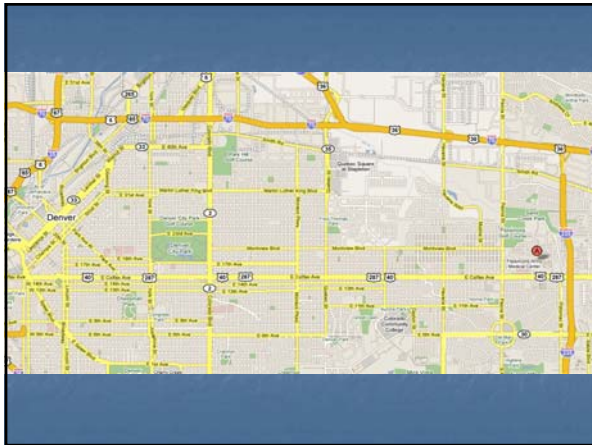




## SWOG Solid Tumor Biorepository

- One of three biorepositories operated by SWOG.
  - Leukemia in New Mexico
  - Lymphoma/myeloma in Arizona
- Location
  - Aurora, CO



## Solid Tumor Staff

- Wilbur A. Franklin, MD, Director
- Miguel Martinez, MSPH Epidemiologist, Senior Research Associate
- Pat Lenhart, BS, Histotechnologist

Contact Information:

Shipping Address:

SWOG Solid Tumor Biorepository  
12801 E. 17<sup>th</sup> Ave.  
RC-1 South , L18-5400 A  
Aurora, CO 80045

Phone: 303-724-3086

Fax: 303-724-3096

Email: miguel.martinez@uchsc.edu

## History of the bank

- Previous location
  - New Mexico
  - University of Cincinnati
- Oct. 2006 moved to Colorado
  - Please update your protocols. Cincinnati no longer receives any material for banking.

## Purpose

- To provide biospecimens for evaluating molecular correlates from SWOG trials
- To maintain a central location for registering, tracking and processing SWOG biospecimens for molecular testing
- Quality assurance for SWOG molecular testing
- To maintain sample archives for future studies

Specimens from 68 Trials

Block ID	Block Name	Specimens
000001	Block 1	1
000002	Block 2	2
000003	Block 3	3
000004	Block 4	4
000005	Block 5	5
000006	Block 6	6
000007	Block 7	7
000008	Block 8	8
000009	Block 9	9
000010	Block 10	10
000011	Block 11	11
000012	Block 12	12
000013	Block 13	13
000014	Block 14	14
000015	Block 15	15
000016	Block 16	16
000017	Block 17	17
000018	Block 18	18
000019	Block 19	19
000020	Block 20	20
000021	Block 21	21
000022	Block 22	22
000023	Block 23	23
000024	Block 24	24
000025	Block 25	25
000026	Block 26	26
000027	Block 27	27
000028	Block 28	28
000029	Block 29	29
000030	Block 30	30
000031	Block 31	31
000032	Block 32	32
000033	Block 33	33
000034	Block 34	34
000035	Block 35	35
000036	Block 36	36
000037	Block 37	37
000038	Block 38	38
000039	Block 39	39
000040	Block 40	40
000041	Block 41	41
000042	Block 42	42
000043	Block 43	43
000044	Block 44	44
000045	Block 45	45
000046	Block 46	46
000047	Block 47	47
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000049	Block 49	49
000050	Block 50	50
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000056	Block 56	56
000057	Block 57	57
000058	Block 58	58
000059	Block 59	59
000060	Block 60	60
000061	Block 61	61
000062	Block 62	62
000063	Block 63	63
000064	Block 64	64
000065	Block 65	65
000066	Block 66	66
000067	Block 67	67
000068	Block 68	68

## SWOG Inventory by type, Since Oct. 2006

- Blocks 2310
- Unstained Slides 15269
- H&E Stained Slides 1078
- EDTA Plasma 8671
- Citrate Plasma 4114
- Serum 15343
- Whole Blood 1090
- Buffy Coat 1172
- TOTAL Samples 53381 (4331 patients)

## SWOG Inventory by Site, 06-08

Site	Subjects	Total Specimens
Brain	1	3
Breast	1910	22,177
GI	1061	20,124
GU	331	1,739
Head & Neck	4	29
Lung	355	3,725
Melanoma	8	136
Prostate	573	4,185
Sarcoma	91	1,263
TOTAL	4334	53,381

## Bank Information

ALL SPECIMENS MUST BE LOGGED VIA THIS SYSTEM; THERE ARE NO EXCEPTIONS.

To report technical problems with Specimen Tracking, such as database errors or connectivity issues, please send an email to [technology@swog.org](mailto:technology@swog.org). For general help with logging and shipping specimens, there is an instruction to the system - go to "Specimen Tracking" under "Help" ([http://swog.org/Help/SpecimenTrackingInstructions.pdf](#)) or contact the Data Operations Center at 202-638-2212 or contact the Data Center for other assistance.

10.3 Tissue Bank Submission Instructions

4. Institutions are encouraged to seek additional patient consent to submit tissue for banking. The Southwest Cancer Group plans to collect one block of bank tissue for the purpose of investigating FTOF and other markers of potential biomarkers in the future.

5. For medical/legal reasons, the blocks will remain at the tissue repository while waiting for the SWOG Bank to send to SWOG approved research. The blocks will only return to the tissue repository at the request of the originating institution to be submitted as follows:

- One block of the primary tumor should be submitted.
- If the institution is not able to release the block, a subset of the block (at least 20 unstained 5 micron sections on plus slides) must be acceptable. The bank will send a separate search instrument at the request of the originating institution.

## Receiving Packages

- 25-30 packages daily
- Arrive 9:30 – 10:00
- All packages arrive at the same time
  - Ex: NY to CO
    - \$108.78 FedEx 1<sup>st</sup> overnight
    - \$12.19 FedEx priority overnight
    - \$12.18 FedEx std overnight

## Receiving Packages (cont.)

- Sort samples and packing lists.
- Required paperwork:
  - "Requested Packing List"
  - Pathology Report (tissue)
- Not Required
  - Patient Consents
  - "shipping list"
- Patient reports should be de-identified



## What the bank can do for you

- Monitor what samples have been submitted to the bank.
- Help answer study questions
- Direct you to the correct resources
- Supply study kits for S0226.

## Questions the bank CAN help you with.

- Blood collection
  - Types of vacutainers (EDTA vs. SST vs. Citrate)
  - Centrifuge timed spin cycles
  - Ice pack vs. dry ice
- Shipping of biohazard material
  - Correct documentation and labeling

## SPECIMEN SUBMISSION

- Shipping Address:  
**SWOG Solid Tumor Biorepository**  
 12801 E. 17th Ave.  
 RC-1 South , L18-5400 A  
 Aurora, CO 80045
- Phone: 303-724-3086
- Fax: 303-724-3096
- Email: miguel.martinez@uchsc.edu

## Bank Information

The screenshot shows a web browser window with a sidebar menu on the left containing various links like 'Home', 'About Us', 'Contact Us', etc. The main content area is titled 'ALL SPECIMENS MUST BE LOGGED VIA THIS SYSTEM; THERE ARE NO EXCEPTIONS.' Below this, there are instructions for reporting technical problems and a section titled '10.3 Tissue Bank Submission Instructions'. The instructions include:
 

- Institutions are encouraged to seek additional patient consent to submit tissue for banking. The Southwest Cancer Group plans to collect one block of bank tissue for the purpose of investigating F100 and other markers of potential biomarkers in the future.
- For medical/legal reasons, the blocks will remain at the tissue repository while waiting for the SWOG Bank to be used to date along approved research. The blocks will only leave the tissue repository at the request of the originating institution. Blocks are guaranteed to be returned within 48 hours of a written request. Blocks to be submitted are as follows:
  - One block of the primary tumor (must be submitted)
  - If the institution is not able to release the block, a portion of the block plus 25 unstained 5 micron sections on plus slides must be acceptable. The bank will send a representative search instrument at the request of the submitting institution.

## Log and Ship through SWOG Tracking System

The screenshot displays the SWOG Tracking System interface. At the top, there is a header with the Oncology Group logo and 'SWOG Tracking System'. Below the header, there is a search bar and a table of specimen submissions. The table has columns for 'Specimen ID', 'Date', 'Status', and 'Location'. The table contains several rows of data, including specimen IDs like 'S0226-001' and 'S0226-002', dates, and status indicators like 'E1' and 'E2'. The interface also includes a sidebar with navigation options and a footer with contact information.

The screenshot shows a detailed view of a specimen submission in the SWOG Tracking System. The interface includes a header with the Oncology Group logo and 'SWOG Tracking System'. Below the header, there is a form with fields for 'Patient Name', 'Date', and 'Location'. The form also includes a 'Submit' button and a 'Cancel' button. The interface also includes a sidebar with navigation options and a footer with contact information.

## Packing List Needed

Requested Packing List							
DELIVERY NUMBER	ADDRESS	PATIENT	STUDY	TIMEPOINT	DATE COLLECTED	TYPE	NOTES
000000	000000	000000	000000	000000	000000 00:00:00	Tube from primary site	Block

Ship to vendor. Please refer to the following URL for details on your shipment: [http://www.bectondickinson.com/shipment](#)

Shipment Tracking Number: 7018 8445 5330  
 Description: Coagulating pathology left vials block returned within 3 months  
 Shipment Number: 10078

Shipped Date: 00/00/00 00:00:00  
 Shipped By: Becton Dickinson (bectondickinson.com/medical.org)  
 California Center for Cancer Control  
 California Center for Cancer Control  
 Cancer Research Dept  
 2700 El Camino St  
 Fremont, CA 94720-2900

Send For: Adult Cancer Report (Express Mail Only)  
 10000 Fax 0000  
 Dept of Pathology  
 801 South Hill St  
 10000 Fax 0000  
 Aurora, CO 80045

Note to Recipients: Use this packing slip as a handy reference for accurately confirming shipments. If in any way responsible to log on to [http://www.bectondickinson.com/shipment](#) to confirm the receipt of this shipment. Thank you!

## Blood Collection

- Vacutainers used:
  - Pink, Purple or lavender - contains **EDTA** (the potassium salt, or K2EDTA). This is a strong anticoagulant and these tubes are usually used for **full blood counts** (CBC)



## Vacutainers (cont.)

- Yellow or Light blue - Contain a measured amount of citrate. Citrate is a reversible anticoagulant
- Red or Red/Black – SST (serum separator tube) contain particles to cause blood to clot quickly



## Sample processing

- Check with you lab on site.
- Serum: 20 minutes at 1100-1300 g



- Buffy Coat and Plasma (req. 2 cycles)
  - 15 minutes at 400 g
    - Remove buffy coat interface
  - 15 minutes at 1200 G
    - Remove cleared plasma



## Sample Storage





## Request Block Returned

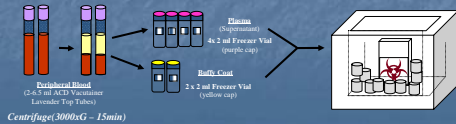
- Contact the bank via email or fax.
  - Need Patient ID, SWOG study, Contact info and Shipping address.
  - Please allow 7 business days for return.

## Shipping Samples

- All packages arrive around the same time
  - Ex: New York to Colorado
    - \$108.78 FedEx 1<sup>st</sup> overnight
    - \$12.19 FedEx priority overnight
    - \$12.18 FedEx std overnight

## Shipping Blood Samples

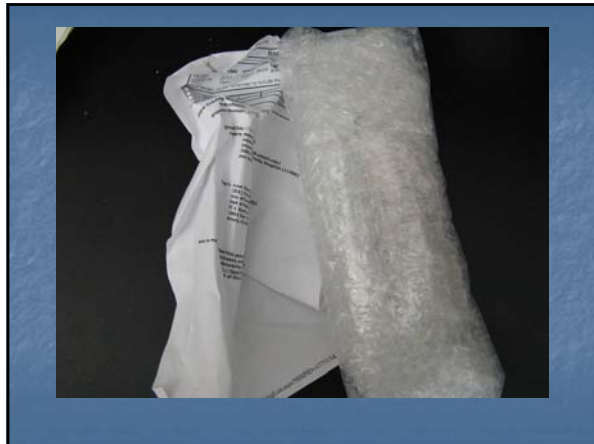
- All samples need to be logged into the SWOG spectrac system.
  - www.swog.org
  - Please include the packing list generated by the tracking system with the package.
- Vials should be individually labeled with the SWOG patient ID, study and date of collection.
- Vials should be placed in a biohazard bag.
- Packing list should go inside the package with the samples.
- Samples should be shipped via overnight delivery with a commercial carrier.
- Do not send samples on Friday or before holidays. There is nobody at the bank to receive samples.



## Dry Ice vs. Ice Pack

- Whole Blood – Ice Pack
- Buffy Coat, Plasma and Serum – Dry Ice
  - 3 to 5 lbs of dry ice is needed
  - Dead space should be filled with packing material

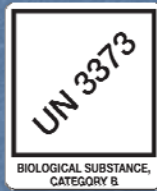




## Shipping Tissue Samples

- All samples need to be logged into the SWOG spectrac system.
  - [www.swog.org](http://www.swog.org)
  - Please include the packing list generated by the tracking system with the package.
  - Please include the pathology report for the samples
- Slides should be individually labeled with the SWOG patient ID, study and date of collection.
- Slides should be packaged in a slide cassettes or other durable containers
- April through November an ice pack should be placed in the package to prevent paraffin from melting.

## Shipping Labels



## Study specific kits

- Currently only for S0226
- Quest Diagnostics
- No account number for shipments
  - Please DO NOT:
    - Use account number from packages the bank sends out
    - Mark/check "bill recipient"

## What you can do for the bank

- Ship samples Monday thru Thursday.
- Provide the correct patient information
- Enter patient information in the specimen tracking system.
- Confirm that you "ship" the sample through the tracking system