



Pathology Specimen Submission

Daniel Rohrer, M.B.A.
Pathology Coordinating Office (PCO)
The Ohio State University

CALGB CRA Orientation, April 2008

For CALGB Participants Only

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.

For CALGB Participants Only

Slide 2

New Contact Information

**OSU/CALGB PCO, Innovation Centre
2001 Polaris Parkway
Columbus, OH 43240**

- Phone: (614) 293-7073
- Fax: (614) 293-7967
- Monday – Friday
8:00 a.m. – 5:00 p.m. EST
- Dan Rohrer, Coordinator
*Kelly Rosborough, Sarah Nelson, Sara Siegler,
Nicole King, Viy McGaughy, Cindy Wu, Yufang Tang,
Tara Degregorio, Randy Mandt*

For CALGB Participants Only

Slide 3

What Is It That We Do?

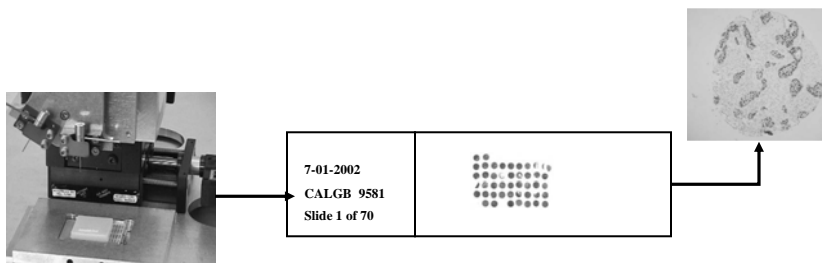
- Receive, process, store, and distribute CALGB patient tissue and fluid specimens such as paraffin embedded tissue, frozen tissue, blood, plasma, serum and urine
- Tissue staining - routine histology and immunohistochemistry
- Isolate and bank nucleic acids
- Data management
- Shipping

For CALGB Participants Only

Slide 4

What Is It That We Do?

- Interact with CALGB Statistical Center, Clinical Research Associates, Investigators
- Audit Feedback
- Facilitate Pathology review for Correlative Science
- 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
- Ensure your contact info is included

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

For CALGB Participants Only

Slide 7

Shipping Fluids

- Follow protocol instructions for shipping
- Adequate dry ice for shipping frozen specimens
- Biohazard precautions
- Batch ship in a timely manner
- Shipping kits

For CALGB Participants Only

Slide 8

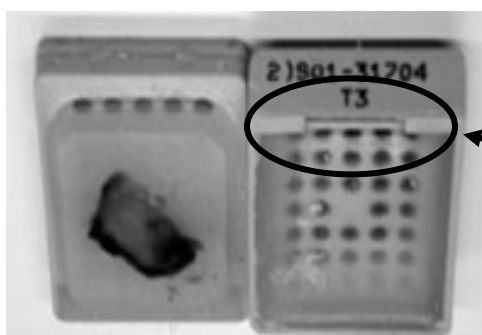
Incomplete Submissions

- 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

For CALGB Participants Only

Slide 9

Accession Number



**Institutional
Pathology
accession
number**

For CALGB Participants Only

Slide 10

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 submission explanation for 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
- Payments to institutions
- Register patients

PCO Web Site 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 and incomplete submissions

Resources

- Web site: www.calgb.org
 - Contains hotlink to CALGB PCO web site
 - Does not require password
- E-mail: path.calgb@osumc.edu
- Phone: (614) 293-7073
- Fax: (614) 293-7967

For CALGB Participants Only

Slide 15

The screenshot shows the CALGB website interface. In the left sidebar, under 'Web Site Help', there is a link for 'CALGB Pathology Coordinating Office' which is circled in red. An arrow points from this link to the caption below. The main content area includes a welcome message and several news items with dates and links to full text. A calendar for October 2006 is displayed on the right side of the page.

Link to CALGB PCO Web site – no password needed



CALGB

*Tomorrow's Cancer
Treatments Today*