



Pathology Specimen Submission

Dan Rohrer
Pathology Coordinating Office
The Ohio State University

CALGB CRA Workshop, June 2007

Vision Statement

To provide an efficient organization for receiving, 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.

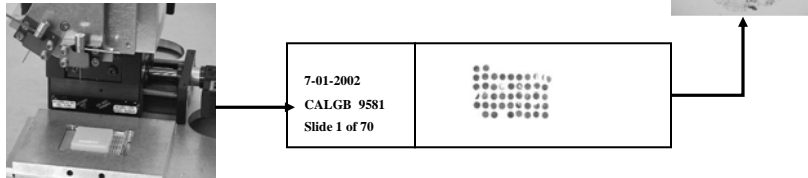
New Contact Information!

- **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
- Dan Rohrer, Coordinator
Hillary Cook, Claire Coughlin, Meegan Mann, Viy
McGaughy, Kelly Rosborough, Yufang Tang, 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
- Isolate and bank nucleic acids
- Data Management
- Kit production and shipping

- Interact with 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 of blocks & slides
- Incomplete submissions

When Shipping, Remember to...

- Meet all Shipping Requirements
- Verify Shipping Address
- Consider the Season
- Batch Shipments (1 month or less preferred)
- Record of Shipment (FedEx tracking number)



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
- Batch shipments in 1 month or less preferred
- Shipping kits
- Saturday delivery for some protocols (Fluids only! See policy on website)



Dear CMA,

The CALGB PCO is now accepting Saturday delivery of blood specimens. This procedure has been created so institutions can enroll or schedule patients on Friday with same day blood draws and still meet next day processing requirements by sending the blood to the PCO for Saturday delivery. **However, you now know that not all express delivery services will guarantee delivery of specimens to our laboratory by each Saturday morning, which is necessary to process the specimens on Saturday. Therefore, please closely follow the 4 steps listed below to assure the delivery of blood specimens to the CALGB PCO on Saturday mornings. If your institution cannot use FedEx services, then only send blood samples Monday-Thursday.**

1. You **must** use **FedEx** for all Saturday deliveries.
2. Please ensure that the correct address on the airbill is:
CALGB Pathology Coordinating Office
Innovation Centre
2001 Polaris Parkway
Columbus, OH 43240
3. Please select **PRIORITY OVERNIGHT AND SATURDAY DELIVERY**.
4. Please **EMAIL** path.calgb@osu.edu by Friday at midnight with the following information:
 - a. FedEx tracking number
 - b. Number of patients included in the shipment
 - c. Your contact information

We thank you in advance for ensuring that the specimens arrive at the PCO in a timely fashion and that the protocol specimen submission is followed. You can consult our website (<http://www.pathology.osu.edu/ohio/calgb/pathlab>) or the CALGB website (<http://www.calgb.org/>) for protocol specimen submission instructions. Please call us at 614-293-7073 if you have **ANY** questions.

Thank you,

CALGB Pathology Coordinating Office Staff

Incomplete Submissions

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

Accession number



**Institutional
Pathology
accession
number**

**-Remember to include
the block number!**

Things to Keep in Mind:

- 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.

- Use the form letter (incomplete submission form on website) when tissue is unavailable.
- Submissions deemed incomplete will not be eligible for payment and will impact institutional audits.

PCO Website Resources

<http://www.pathology.osu.edu/htrn/calqb/default.asp>

- Quick reference list of protocols
- Cutting schemas for most protocols if block cannot be sent
- Form letter to request the return of blocks/H&Es
- Form letter detailing incomplete submissions
- Saturday delivery guidelines



Resources

- Website
 - www.pathology.osu.edu/htrn/calgb/default.asp
 - www.calgb.org contains hotlink to CALGB PCO web site – Does not require password
- E-mail
 - path.calgb@osumc.edu
- Phone / Fax
 - 614-293-7073 / 614-293-7967

Cancer and Leukemia Group B

www.calgb.org

Monday, October 23, 2006

Search

Web Site Help

- Log into the Member Site
- Password Help
- Web Site FAQs
- Web Site Feedback

Quick Links

- 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

WELCOME TO THE CANCER AND LEUKEMIA GROUP B WEB SITE

The Cancer and Leukemia Group B (CALGB) is a national clinical research group sponsored by the National Cancer Institute, with its Central Office headquartered at the University of Chicago and its Statistical Center located at Duke University. The CALGB was founded in 1956 with a goal of bringing together clinical oncologists and laboratory investigators to develop better treatments for cancer. Since 1956, CALGB has grown into a national network of 29 university medical centers, over 225 community hospitals and more than 3000 oncology specialists who collaborate in clinical research studies aimed at reducing the morbidity and mortality from cancer, relating the biological characteristics of cancer to clinical outcomes and developing new strategies for the early detection and prevention of cancer. [\(continued\)](#)

CALGB News

Cultural Competency Continuing Education
September 13, 2006, 02:14:156 pm in [SASASAS](#)
[Full Text](#)

CALGB 50th Anniversary T-Shirts Available
August 15, 2006, 12:40:04 pm in [SASASAS](#)
[Full Text](#)

Independence Day Holiday Closures
June 29, 2006, 09:29:48 am in [SASASAS](#)
[Full Text](#)

CALGB 00303 Pancreatic Cancer Trial Release of Results
June 27, 2006, 01:23:46 pm in [SASASAS](#)
[Full Text](#)

CALGB Newsletter
June 15, 2006, 09:40:20 am in [Publications](#)
[Full Text](#)

[News >>>](#)

CALGB Foundation

The Cancer and Leukemia Group B Foundation is a nonprofit, tax-exempt foundation formed for the primary purpose of aiding the Cancer and Leukemia Group B national clinical trials cooperative group. The CALGB Foundation supports the clinical trials and laboratory research of the CALGB, as well as efforts to educate the general public on the importance of cancer research.

CALGB Upcoming Events

October 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Link to CALGB PCO website – no password needed

