



## Pathology Specimen Submission

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Pathology Coordinating Office  
The Ohio State University

*CALGB CRA Orientation, November 2006*

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## **Vision Statement**

To provide an efficient organization for receiving, registering, storing, and distributing high quality pathology specimens for CALGB correlative science investigation by maintaining a state of the art pathology laboratory, banking facility, and coordinating administrative group for the greater CALGB mission.

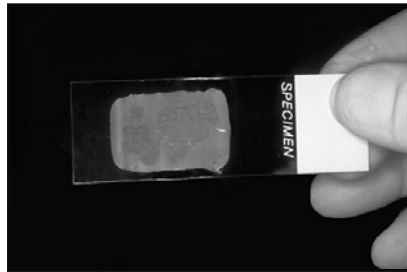
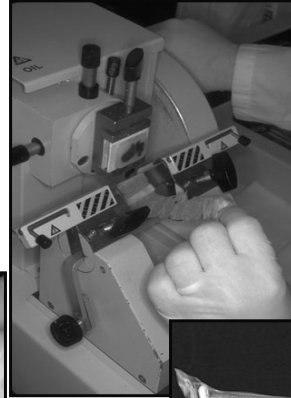
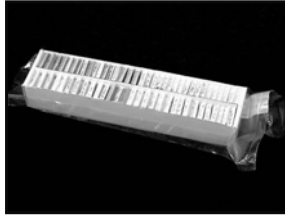
## **New Contact Information!**

- OSU/CALGB-PCO, Innovation Centre,  
2001 Polaris Parkway, Columbus, OH 43240
- 614-293-7073 Phone  
614-293-7967 Fax
- Monday – Friday  
8:00 a.m. – 5:00 p.m. EST
- Laura Monovich, Coordinator  
Amy McGowan, Meegan Mann, Claire Coughlin,  
Kelly Rosborough, Nita Williams, Hillary Cook,  
Paul Krupa, Sarah Nelson

## **What is it that we do?**

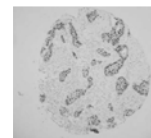
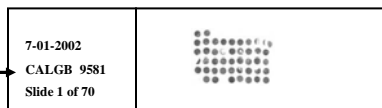
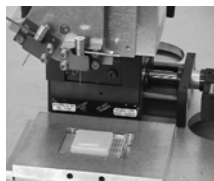
- Receive, process, store, and distribute CALGB patient tissue and fluid specimens such as paraffin embedded tissue, frozen tissue, blood, plasma, serum and urine
- Tissue staining - routine histology and immunohistochemistry
- Isolation and bank nucleic acids
- Data Management
- Shipping

## Paraffin Embedded Tissue



## What is it that we do?

- Interact with CALGB Statistical Center, Clinical Research Associates, Investigators
- Audit Feedback
- Tissue Micro Array (TMA) design and production



## The PCO staff and CRAs face similar job challenges

- Data Management
- Knowledge of protocols
- Deciphering pathology reports
- Shipping and returning blocks and slides
- Incomplete submissions – missing paperwork

## Shipping



- Shipping Requirements
- Verify Shipping Address
- Consider Season
- Batch Shipping
- Record of Shipment

**Ask yourself...**  
**if this package gets lost in the mail, would someone be able to send it back to me or contact me?**

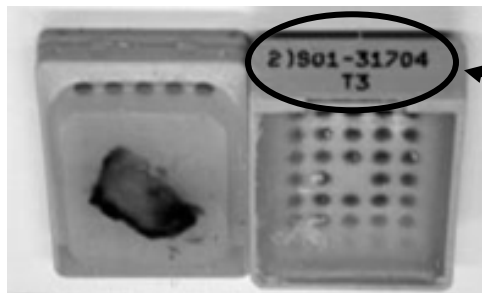
## Shipping Fluids

- Follow protocol instructions for shipping
- Adequate dry ice for shipping frozen specimens
- Biohazard precautions
- Do not ship fluids on Fridays
- Batch ship in a timely manner
- Shipping kits

## Incomplete Submissions

- Forms missing
- Information missing, PLEASE fill in the complete block accession number  
example: S97805 C12 versus S97805
- No Signature or Phone number
- Other required paperwork not sent

## Accession number



**Institutional  
Pathology  
accession  
number**

## Clarifications!

- Have you properly determined, using the pathology report, that the block you are sending fits the needs of the protocol?
- Requirement for tumor and normal tissue blocks; always send a block for each, unless it is determined by your pathologist that only one block is available.
- Is patient registered to this protocol?

## **Clarifications!**

- Use form letter when tissue is unavailable.
- Provide copy of incomplete notice with submission resolution.
- Submissions deemed incomplete will not be eligible for payment and will impact institutional audits.

## **Clarifications!**

- Sample submission in protocols
- Cutting schemas
- Patient eligibility
- Submission payment
- Payments to institutions
- Register patients

## PCO Website Resources

- Quick reference list of protocols
- Cutting schemas for most protocols if block cannot be sent
- Form letter to request the return of blocks
- Form letter to explain discrepancies

## Resources

- Web site  
[www.calgb.org](http://www.calgb.org) contains hotlink to CALGB  
PCO web site – Does not require password
- E-mail  
[path-calgb@medctr.osu.edu](mailto:path-calgb@medctr.osu.edu)
- Phone or Fax  
**614-293-7073 or 614-293-7967 fax**

The screenshot shows the CALGB website interface. In the 'Quick Links' section, the following items are listed:

- National Cancer Institute
- Cancer Therapy Evaluation Program
- Division of Cancer Prevention
- Coalition of National Cancer Cooperative Groups
- Cancer Trials Support Unit
- Trial Check
- Office of Human Subjects
- CALGB Pathology Coordinating Office
- CALGB Leukemia Trial Bank

The 'CALGB Pathology Coordinating Office' link is circled in red. Below the screenshot, the text reads: "Link to CALGB PCO website – no password needed".