notification.

This page is used to maintain email addresses that receive automatic notices of the shipment and receipt of specimens.

The Specimen Tracking System sends automatic email notices on the following occasion:

- When a lab or repository logs in receipt of a shipment, automatic email notices are sent to the institution from which it was shipped. Institutions should use this page to maintain the list of email addresses that will receive these notices.

In the boxes below you can enter up to five email addresses that will receive the automatic email notices described above.

A checkmark in the box to the left of an email address indicates that it is "enabled", i.e., will receive the automatic email notices. You can temporarily disable the automatic notification by clicking on the box to make the checkmark disappear.

Enter and/or Modify Email Addresses below for Email Notification.
Note: Check/Uncheck for enabling or disabling receipt of emails.

Email Address 1:	<input type="checkbox"/>	<input type="text"/>
Email Address 2:	<input type="checkbox"/>	<input type="text"/>
Email Address 3:	<input type="checkbox"/>	<input type="text"/>
Email Address 4:	<input type="checkbox"/>	<input type="text"/>
Email Address 5:	<input type="checkbox"/>	<input type="text"/>

Contact Us

By clicking on 'Contact Us' you will receive a list of helpful links to send your questions and/or comments to. **Please do NOT include Patient names or any type of password in your question/comment as e-mail is not a secure form of correspondence.**

Questions or problems?

If you have a technical problem or perhaps wish to share some input regarding this system, contact us at TechnicalQuestion@crab.org.

For questions specific to logging or submitting a specimen using the Specimen Tracking System, contact your Data Coordinator.