



# Pathology Specimen Submission

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The Ohio State University

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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.

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*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*

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*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

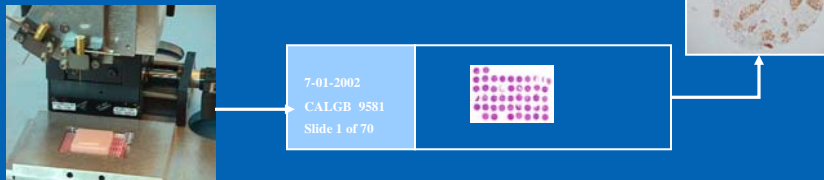
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*Slide 4*

## 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?**

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*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

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*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

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Slide 9

# Accession Number



Institutional  
Pathology  
accession  
number

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

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Slide 15

Link to CALGB PCO Web site – no password needed

