



ECOG-ACRIN Standard Operating Procedure

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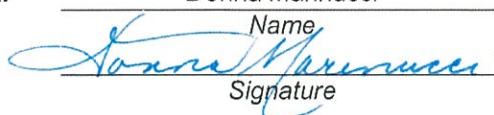
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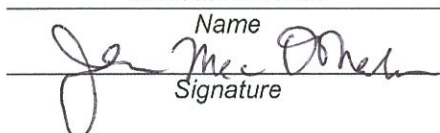
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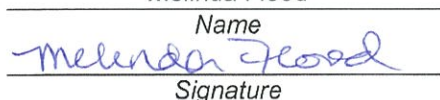
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v2	Updated to reflect multiple changes that were made to the system.	November 15, 2006
v3	Updated to reflect multiple changes that were made to the system.	November 20, 2007
v4	Updated to reflect multiple changes that were made to the system.	October 19, 2011

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v5	Updated document template; administrative updates to titles and office names.	July 1, 2014
v6	Updated user group address and screens to match system upgrades. Removed obsolete procedure.	November 1, 2014
v7	Significant updates to text to describe current procedures	August 1, 2019

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1. Purpose

The ECOG-ACRIN Sample Tracking System (STS) is the ECOG-ACRIN Web Application utilized by individuals at sites and receiving laboratories for logging the collection, shipment and receipt of specimens. The application allows sites and receiving laboratories to view the current status of patient consent for sample submissions as stored within the ECOG-ACRIN database. The receiving laboratory export the data from the Sample Tracking System into their own Laboratory Information Management System.

Although the primary function of the STS Web Application is for logging and tracking the submission of samples, it may also be utilized to track the submission of other materials, such as imaging, karyotypes, and other materials submitted to a central location.

2. Scope

This document provides users with instructions on how to use the Sample Tracking System. The user guide includes instructions for the following:

- How to navigate the system and create and use filters
- How to log samples and send them in a new shipment
- How to ship samples that have already been logged
- How to add samples to an existing shipment
- How to view and amend a sample
- How to look up a sample shipment that has already been distributed
- How to send a new sample to replace a missing or unusable one
- How to generate a blank protocol submission schedule
- How to update and view a patient's current consent status

3. Responsible Personnel

Institutions who are submitting materials collected from individuals participating in ECOG-ACRIN trials which dictate the use of the ECOG-ACRIN Sample Tracking System to track the submission of those materials.

4. Definitions

Sample Tracking System (STS): ECOG-ACRIN Sample Tracking System Web Application used to track the submission of materials collected and submitted from individuals participating in ECOG-ACRIN trials.

Receiving Laboratory: The central laboratory or facility receiving the materials logged in STS. Receiving laboratories may or may not indicate receipt within STS.

Sample: The material, specimen or resource collected from the patient and submitted to a receiving laboratory. A sample may be biospecimens or data (e.g. imaging, karyotypes, or videos).

Delete: To remove access to modify and view the previously logged material or shipment and the metadata via the ECOG-ACRIN Sample Tracking System. The entered information is still held within the ECOG-ACRIN database and may be retrieved if the deletion is done in error.

Shipment: The batching of samples submitted to a single receiving laboratory.

5. Procedure(s)

5.1 Using the Sample Tracking System

5.1.1 Logging In

To access the system you must first log into the Web Application Portal using either your CTEP or legacy ECOG-ACRIN username and password. If you are affiliated with one institution, you are directed to the welcome screen after logging in.

The screenshot shows the ECOG-ACRIN login portal. At the top left is the ECOG-ACRIN logo with the tagline "cancer research group" and "Reshaping the future of patient care". To the right of the logo, a red arrow points to the text "CTEP Login". Further right, another red arrow points to the text "Click blue words to use ECOG-ACRIN username/password". Below the logo is a login form with fields for "Username:" and "Password:". To the right of the form is a "CTEP IAM-SSO" logo. Below the form is a block of text regarding U.S. Government information system access, including a disclaimer and a statement of consent. At the bottom of the form are buttons for "I Agree and Logon" and "Reset". Below these buttons are links for "Forgot Password?", "Reset Password?", "Annual Registration Request", and "New Account". To the right of the login form is a section titled "Working with the Cancer Trials Support Unit (CTSUS), the ECOG Web Application Portal now implements a new NCI-CTEP Single-Sign-On (SSO) federated authentication system." This section contains instructions for logging in with CTEP-IAM or ECOG account, and links for "CTEP's online password reset form", "ECOG Web Application Portal Support", and "About ECOG Web Application Portal".

Users Affiliated with More Than One Institution

If you are affiliated with more than one institution, you are directed to a screen with a list of institutions you are affiliated with after logging into the system. Choose an institution for your session from the list provided and then click Submit to continue to the welcome screen.

Note: You should be able to view all patients for which you have permissions to handle, regardless of which institution you use at time of login to the Web Application. However, if you are affiliated with more than one institution, there will be times it is important that you use the institution directly responsible for a given patient in order to log/manage the sample submissions.

5.1.2 Navigating the Sample Tracking System

After logging into the Sample Tracking System, the first tab, *Log and Ship Samples*, appears. From this area you can find a registered patient's sample submission schedule to log and ship

samples, generate a blank sample submission schedule for a protocol, view a list of shipments that have been entered into the system, or get assistance with using the system.

Log and Ship Samples Tab

Log and Ship Samples By Patient ID

This section is used to enter the Web Application to begin entering sample information for a given patient. To begin logging samples, you must select or enter the specific ECOG-ACRIN protocol and ECOG-ACRIN protocol-specific patient caseID.

- Click **Log Samples** to enter the application.

If you click **View Patients**, a full listing of all patients for the entered protocol will be displayed, from which you can select the desired caseID.

Note: If you have more than one institution, and cannot locate the patient of interest, you may select the appropriate *Institution* from the drop-down list.

Or View a Blank Protocol Sample Submission Schedule

This section is in the shaded bottom section of the *Log and Ship Samples* tab. To obtain a blank protocol submission schedule:

- Select a protocol from the drop-down menu to generate a blank sample submission schedule.

- Click Select to display the blank submission schedule.

Or View a Blank Protocol Submission Schedule

Select a protocol to view a blank protocol submission schedule, which will give a quick summary of what materials are expected to be submitted for the selected protocol.

Protocol

Select protocol from drop-down

Select

View All Shipments Tab

This tab allows you to view a list of shipments that have been entered into this system or correct the details of an existing shipment.

- After clicking **View All Shipments**, the program displays a list of shipments your institution has previously entered into the system. The list can be filtered by criteria on the left side of the screen.

Assistance

This tab provides you with access to the online demonstration of the STS, user guide, and contact information for the STS or the Translational Science Team.

5.1.3 Using Filters

On the *View All Shipments* tab, filters can be used to limit the data that is displayed to help you locate specific patients, shipments, or samples.

The shipment list can be filtered using the following criteria:

- Not shipped
- Shipped, not received
- Received
- Filter by date range

Shipment Filter Criteria:

Protocol:

Case:

☐ not shipped

☒ shipped, not received

☐ received

Date Range (mm/dd/yyyy): -

Shipment ID	Ship Date	Receive Date	Destination	Protocol	Sequence Number
22180	11/21/2009		Genomic Health		
22208	06/02/2013		CBPF	E2805 E5103	E2805 : 99999 E5103 : 99999
22223	04/28/2009		CBPF	E2804 E2805	E2804 : 99999 E2805 : 99999
22263	10/01/2007		3P Lab		
22264	10/06/2008		3P Lab		
22329	12/01/2009		CBPF		

[Return to ECOG Application Portal](#) [Visit ecog.org](#) [Logout](#) [Contact Help](#)

To filter the shipment list:

1. Choose the filter criteria by performing one of the following steps:
 - Select the check box or boxes for the criteria you want to use. Shipments matching any of the criteria are selected.
 - Enter a date range. This selects all shipments shipped or received within the time period indicated.
2. Click **Filter** after specifying the criteria. The shipment list reappears on the right side of the screen with the filters you have specified.
3. Click **Reset** to clear the filters you have selected.

Alphanumeric Sorting

You can sort the table of shipments by clicking the column name. Clicking once sorts alphanumerically by the first number or by the latest date. Clicking again sorts from the highest number, Z to A, or by earliest date.

5.1.4 Logging Out

To log out of the sample tracking system, click the **Logout** button located on the bottom of the Sample Tracking System.

After logging out, you are redirected to the login page.

5.2 Logging In Samples and Creating a New Shipment

Once you have obtained samples and have registered the patient, you must log the samples into the system and include them in a shipment. Perform the steps below to log in new samples and send them in a new shipment.

1. Enter the protocol number in the *Protocol* field.
2. Select the protocol you want to find a patient's schedule for.
3. Type the case number in the *Case* field and click **Log Samples**.
4. The *Add Identifiers to A Registered Patient* screen opens with the protocol and case. Enter the patient's last name and first name and click **Submit** or click **Clear** to reset the fields.

The system requests you to enter the full name of the patient in order to verify the patient you are searching for. This screen only appears the first time you search for the protocol and case you entered when you searched for the patient's schedule. For information regarding using patient names and HIPAA compliance, click the **detail on HIPAA compliant** link. Only ECOG-ACRIN biorepositories will be able to view the patient names. Receiving laboratories which are not ECOG-ACRIN biorepositories will be provided only patient initials.

If your institution does not allow entry of patient names, the system will allow entry of the patient initial FOLLOWED BY a space for each field.

5. The patient's information and timepoint selection is available. Below the protocol and case information is a link to view the patient's consent level.
 - If the patient you searched for was not found in the database, a message appears to indicate this.

Note: If you cannot find the patient you are searching for, click the **Contact Help** link at the bottom of the Sample Tracking System.

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[Log and Ship Samples](#) [View All Shipments](#) [Assistance](#)

[Select Timepoints](#)

Patient Information:
Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

[View Patient Consent Level](#)

Below, select the timepoints that you wish to log and ship materials for.

Select	Timepoint:	Shipments Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Pre-trial Diagnostic Material	
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

[Select these Timepoints](#) OR [View Logged Samples/Feedback](#)

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6. Select the timepoint(s) for the samples you will be logging.

- Click **Select All** to select all timepoints.

7. Click **Select these Timepoints**.

8. The patient's schedule opens for the selected timepoints. Below the protocol and case information is a color key that displays green, red, and yellow circles that are associated with a patient's consent status as well as a color-coded list of types of sample submissions. Use this key to identify information about the samples listed in the timepoint table for the patient.

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Log and Ship Samples View All Shipments Assistance

Timepoint Selection Specimen Selection

Protocol E4412
Patient 44001

Hide Color Key

- Patient consented to submission.
- Patient did not consent to submission.
- Patient consent status unknown.

Mandatory Submission are in Black Text
Submissions requiring consent are in Maroon Text: Verify patient consent level

Note: Quantities shown below are the expected quantities to be shipped per protocol. The actual quantity of specimens shipped can be entered on the next page.

Samples Expected at Restaging 1
Select the samples you wish to ship from the list below. If you need to ship alternative samples, it is recommended that the receiving laboratory be contacted prior to collection and/or shipment to verify that the submission will be adequate for the requirement of this study.

Select	Can't Submit	Show / Hide Alternatives	Sample Type	Expected Quantity	Receiving Lab	Status
<input type="checkbox"/>	<input type="checkbox"/>	Show	Periph Bld sodium heparin tube (10 mL) ●	6	Mayo Clinic Lymphoma Laboratory	Click Shipment ID to view or edit shipment details

Ship Selected Samples

Return to ECOG Application Portal Visit ecog.org Logout Contact Help

Annotations:

- Your current screen in the program appears last in this sequence. To go back to a section, click on the section name.
- The green, red, and yellow circles indicate the consent status of a patient.
- The color-coded list indicates the type of sample submissions.
- The patient schedule displays the timepoint for samples to be submitted, the sample type, number of samples required, name of the receiving laboratory, and current status of the samples.
- Check box if neither the main or alternative sample types can be submitted. See Section 5.8, *Indicating a Sample Cannot Be Submitted*.
- CLICK "SHOW" To view ALTERNATIVE SAMPLE TYPES if preferred sample type will not be submitted
- Requested preferred sample type

9. Select the check box for the sample(s) you want to log into the system and ship. If you are able to submit the preferred requested samples, continue to the next step.

Note: If the box in the *Can't Submit* column was checked, uncheck before selecting the preferred or any alternative sample types.

- If you cannot submit a preferred sample listed in the *Sample Type* column, follow the instructions below.
 - Click "Show" in the *Show Alternatives* column for the sample you cannot submit.
 - The list of allowable alternative samples appear below the preferred sample you are unable to submit. Select one or more of these samples to substitute for the preferred sample type.

Samples Expected at **Pre-trial Diagnostic Material**


Select the samples you wish to ship from the list below. If you need to ship alternative samples, it is recommended that the receiving laboratory be contacted prior to collection and/or shipment to verify that

Select	Can't Submit	Show / Hide Alternatives	Sample Type	Expected Quantity
<input type="checkbox"/>	<input type="checkbox"/>	Hide	BLOCK TUMOR Tumor, Primary (Malignant)	1
<input type="checkbox"/>			UNSTAIN SLIDE TUMOR UNSPEC	20
<input type="checkbox"/>			H&E TUMOR UNSPECIFIED	1
<input type="checkbox"/>			PARAFIN CORE (TUMOR)	2
<input type="checkbox"/>			Other	
<input type="checkbox"/>	<input type="checkbox"/>	Show	Block, Tissue Tumor, Not Specified	1

Ship Selected Samples

The list of allowable alternative samples appears below the original sample type.

- iii. Select the check box for the sample(s) you want to log into the system and move to the next step.
 - b. If you cannot submit a preferred sample or any of the alternatives, follow the instructions outlined in Section 5.8, *Indicating a Sample Cannot Be Submitted*.
10. Click **Ship Selected Samples**.
 11. The *Enter Sample Information* screen opens.



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[Log and Ship Samples](#)
[View All Shipments](#)
[Assistance](#)

[Timepoint Selection](#)
[Specimen Selection](#)
[Specimen Data](#)

Protocol **E1208**
Case **12008**

Enter Sample Information:

[Log / Ship New Samples](#)

Log Samples at **Day 15, Prior to start of Treatment**
Receiving Lab: **PCO**

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)	Additional Data	Comments
Plasma sodium heparin tube	2		<div>Time (24hr):</div> <div></div>	<div>Time (24 hr clock) of Sorafenib Dose (HH:MM)</div> <div></div>	

[Save Changes](#)
[Create New Shipment](#)
[Add to Existing Shipment](#)

[Return to ECOG Application Portal](#)
[Visit ecog.org](#)
[Logout](#)
[Contact Help](#)

12. If you have a sample identification number (your institution's pathology or surgery ID) for the sample you want to log, enter it into the *Inst Sample ID/Surgical ID* field.


The sample identification is mandatory for blocks, slides, and cores. If you do not have a sample identification number and you are not submitting blocks, slides or cores, you are not required to enter this information. For non-tissue samples such as blood or urine, this is an **optional** feature that allows you to help track a sample

It is important that this information be provided separately for each unique type of tissue entry or samples with different IDs. Follow the instructions below to enter unique information for each sample of the “same” *Sample Type*. Otherwise, go to Step 13. Below are the instructions related to reporting the stain types and different IDs for multiple tissue samples.

- a. Update the quantity
- b. Enter the Inst Sample ID/Surgical ID for one of the samples

When entering information for samples with more than one sample of a type required, an additional option is available. Click the drop-down menu in the Inst Sample ID/Surgical ID field and select **1-9** to have your sample IDs automatically sequentially numbered or select **A-Z** to have your sample IDs automatically sequentially lettered.

The screenshot shows the ECOG-ACRIN Sample Tracking System interface. The header includes the ECOG-ACRIN logo and the text 'cancer research group' and 'Reshaping the future of patient care'. The navigation bar has buttons for 'Log and Ship Samples', 'View All Shipments', and 'Assistance'. The main content area is titled 'Specimen Data' and shows 'Protocol E1208' and 'Case 12008'. Below this, there is a section 'Enter Sample Information:' with a sub-section 'Log / Ship New Samples'. The main form area is titled 'Log Samples at Day 15, Prior to start of Treatment' and 'Receiving Lab: PCO'. It contains a table with columns: 'Sample Type', 'Quantity', 'Inst Sample ID/Surgical ID (mandatory for blocks, slides, and cores)', 'Collection Date (mm/dd/yyyy)', 'Additional Data', and 'Comments'. The 'Sample Type' is 'Plasma sodium heparin tube' and 'Quantity' is '2'. The 'Inst Sample ID/Surgical ID' field has a dropdown menu open, showing options 'A-Z' and '1-9'. A red arrow points to this dropdown menu. The 'Collection Date' field has a calendar icon. The 'Additional Data' field has a 'Time (24 hr clock) of Sorafenib Dose (HH:MM)' field and a 'Not Available' checkbox. At the bottom of the form are buttons for 'Save Changes', 'Create New Shipment', and 'Add to Existing Shipment'. The footer has links for 'Return to ECOG Application Portal', 'Visit ecog.org', 'Logout', and 'Contact Help'.

- c. Enter the date and time the sample was collected in the *Collection Date/Time* field or click the **calendar icon**  and select a date from the pop-up calendar.

- d. Enter the *Additional Data*
- e. Type a comment in the *Comments* field to include important details to be viewed by the lab receiving the sample. Providing comments in this field is optional.

Enter Sample Information:

Log / Ship New Samples

Log Samples at **At time of clinical Biopsy**
Receiving Lab: **Central Biorepository/Path Facility**

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)	Additional Data	Comments
Slides, Tissue (unspecified)- UNSPECIFIED STAIN <small>Requested Path Status: Tumor, Primary (Malignant)</small>	3	HS18-1697 - A ▾	03/06/2018	Pathological Status: Tumor, Primary (▾) Stain Type: Other Stain (Speci ▾) Please Specify: <input type="text" value="ER"/> Anatomic Source: Breast ▾ Fixative: Formalin (Neutral ▾)	
Block, Tissue <small>Requested Path Status: Tumor, Primary (Malignant)</small>	2	HS18-1697 - A ▾	03/06/2018	Pathological Status: Tumor, Primary (▾) Anatomic Source: Breast ▾ Fixative: Formalin (Neutral ▾)	
H&E, TISSUE UNSPECIFIED <small>Requested Path Status: Tumor, Primary (Malignant) Requested Stain: H&E</small>	2	HS18-1697 - A ▾	03/06/2018	Pathological Status: Tumor, Primary (▾) Stain Type: H&E ▾ Anatomic Source: Breast ▾ Fixative: Formalin (Neutral ▾)	

Save Changes
Create New Shipment
Add to Existing Shipment

- f. After entering the details for the samples to be logged, click **Save Changes**.

Note: **Save Changes** must be done first to create the samples within the system which can then be subsequently edited as indicated below. Unique entries of the “same” *Sample Type* may also be generated by entering one at a time from the beginning.

- g. After clicking **Save Changes**, a red “+” sign appears next to each sample. Click on the “+” to expand and update each sample separately.

Log Samples at **At time of clinical Biopsy**
Receiving Lab: **Central Biorepository/Path Facility**

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)	Additional Data
Slides, Tissue (unspecified)- UNSPECIFIED STAIN Requested Path Status: Tumor, Primary (Malignant)	3			Pathological Status: Tumor, Primary (h) Stain Type: Anatomic Source: Breast Fixative: Formalin (Neutral)
Block, Tissue Requested Path Status: Tumor, Primary (Malignant)	2 +	HS18-1697B, HS18-1697A	03/06/2018	Pathological Status: Tumor, Primary (h) Stain Type: Anatomic Source: Breast Fixative: Formalin (Neutral)
H&E, TISSUE UNSPECIFIED Requested Path Status: Tumor, Primary (Malignant) Requested Stain: H&E	2 +	HS18-1697B, HS18-1697A	03/06/2018	Pathological Status: Tumor, Primary (h) Stain Type: H&E Anatomic Source: Breast Fixative: Formalin (Neutral)
Slides, Tissue (unspecified)- UNSPECIFIED STAIN Requested Path Status: Tumor, Primary (Malignant)	3 +	HS18-1697C, HS18-1697B, HS18-1697A	03/06/2018	Pathological Status: Tumor, Primary (h) Stain Type: Other Stain (Speci Please Specify: ER Anatomic Source: Breast Fixative: Formalin (Neutral)

Save Changes Create New Shipment Add to Existing Shipment


Click the “+” to
expand and
edit each line

Number the sections in the order cut (preferred), label the actual sections appropriately.

H&E, TISSUE UNSPECIFIED Requested Path Status: Tumor, Primary (Malignant) Requested Stain: H&E	2	HS18-1697-B-1	03/06/2018	Pathological Status: Tumor, Primary (M) Stain Type: H&E Anatomic Source: Breast Fixative: Formalin (Neutral)	Rt, L-upper quad
H&E, TISSUE UNSPECIFIED Requested Path Status: Tumor, Primary (Malignant) Requested Stain: H&E		S218-1697-A	03/06/2018	Pathological Status: Tumor, Primary (M) Stain Type: H&E Anatomic Source: Breast Fixative: Formalin (Neutral)	Rt, R-lower quad
Slides, Tissue (unspecified)-UNSPECIFIED STAIN Requested Path Status: Tumor, Primary (Malignant)		HS18-1697-B-2	03/06/2018	Pathological Status: Tumor, Primary (M) Stain Type: Immunohistochem Please Specify: ER Anatomic Source: Breast Fixative: Formalin (Neutral)	Rt, L-upper quad
Slides, Tissue (unspecified)-UNSPECIFIED STAIN Requested Path Status: Tumor, Primary (Malignant)	3	HS18-1697-B-3	03/06/2018	Pathological Status: Tumor, Primary (M) Stain Type: Immunohistochem Please Specify: PR Anatomic Source: Breast Fixative: Formalin (Neutral)	Rt, L-upper quad
Slides, Tissue (unspecified)-UNSPECIFIED STAIN Requested Path Status: Tumor, Primary (Malignant)		HS18-1697-B-4	03/06/2018	Pathological Status: Tumor, Primary (M) Stain Type: Immunohistochem Please Specify: Her2 Anatomic Source: Breast Fixative: Formalin (Neutral)	Rt, L-upper quad

After saving, expand the lists and update each sample individually

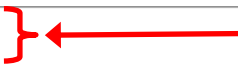
Save Changes Create New Shipment Add to Existing Shipment

- h. Update fields as noted. Indicate each stain-type separately. If samples from multiple lesions are provided, update the *Institution Sample ID* and *Comments* fields appropriately.
 - i. Click **Save Changes**.
 - j. Go to Step 16.
13. Enter the date and time the sample was collected in the *Collection Date/Time* field or click the **calendar icon**  and select a date from the pop-up calendar.
 14. Type a comment in the *Comments* field to include important details to be viewed by the lab receiving the sample. Providing comments in this field is optional.
 15. After entering the details for the samples to be logged, click **Save Changes**.
 16. Click **Create New Shipment** to include the logged samples in a shipment.


The *Sample Shipment Details* screen opens.

Sample Shipment Details

Complete this screen and save changes to transmit shipping information.
Confirmation text will appear in this area once you have transmitted data.
Please remember to print a shipping manifest to include with the shipment.

Shipment ID: 117861
(Cancel shipment)  A new shipment has been created successfully, and a shipment ID number has been created.

Ship To: Central Biorepository/Path Facility

Ship Date (mm/dd/yyyy): 

Shipment Initiator: Becky Fillingham

Courier: None Selected

Pathology:

Contact at Site: [Add...](#) [Edit...](#)

Submitting Pathologist:

Tracking Number:

Last Name:

Shipment Comments:

First Name:

Lab Shipment Comments:


Email:

Receive Date:

Phone:


Shipment Contents

Note: The 'Request Material Return?' column below is applicable for pathology materials only. It is to request that the receiving lab return remaining material after completion of their use on study. If materials are needed sooner for patient management purposes, please contact the receiving lab directly (for ECOG-ACRIN CBPF requests, form available [here](#)).

Patient 1							
Protocol	Case	Registration Date	Treatment				
E1208	12001	04/08/2010	X				
Collection Timepoint	Sample Type	Sample Quantity	Inst Sample ID	Collection Date	Request Material Return?	Correct Sample Info	Remove
Prior to start of Treatment	Block, Tissue Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)	1	1234	03/08/2018 	<input type="checkbox"/>	Edit	<input type="checkbox"/>

[Save Changes](#) [Print Shipping Manifest](#)


Note: Do not use the back button to make changes or corrections to the samples in the current shipment. To make corrections to sample information, see Section 5.5, *Viewing and Amending Sample Information*. Clicking **Edit Sample** in the *Correct Sample Info* column allows changes as outlined in Section 5.5.1, *Updating Sample Collection Date, Institution ID and Comment*. To correct additional data, follow the instructions in Section 5.5.2, *Updating Other Data Fields Associated with the Samples*.

- Enter the date you are shipping the samples in the *Ship Date* field or click the **calendar icon**  and select a date from the pop-up calendar.
- Select the courier you are going to use to send the samples from the Courier drop-down menu.

Note: You must use a courier service that has tracking capabilities.

19. Enter the tracking number for the shipment in the *Tracking Number* field.
20. Select a Pathology Contact from the *Pathology Contact* field.
Note: Click **Add...** or **Edit...** to add or update a pathology contact for future use.
21. Enter comments, if any, in the *Shipment Comments* field. These comments will be viewed by the lab receiving the samples.
22. If you have included a sample in the shipment in error, use the *Remove* column on the right. Select the box next to the sample you want to remove from the shipment before saving your changes.
23. Click **Save Changes**.
24. A message appears at the top of the screen indicating that your changes have been saved. At this step, all information for this shipment is transmitted electronically to the lab, and this shipment is complete in STS. Click **Print Shipping Manifest** to print a manifest to include with your new shipment.

The **Shipping Manifest** window opens providing details about the shipment contents.

Shipping Manifest For Shipment #117861								
Shipment Header								
From: Operations Office - Boston 28 State Street Suite 1100 Suite 1100 Boston, MA 02109 To: MD Anderson Cancer Center Department of Pathology, Unit 085 Tissue Qualification Laboratory for ECOG-ACRIN Room G1.3598 1515 Holcombe Blvd. Houston, TX 77030	Contact: Becky Fillingham Phone: (857) 504-2900 Fax: (617) 589-0914 Email: fillingham.becky@jimmy.harvard.edu Contact: Michael Balco Phone: (844) 744-2420 Fax: (713) 563-6506 Email: eacbpf@mdanderson.org							
Patient Registration Contact: Ms. Michelle Schlender , 312-695-1384 , m-schlender@northwestern.edu Institution Contact: Mr. Parth Patel , (312) 695-1300 , parth.patel2@northwestern.edu								
Ship Date: Courier: Tracking Number: Comments:								
Shipment #117861 Contents								
 <div> Patient 1 : E1208 - 12001 (K , S) Current Reg Step: 1 Registration Date: 04/08/2010 Disease MedDRA Code: Hepatocellular carcinoma Site / Institution : Northwestern University (IL036) Collection Timepoint : Prior to start of Treatment </div>								
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sample Type</th> <th style="text-align: left;">Collection Date</th> <th style="text-align: left;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Block, Tissue (100) Institution Sample ID: 1234 Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)</td> <td>03/06/2018</td> <td>1</td> </tr> </tbody> </table>			Sample Type	Collection Date	Quantity	Block, Tissue (100) Institution Sample ID: 1234 Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)	03/06/2018	1
Sample Type	Collection Date	Quantity						
Block, Tissue (100) Institution Sample ID: 1234 Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)	03/06/2018	1						

25. Choose your printing preferences and then click **OK**.

Note: After printing the shipping manifest, include it in your shipment to the lab.

26. Close the *Shipping Manifest* window and click **Return to Main Window** or **Return and Close This Window**.

5.3 Shipping Samples That Have Already Been Logged In

If you logged new samples into the system but did not ship them at the time, perform the steps below to ship the samples now.

1. Enter the protocol number in the *Protocol* field or select the protocol from the drop-down menu.
2. Type the case number in the *Case* field and click **Log Samples**.
3. The patient's information and timepoint selection opens. Below the protocol and case information is a link to view the patient's consent level.
 - If the patient you searched for was not found in the database, a message appears to indicate this.

Note: If you cannot find the patient you are searching for, click the Contact Help link at the bottom of the Sample Tracking System.

The screenshot displays the ECOG-ACRIN Sample Tracking System interface. At the top, the logo and name 'ECOG-ACRIN cancer research group' are visible, along with the tagline 'Reshaping the future of patient care'. Below this is a navigation bar with three buttons: 'Log and Ship Samples' (highlighted), 'View All Shipments', and 'Assistance'. The main content area is titled 'Select Timepoints'. It features a 'Patient Information' section with the following details: Protocol **E4412**, Patient **44001**, Initials **W, J**, Registration Date **03/07/2014**, Treatment Arm **A**, and Step **Step 1**. Below this information is a link 'View Patient Consent Level'. A prompt states: 'Below, select the timepoints that you wish to log and ship materials for.' This is followed by a table with two columns: 'Timepoint:' and 'Shipments'. The 'Shipments' column has a sub-prompt: 'Click Shipment ID number to view details or to edit'. The table lists five timepoints, each with a checkbox in the 'Timepoint:' column and an empty field in the 'Shipments' column. At the bottom of the table are two buttons: 'Select these Timepoints' and 'View Logged Samples/Feedback', separated by the word 'OR'. The footer of the interface contains four links: 'Return to ECOG Application Portal', 'Visit ecog.org', 'Logout', and 'Contact Help'.

Select	Timepoint:	Shipments
<input type="checkbox"/>	Pre-trial Diagnostic Material	
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

4. Click **View Logged Samples/Feedback**.

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Log and Ship Samples View All Shipments Assistance

Timepoint Selection **Logged Samples**

VIEW LOGGED SAMPLES/LAB FEEDBACK

Patient Information:
Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

Collection Timepoint			Receiving Lab			
Cycle 2, Day 1, Prior to Treatment			Mayo Clinic Lymphoma Laboratory			
Sample Type	Inst Sample ID	Collection Date	Shipment	Receiving Lab Comments	Comments	Ship / Delete
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/2014 Time (24hr): 15 : 30				<input type="checkbox"/>

Save Changes Ship Selected Samples Delete Samples

Return to ECOG Application Portal Visit ecog.org Logout Contact Help

5. Click the **Ship/Delete** box for the sample you want to ship.

6. Click **Ship Selected Samples** to include the logged sample in a shipment.

Note: If you accidentally clicked **Delete Samples**, contact the ECOG-ACRIN Translational Science Team who will reverse the deletion. It is requested to contact ECOG-ACRIN rather than re-entering all the information again.

7. The *Ship Samples: Add Samples to Existing Shipment* screen opens.

Add Samples to Shipment

Protocol: E1512

Case: 15001

Collection Timepoint	Sample Type	Inst Sample ID	Collection Date
Step 1, Cycle X, Day 1, Prior to Treatment	CELLS (RBC+WBC) from EDTA	333111	11/03/2014
Step 1, Cycle X, Day 1, Prior to Treatment	Plasma K2-EDTA	111333	11/03/2014

Select a shipment to add to below:

If you wish to create a new shipment containing these samples, click 'Add to New Shipment' below.

Shipment ID	View	Add	Patient(s)
87034	View	<input type="radio"/>	E1512 : 15001
87048	View	<input type="radio"/>	E1512 : 15001

Add to Selected Shipment

Add to New Shipment

Cancel

8. Generating a shipping manifest:
- For a NEW shipment, just click **Add to New Shipment**.
- Or**
- To add to an existing shipment, click the radio button of the desired shipment and then click **Add to Selected Shipment**.

Sample Shipment Details

Complete this screen and save changes to transmit shipping information.
Confirmation text will appear in this area once you have transmitted data.
Please remember to print a shipping manifest to include with the shipment.

A new shipment has been created successfully, and a shipment ID number has been created.

Shipment ID: 117861
(Cancel shipment)

Ship To: Central Biorepository/Path Facility

Ship Date (mm/dd/yyyy):

Courier: None Selected

Courier: Shipment must be track-able: do not use regular mail

Tracking Number:

Shipment Comments:

Lab Shipment Comments:

Receive Date:

Shipment Initiator: Becky Fillingham

Pathology Contact at Site: Add... Edit...

Submitting Pathologist:

Last Name:

First Name:

Email:

Phone:

Shipment Contents

Note: The 'Request Material Return?' column below is applicable for pathology materials only. It is to request that the receiving lab return remaining material after completion of their use on study. If materials are needed sooner for patient management purposes, please contact the receiving lab directly (for ECOG-ACRIN CBPF requests, form available [here](#)).

Patient 1							
Protocol	Case	Registration Date	Treatment				
E1208	12001	04/08/2010	X				
Collection Timepoint	Sample Type	Sample Quantity	Inst Sample ID	Collection Date	Request Material Return?	Correct Sample Info	Remove
Prior to start of Treatment	Block, Tissue Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)	<input type="text"/>	1234	03/06/2018	<input type="checkbox"/>	Edit	<input type="checkbox"/>
Prior to start of Treatment	Periph Bld ACD	<input type="text"/>		06/07/2018 Time (24hr): 07:38	<input type="checkbox"/>	Edit	<input type="checkbox"/>

Save Changes

Print Shipping Manifest

Return to Main Window

Return and Close This Window

Note: Do not use the back button to make changes or corrections to the samples in the current shipment. To make corrections to sample information, see Section 5.5, *Viewing and Amending Sample Information*. Clicking **Edit Sample** in the *Correct Sample Info* column allows changes as outlined in Section 5.5.1, *Updating Sample Collection Date, Institution ID and Comment*. To correct additional data, follow the instructions in Section 5.5.2, *Updating Other Data Fields Associated with the Samples*.

Note: If you have included a sample in the shipment in error, use the Remove column on the right. Select the box next to the sample you want to remove from the shipment before saving your changes.

9. Enter the date you are shipping the samples in the *Ship Date* field or click the **calendar icon** and select a date from the pop-up calendar.

10. Select the shipping courier for the samples from the *Courier* drop-down menu.

Note: You must use a courier service that has tracking capabilities.

11. Enter the tracking number for the shipment in the *Tracking Number* field.

12. Select a Pathology Contact from the *Pathology Contact* field.

Note: Click **Add...** or **Edit...** to add or update a pathology contact for future use.


13. Enter comments, if any, in the *Shipment Comments* field. These comments will be viewed by the lab receiving the samples.

14. Click **Save Changes**.

A message appears at the top of the screen indicating that your changes have been saved. At this step, all information for this shipment is transmitted electronically to the lab, and this shipment is complete in the STS.

15. Click **Print Shipping Manifest** to print a manifest to include with your new shipment.

The *Shipping Manifest* window opens providing details about the shipment contents.

Shipping Manifest For Shipment #117861		
Shipment Header		
From: Operations Office - Boston 28 State Street Suite 1100 Suite 1100 Boston, MA 02109 To: MD Anderson Cancer Center Department of Pathology, Unit 085 Tissue Qualification Laboratory for ECOG-ACRIN Room G1.3598 1515 Holcombe Blvd. Houston, TX 77030		
Contact: Becky Fillingham Phone: (857) 504-2900 Fax: (617) 589-0914 Email: fillingham.becky@jimmy.harvard.edu		
Contact: Michael Balco Phone: (844) 744-2420 Fax: (713) 563-6506 Email: eacbpf@mdanderson.org		
Patient Registration Contact: Ms. Michelle Schlender , 312-695-1384 , m-schlender@northwestern.edu Institution Contact: Mr. Parth Patel , (312) 695-1300 , parth.patel2@northwestern.edu		
Ship Date: Courier: Tracking Number: Comments:		
Shipment #117861 Contents		
		
Patient 1 : E1208 - 12001 (K , S) Current Reg Step: 1 Registration Date: 04/08/2010 Disease MedDRA Code: Hepatocellular carcinoma Site / Institution : Northwestern University (IL036) Collection Timepoint : Prior to start of Treatment		
Sample Type	Collection Date	Quantity
Block, Tissue (100) Institution Sample ID: 1234 Tumor, Primary (Malignant) Anatomic Source: Liver Fixative: Formalin (Neutral Buffered Formalin)	03/06/2018	1

16. Choose your printing preferences and then click **OK**.

Note: After printing the shipping manifest, include it in your shipment to the lab.

17. Close the *Shipping Manifest* window and click **Return to Main Window** or **Return and Close This Window**.

5.4 Adding Samples to an Existing Shipment

If you have samples that need to be shipped and you have already created a shipment previously, you can add samples to the shipment.

1. Enter the protocol in the *Protocol* field or select the protocol from the drop-down menu.
2. Type the case number in the *Case* field and click **Log Samples**.
3. The patient's information and timepoint selection opens. Below the protocol and case information is a link to view the patient's consent level.
 - If the patient you searched for was not found in the database, a message appears to indicate this.

Note: If you cannot find the patient you are searching for, click the **Contact Help** link at the bottom of the Sample Tracking System.

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[Log and Ship Samples](#) [View All Shipments](#) [Assistance](#)

[Select Timepoints](#)

Patient Information:

Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

[View Patient Consent Level](#)

Below, select the timepoints that you wish to log and ship materials for.

Select	Timepoint:	Shipments
<input type="checkbox"/>	Pre-trial Diagnostic Material	Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

[Select these Timepoints](#) OR [View Logged Samples/Feedback](#)

[Return to ECOG Application Portal](#) [Visit ecog.org](#) [Logout](#) [Contact Help](#)

4. Select the timepoint(s) that you want to log and ship materials for.
5. Click **Select these Timepoints**.
6. The *Enter Sample Information* screen opens. If you have a sample identification number (your institution's pathology or surgery ID) for the sample you want to log, enter it into the *Inst Sample ID/Surgical ID* field. The sample identification is mandatory for blocks,

slides, and cores. If you do not have a sample identification number and you are not submitting blocks, slides or cores, you are not required to enter this information. This is an optional feature that allows you to help track a sample in the future.

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Log and Ship Samples View All Shipments Assistance

Timepoint Selection Specimen Selection **Specimen Data**

Protocol **E1208**
Case **12008**

Enter Sample Information:

Log / Ship New Samples

Log Samples at **Day 15, Prior to start of Treatment**
Receiving Lab: **PCO**

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)	Additional Data	Comments
Plasma sodium heparin tube	2		Time (24hr): :	Time (24 hr clock) of Sorafenib Dose (HH:MM) <input type="checkbox"/> Not Available	

Save Changes Create New Shipment Add to Existing Shipment

Return to ECOG Application Portal Visit ecog.org Logout Contact Help

- Enter the date and time the sample was collected in the *Collection Date/Time* field or click the **calendar icon** and select a date from the pop-up calendar.
- Type a comment in the *Comments* field to include important details that will be viewed by the lab receiving the sample. Providing comments in this field is optional.
- After entering the details for the samples to be logged, click **Save Changes** and then click **Add to Existing Shipment** to include the logged samples in a shipment.
- The *Add Samples to Shipment* screen opens, displaying the contents of your shipment and a list of shipments you can add the samples to.
- Locate the desired shipment ID number and click the button in the *Add* column.

The sample shipment details screen appears. If you need to update information about the shipment date, courier, tracking number and institution contact, you can do so here.

Note: If you have included a sample in the shipment in error, use the Remove column on the right. Select the box next to the sample you want to remove from the shipment before saving your changes.

12. Click **Save Changes** and then **Print Shipping Manifest**.

The *Shipping Manifest* window opens providing details about the shipment contents.

Shipping Manifest For Shipment #22383

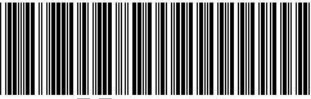
Shipment Header

From:
 900 Commonwealth Avenue
 Boston, MA 02215
 Contact: John Kramer
 Phone: (617) 632-3610
 Fax: 617-632-2990
 Email: kramer@jimmy.harvard.edu

To:
 ECOG-ACRIN Central Biorepository and Pathology Facility
 MD Anderson Cancer Center
 Department of Pathology, Unit 085
 Tissue Qualification Laboratory for ECOG-ACRIN
 Room G1.3586
 1515 Holcombe Blvd
 Houston, TX 77030
 Contact: Jim Smith
 Phone: 888-555-1212
 Fax: 888-555-2121
 Email: smith@email.com

Pathology Contact at Site:
 John Doe

Ship Date: 08/24/2014
 Courier: FedEx
 Tracking Number: 2423423
 Comments: dfgdfgd


 T-E1302-99999
Shipment #22383 Contents

Patient 1 : E1302 - 99999 (P , M)
Site / Institution : E-A Operations Office - Boston (ECOG-L03)
Collection Timepoint : Prior to start of Treatment

Sample Type	Collection Date	Quantity
UNSTAINED SLIDE_PRIMARY TUMOR (315)	08/24/2014	20

13. Choose your printing preferences and then click **OK**.

Note: When the shipping manifest has been printed, include it in your shipment to the lab.

14. Close the *Shipping Manifest* window and click **Return to Main Window** or **Return and Close This Window**.

5.5 Viewing and Amending Sample Information

Once the sample information is entered and saved by the site, the ability to update information is limited. It is strongly encouraged that if you do not have authorization to modify a field, contact the ECOG-ACRIN Translational Science Team for assistance before deleting a sample and starting over.

Sites are able to update any information that appears in a text box or drop-down field box on a screen. Fields that do not appear within a “text box” are not modifiable on the particular screen, but may be modifiable on a different screen. Fields that may not be modified by a site are:

- Sample Type
- Timepoint
- Receiving Laboratory

Note: Some fields may only be updated if the sample has not yet been marked as Received by the receiving lab. Contact the receiving laboratory or the Translational Science Team for assistance if you are having difficulty updating information after samples have been marked as Received.

Instructions to remove a sample from a shipment or to remove or delete a sample are provided in Section 5.9, *Removing (Deleting) Sample Entries or Shipments*.

5.5.1 Updating Sample Collection Date, Institution ID and Comment

This method is a mechanism which can be used when only the collection date, institution ID or the comment for the sample is to be updated. To update any other field, use the method outlined in Section 5.5.3, *Samples Logged Under the Incorrect Receiving Laboratory*.

1. From the *Home* screen, enter the protocol number in the *Protocol* field or select the protocol from the drop-down menu.
2. Type the case number in the *Case* field and click **Log Samples**.
3. The patient’s information and timepoint selection opens.

- Select the specific timepoints associated with the samples you will update.



Reshaping the future of patient care

[Log and Ship Samples](#)
[View All Shipments](#)
[Assistance](#)

[Select Timepoints](#)

Patient Information:

Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

[View Patient Consent Level](#)

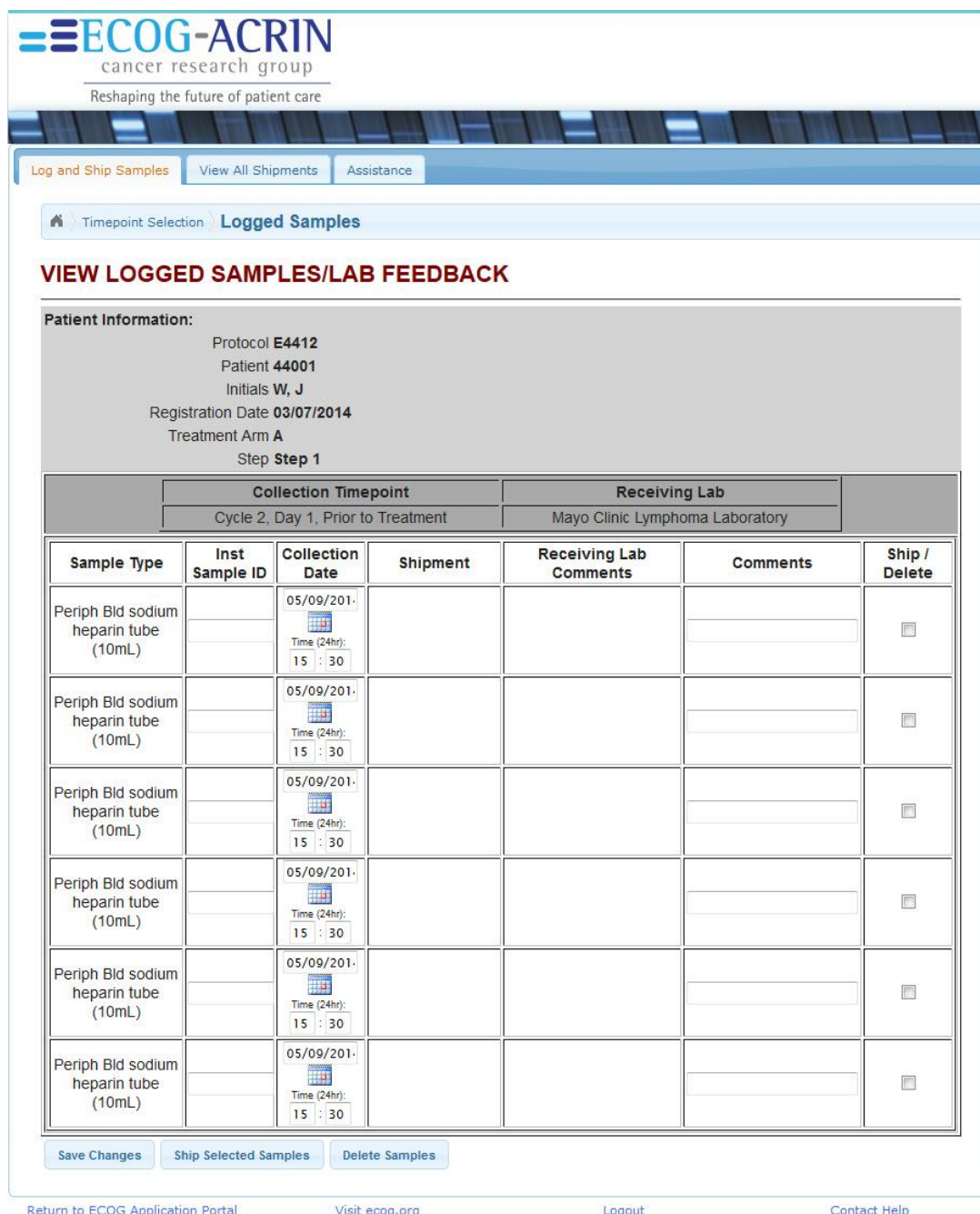
Below, select the timepoints that you wish to log and ship materials for.

Select	Timepoint:	Shipments
All		Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Pre-trial Diagnostic Material	
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

[Select these Timepoints](#)
OR
[View Logged Samples/Feedback](#)

[Return to ECOG Application Portal](#)
[Visit ecog.org](#)
[Logout](#)
[Contact Help](#)

5. Click **View Logged Samples/Feedback**.



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Log and Ship Samples View All Shipments Assistance

Timepoint Selection **Logged Samples**

VIEW LOGGED SAMPLES/LAB FEEDBACK

Patient Information:
Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

		Collection Timepoint	Receiving Lab			
		Cycle 2, Day 1, Prior to Treatment	Mayo Clinic Lymphoma Laboratory			
Sample Type	Inst Sample ID	Collection Date	Shipment	Receiving Lab Comments	Comments	Ship / Delete
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>
Periph Bld sodium heparin tube (10mL)		05/09/201- Time (24hr): 15 : 30				<input type="checkbox"/>

Save Changes Ship Selected Samples Delete Samples

Return to ECOG Application Portal Visit ecog.org Logout Contact Help

6. Make changes to the fields you want to update and click **Save Changes**.

A message appears at the top of the screen indicating that the changes have been saved successfully.

Note: To change the collection timepoint or sample type, contact the receiving lab or the Translational Science Team.

5.5.2 Updating Other Data Fields Associated with the Samples

To update any modifiable sample data, including those elements outlined in Section 5.5.2, *Updating Other Data Fields Associated with the Samples*, the user uses steps similar to those related to logging new samples as outlined in Section 5.2, *Logging In Samples and Creating a New Shipment*.

1. From the *Home* screen, enter the protocol number in the *Protocol* field.
2. Select the protocol you want to find a patient's schedule for.
3. Type the case number in the *Case* field and click **Log Samples**.
4. The patient's information and timepoint selection opens.

The screenshot displays the ECOG-ACRIN Sample Tracking System interface. At the top, the logo and tagline "Reshaping the future of patient care" are visible. Below the navigation bar, the "Log and Ship Samples" tab is active. The "Select Timepoints" section shows patient information for Protocol E4412, Patient 44001, Initials W, J, Registration Date 03/07/2014, Treatment Arm A, and Step Step 1. Below this, a table lists timepoints for selection, each with a checkbox and a corresponding shipment ID field.

Select	Timepoint:	Shipments
<input type="checkbox"/>	Pre-trial Diagnostic Material	Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

Below the table, there are buttons for "Select these Timepoints", "OR", and "View Logged Samples/Feedback". At the bottom, there are links for "Return to ECOG Application Portal", "Visit ecog.org", "Logout", and "Contact Help".

5. Select the timepoint(s) for the samples you will be updating.
 - Click **Select All** to select all timepoints.
6. Click **Select these Timepoints**.
7. The patient's schedule opens for the selected timepoints. Below the protocol and case information is a color key that displays green, red, and yellow circles that are associated with a patient's consent status as well as a color-coded list of types of sample

submissions. Use this key to identify information about the samples listed in the timepoint table for the patient.

8. Select the check box for the sample(s) you want to update.

Note: Quantities shown below are the expected quantities to be shipped per protocol. The actual quantity of specimens shipped can be entered on the next page.

Samples Expected at Pre-trial Diagnostic Material

Select the samples you wish to ship from the list below. If you need to ship alternative samples, it is recommended that the receiving laboratory be contacted prior to collection and/or shipment to verify that the submission will be adequate for the requirement of this study.

Select	Can't Submit	Show / Hide Alternatives	Sample Type	Expected Quantity	Receiving Lab	Status
<input type="checkbox"/>		Show	BLOCK TUMOR Tumor Primary (Malignant)	1	PCO	1 received (shipment 46540)
<input checked="" type="checkbox"/>			BLOCK TUMOR Tumor Primary (Malignant) Alternative to BLOCK TUMOR (Tumor Primary (Malignant))	1	PCO	1 in shipment (shipment 117960)
<input type="checkbox"/>			UNSTAINED SLIDE Alternative to BLOCK TUMOR (Tumor Primary (Malignant))	8	PCO	8 received (shipment 46540)
<input type="checkbox"/>	<input type="checkbox"/>	Show	Block, Tissue Tumor, Not Specified	1	Central Biorepository/Path Facility	

Ship Selected Samples

9. Click **Ship Selected Samples**.

10. The *Enter Sample Information* screen opens.

- a. If you have not yet added the samples to a shipment, the logged samples will appear in the *Log/Ship New Samples* tab. Update any fields requiring update
- b. If the samples are already linked to a shipment, click on the **Edit Samples** in *Shipment* tab. Update any fields requiring update.

Reminder that if samples were already marked as received by the receiving laboratory, some fields may not be edited. Contact the receiving laboratory or ECOG-ACRIN Translational Science Team for assistance.

Note: If the updates will not apply to all the samples, click the red “+” in the Quantity column to expand the samples to single rows per sample. Then update only those to be modified.

Enter Sample Information:

Log / Ship New Samples
Edit Samples in Shipment

Note: You currently have samples which have been logged into the system but not yet shipped. Please make sure to ship these samples when ready using the Create New Shipment button below to complete the shipment (Add to Existing Shipment can alternatively be used when batch shipping samples for multiple patients).

Log Samples at Prior to start of Treatment
Receiving Lab: Central Biorepository/Path Facility

Sample Type	Quantity	Inst Sample ID/Surgical ID (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)
Periph Bld ACD	5 +		10/02/2018
			Time (24hr): 08 : 30

Save Changes
Create New Shipment
Add to Existing Shipment

Click the red “+” to expand the list if only some of the samples will be updated

Enter Sample Information:

[Log / Ship New Samples](#)
[Edit Samples in Shipment](#)

Note: You currently have samples which have been logged into the system but not yet shipped. Please make sure to ship these samples when ready using the Create New Shipment button below to complete the shipment (Add to Existing Shipment can alternatively be used when batch shipping samples for multiple patients).

Log Samples at **Prior to start of Treatment**
Receiving Lab: **Central Biorepository/Path Facility**

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy) Time (24hr):	Comments
Periph Bld ACD	5		10/02/2018 08 : 30	
Periph Bld ACD			10/02/2018 08 : 30	
Periph Bld ACD			10/02/2018 08 : 30	
Periph Bld ACD			10/02/2018 08 : 30	
Periph Bld ACD			10/02/2018 08 : 30	

[Save Changes](#)
[Create New Shipment](#)
[Add to Existing Shipment](#)

11. After entering the updated details for the samples, click **Save Changes**.

5.5.3 Samples Logged Under the Incorrect Receiving Laboratory

There are protocols where the same *Sample Type* at the same time point is requested to be submitted to more than one laboratory. If the sample type is logged under the incorrect receiving laboratory, the entered sample must be deleted as outlined in Section 5.9, *Removing (Deleting) Sample Entries or Shipments* and then return to the *Timepoint* screen and begin logging in the sample data for the correct laboratory as outlined in Section 5.2, *Logging In Samples and Creating a New Shipment*.

5.6 Looking Up a Shipment

Perform the following steps below to look up a shipment that has already been sent.

1. Click the *View All Shipments* tab.
2. A list of shipments appears.
 - A shipment that has been shipped has a ship date associated with it.
 - A shipment that has been received at the receiving lab has a received date associated with it.

- To view shipments that have already been shipped and received by the lab, check the received checkbox in the *Shipment Filter Criteria* section, and then click **Filter**.
- Click the shipment ID number for the shipment you want to view.
- Click **Edit** in the *Correct Sample Info* column to view sample information.

The patient's sample set opens. If the receiving lab identified one of the samples as "Not Usable", "Usable", or "Insufficient" under the *Condition* column, a comment about the sample is displayed in the *Lab Comments* field. Section 5.7, *Replacing a Missing or Unusable Sample* provides instructions on how to resend a sample.

Sample Type	Inst Sample ID	Collection Date	Shipment	Receiving Lab Comments	Comments	Ship / Delete
BLOCK (PRIMARY TUMOR)	666666665	06/23/2009	22239 Shipped on 06/23/2009 Received on 08/04/2009	Not Usable		

5.7 Replacing a Missing or Unusable Sample

If a sample has been deemed unusable by the receiving laboratory, you have determined that you need to re-submit a sample. The procedure for re-submitting a sample is the same as the procedure for sending a new sample, except that it is helpful to enter a comment to inform the laboratory that the sample is a replacement for the unusable sample that was previously submitted.

Refer to Section 5.2, *Logging In Samples and Creating a New Shipment* for step-by-step instructions for sending samples.

5.8 Indicating a Sample Cannot Be Submitted

If a preferred sample type and recommended alternatives for that sample type cannot be submitted, this is to be indicated within the Sample Tracking System.

If it is found later that the preferred or an alternative Sample Type can be submitted, unclick the box in the *Can't Submit* column first, then select the preferred or any alternative sample types as outlined and proceed to log in the sample information as outlined in Section 5.2, *Logging In Samples and Creating a New Shipment*.

1. From the *Home* screen, enter the protocol number in the *Protocol* field.
2. Select the protocol you want to find a patient's schedule for.
3. Type the case number in the *Case* field and click **Log Samples**.
4. The patient's information and timepoint selection opens.

The screenshot displays the ECOG-ACRIN Sample Tracking System interface. At the top, the logo and tagline "Reshaping the future of patient care" are visible. Below the navigation bar, the "Select Timepoints" section is active. It shows patient information for Protocol E4412, Patient 44001, Initials W, J, Registration Date 03/07/2014, Treatment Arm A, and Step Step 1. Below this, a table lists timepoints for selection, each with a checkbox and a corresponding shipment ID field. The timepoints are: Pre-trial Diagnostic Material, Cycle 1, Prior to Treatment, Cycle 2, Day 1, Prior to Treatment, Restaging 1, and End of Treatment. At the bottom of the table, there are buttons for "Select these Timepoints" and "View Logged Samples/Feedback".

Select	Timepoint:	Shipments
<input type="checkbox"/>	Pre-trial Diagnostic Material	Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Cycle 1, Prior to Treatment	
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

Below the table, there are buttons for "Select these Timepoints" and "View Logged Samples/Feedback".

5. Select the timepoint(s) for the samples you will be updating.
 - Click **Select All** to select all timepoints.
6. Click Select these **Timepoints**.
7. Review the preferred and alternative sample types to be sure that none of the sample types will be submitted.

8. Check the box in the *Can't Submit* column for the samples you cannot submit.

DO NOT click the **Can't Submit** box if an alternative can be submitted. **Can't Submit** is to be indicated only if you are unable to submit the preferred AND none of the alternative materials.

The screenshot shows the 'Sample Tracking System' interface for Protocol E2408, Patient 24005. It features a table with columns: Select, Can't Submit, Show / Hide Alternatives, and a fourth column for sample details. A red arrow points to the 'Can't Submit' checkbox in the last row of the table. Another red arrow points to the 'Cannot submit material type' pop-up box, which contains a text area for a reason and a checkbox labeled 'Use same reason for other materials that can't be submitted'. Below the table, there are two callout boxes: one pointing to the 'Can't Submit' checkbox with the text 'Check box if neither the main or alternative sample types can be submitted.', and another pointing to the pop-up box with the text 'Enter reason the request sample and alternatives cannot be submitted.'

Select	Can't Submit	Show / Hide Alternatives	
<input type="checkbox"/>	<input type="checkbox"/>	Hide	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Show	Block, Tissue Tumor, Not Specified

Ship Selected Samples

Cannot submit material type

Please enter a reason why the selected material type can't / won't be submitted in the below text box:

☐ Use same reason for other materials that can't be submitted

Save Cancel

Other

Block, Tissue Tumor, Not Specified

1

Centra

Check box if neither the main or alternative sample types can be submitted.

Enter reason the request sample and alternatives cannot be submitted.

9. Provide a justification for the inability to submit the main and alternative sample types in the pop-up box.
10. Click **Save** in the pop-up box.

5.9 Removing (Deleting) Sample Entries or Shipments

Before deleting a sample entry, it is strongly encouraged that the ECOG-ACRIN Translational Science Team be contacted first. It is very common that a simple update only is required rather than an actual deletion of the sample data.

To delete samples or shipments, the following steps are to be followed:

1. Remove (disconnect) the associated material from the shipment
2. Cancellation of a shipment or deletion of the material

It is strongly recommended that prior to deleting a sample OR cancelling a shipment, all samples be removed from the shipment. This step cleanly breaks the link between the shipment and sample within the ECOG-ACRIN database. Failure to remove the samples from the shipment may result in an intact link within the ECOG-ACRIN system which could subsequently cause problems with logging samples or generation of reports of samples submitted.

5.9.1 When to Delete a Sample or Shipment

Samples or shipments that have been marked as “RECEIVED” by the Receiving Laboratory may not be deleted.

- Samples should be deleted if:
 - Samples are logged under the incorrect protocol
 - Samples are logged under the incorrect trial participant
 - Samples are logged under the incorrect Receiving Laboratory
 - The quantity of samples submitted is larger than the actual number logged
 - Samples entries are an ACTUAL duplication of previously entered samples. Caution when determining whether the sample is actually a duplicate entry. There are times when it appears that sample information has been duplicated, but it is simply a visual byproduct of accidentally linking a sample to more than one shipment.
- Shipments may be deleted (cancelled) if:
 - No samples are associated with the shipment

If a sample or shipment has been deleted in error, contact the ECOG-ACRIN Translational Science Team and request that the data be restored rather than re-entering the data.

5.9.2 Removing Samples from Shipments

The first step in deleting a sample or shipment is to *Remove* the sample or samples from any shipment. If the sample is not associated with a shipment:

- Instruction to delete a sample are in Section 5.9.3, *Deleting a Sample*.
- Instructions for deletion of a shipment are in Section 5.9.4, *Deleting (Cancelling) a Shipment*.

The removal of samples is performed within the *Sample Shipment Details* screen.

1. If only some of an individual sample type will be removed from a shipment, first uniquely mark those samples to be removed from the shipment, following the instructions outlined in Section 5.5.1 *Updating Sample Collection Date, Institution ID and Comment*. A brief summary is below. Otherwise, go to Step 2.
 - a. Click the associated timepoint on the *Select Timepoints* screen
 - b. Click **View Logged Samples/Lab Feedback**

- c. Mark the samples you want to remove from the shipment by modifying the *Inst Sample ID*.

Timepoint > **Logged Samples**

VIEW LOGGED SAMPLES/LAB FEEDBACK

Patient Information:

Protocol **E1208**
 Patient **12001**
 Initials **K, S**
 Registration Date **04/08/2010**
 Treatment Arm **X**
 Step **Step 1**

		Collection Timepoint	Receiving Lab			
		Day 1, Hour 1, Post- Treatment	Central Biorepository/Path Facility			
Sample Type	Inst Sample ID	Collection Date	Shipment	Receiving Lab Comments	Comments	Ship / Delete
Plasma sodium heparin tube (10mL)		03/06/2011 Time (24hr): 08 : 00				<input type="checkbox"/>
Plasma sodium heparin tube (10mL)		03/06/2011 Time (24hr): 08 : 00				<input type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08 : 00				<input checked="" type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08 : 00				<input checked="" type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08 : 00				<input checked="" type="checkbox"/>

Save Changes Ship Selected Samples Delete Samples

- d. Click **Save Changes**.
- e. Go to Step 2.

- To reach the *Sample Shipment Details* screen, click on the blue **Shipment ID** which can be seen in the last column of the tables on the following screens:

- Select Timepoints*

[Select Timepoints](#)

Patient Information:

Protocol **E1208**
Patient **12001**
Initials **K, S**
Registration Date **04/08/2010**
Treatment Arm **X**
Step **Step 1**

[View Patient Consent Level](#)

Below, select the timepoints that you wish to log and ship materials for.

Select	Timepoint:	Shipments
<input type="checkbox"/>	Prior to start of Treatment	Click Shipment ID number to view details or to edit Shipment ID 117861 Not Shipped
<input type="checkbox"/>	Day 1, Hour 1, Post- Treatment	
<input type="checkbox"/>	Day 8, Prior to start of Treatment	
<input type="checkbox"/>	Day 15, Prior to start of Treatment	
<input type="checkbox"/>	Day 22, Prior to start of Treatment	
<input type="checkbox"/>	Day 43, Prior to start of Treatment	

[Select these Timepoints](#) OR [View Logged Samples/Feedback](#)

- Specimen Selection*

[Log and Ship Samples](#) [View All Shipments](#) [Assistance](#)

[Timepoint](#) [Specimen Selection](#)

Protocol **E1208**
Patient **12001**

Hide Color Key

- Patient consented to submission.
- Patient did not consent to submission.
- Patient consent status unknown.

Mandatory Submission are in Black Text
Submissions requiring consent are in Maroon Text: Verify patient consent level

Note: Quantities shown below are the expected quantities to be shipped per protocol. The actual quantity of specimens shipped can be entered on the next page.

Samples Expected at Prior to start of Treatment
Select the samples you wish to ship from the list below. If you need to ship alternative samples, it is recommended that the receiving laboratory be contacted prior to collection and/or shipment to verify that the submission will be adequate for the requirement of this study.

Select	Can't Submit	Show / Hide Alternatives	Sample Type	Expected Quantity	Receiving Lab	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show	Block, Tissue ● Tumor, Primary (Malignant)	1	Central Biorepository/Path Facility	1 in shipment (shipment 117861)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show	Periph Bld ACD (10 mL) ●	1	Central Biorepository/Path Facility	1 in shipment (shipment 117861)
<input type="checkbox"/>	<input type="checkbox"/>	Show	Plasma sodium heparin tube (10 mL) ^{A,B,C} ●	2	Central Biorepository/Path Facility	

- *Specimen Data* on the *Edit Samples in Shipment* tab

- On the *Sample Shipment Details* screen, click the box in the *Remove* column next to the sample you want to remove from the shipment.

- After selecting all samples to be removed to the shipment, click **Save Changes**.

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5. If the *Shipment* is completely empty, the shipment may be kept to be used for future submissions or deleted by clicking **Cancel Shipment** as outlined in Section 5.9.4, *Deleting (Cancelling) a Shipment*.
6. Click **Return** and **Close this Window**.

5.9.3 Deleting a Sample

If the sample is associated with a shipment, first remove the sample from the shipment as outlined in Section 5.9.2, *Removing Samples from Shipments*. There are times when a sample may have accidentally been linked to more than one shipment. Before deleting the sample, it needs to be removed from every associated shipment.

Before deleting a sample, read the criteria for sample deletion as outlined in Section 5.9.1, *When to Delete a Sample or Shipment*.

Deleting a Duplicate

The appearance of or actual sample duplication is caused by:

- **Appearance:** The sample is inadvertently linked to more than one shipment.

Below, select the timepoints that you wish to log and ship materials for.

Select All	Timepoint:	Shipments
		Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Pre-trial Diagnostic Material	Shipment ID 118764 Not Shipped Shipment ID 118765 Not Shipped Shipment ID 118766 Shipped on 10/11/2018 Shipment ID 118767 Not Shipped Shipment ID 118760 Not Shipped Shipment ID 118761 Not Shipped Shipment ID 118762 Not Shipped Shipment ID 118763 Not Shipped

The same sample is linked to multiple shipments

Note: Sample submissions are to be submitted from patients participating in the Phase II aspects of the trial only.

OR

1. Remove the samples from each “extra” shipment by following the instructions outlined in Section 5.9.2, *Removing Samples from Shipments*.

Note: Failure to disconnect the sample from the extra shipments may result in the accidental deletion of the sample or pulling the incorrect shipment information when updating specimen or shipment data.

2. After the sample has been removed from each incorrect shipment, return to the *Home* screen.
3. From the *Home* screen, enter the protocol number in the *Protocol* field.
4. Select the protocol you want to find a patient’s schedule for.
5. Type the case number in the *Case* field and click **Log Samples**.

If, after logging back into the system, a duplication is still present, contact the ECOG-ACRIN Translational Science Team for assistance.

- **Actual:** The quantity of the samples is reported incorrectly or sample is logged more than once into STS.
 - Follow the instructions under *Deleting a Sample*.

Deleting a Sample

First remove the sample from all shipments as outlined in Section 5.9.2, *Removing Samples from Shipments*.

After removing from all shipments, samples may be deleted using either of the two methods outlined below:

Method 1

Follow the instructions in Section 5.5.1, *Updating Sample Collection Date, Institution ID and Comment*.

1. From the *Home* screen, enter the protocol number in the *Protocol* field.
2. Select the protocol you want to find a patient's schedule for.
3. Type the case number in the *Case* field and click **Log Samples**.
4. The patient's information and timepoint selection opens.
5. From the *Select Timepoints* screen, click the associated timepoint.
6. Select the timepoint(s) for the samples you will be updating.
7. Click **Select these Timepoints**.
8. On the *Specimen Selection* screen, select the check box for the sample(s) you want to update.

Note: Quantities shown below are the expected quantities to be shipped per protocol. The actual quantity of specimens shipped can be entered on the next page.

Samples Expected at Day 1, Hour 1, Post- Treatment

Select the samples you wish to ship from the list below. If you need to ship alternative samples, it is recommended that the receiving laboratory be contacted prior to collection and/or shipment to verify that the submission will be adequate for the requirement of this study.

Select	Can't Submit	Show / Hide Alternatives	Sample Type	Expected Quantity	Receiving Lab	Status <small>Click Shipment ID to view or edit shipment details</small>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show	Plasma sodium heparin tube (10 mL) ^{A,B,C}	2	Central Biorepository/Path Facility	2 in shipment (shipment 117862) , 3 logged

A All draws after the baseline draw are to be collected while the patient is taking the study drug or placebo, if applicable (S/P). If the S/P will be held, collect the draw prior to stopping the S/P, or 10-14 days after reinitiation of the S/P.

B VERY IMPORTANT: Samples to be drawn before patient takes drug/placebo. If medication was already administered by patient, please collect sample and indicate time Drug/Placebo taken.

C If unable to obtain 1-hour post-drug/placebo on day 1, day 8 or day 15 is acceptable

Ship Selected Samples

9. Click **Ship Selected Samples**.

- On the *Specimen Data* screen, on the *Log/Ship New Samples* tab, reduce the quantity of the samples. Update to “0” if all samples are to be deleted.

Log and Ship Samples View All Shipments Assistance

Timepoint Specimen Specimen Data

Protocol E1208
Case 12001

Enter Sample Information:

Log / Ship New Samples Edit Samples in Shipment

Note: You currently have samples which have been logged into the system but not yet shipped. Please make sure to ship these samples when ready using the Create New Shipment button below to complete the shipment (Add to Existing Shipment can alternatively be used when batch shipping samples for multiple patients).

Log Samples at Day 1, Hour 1, Post- Treatment
Receiving Lab: Central Biorepository/Path Facility

Sample Type	Quantity	Inst Sample ID/Surgical Id (mandatory for blocks, slides, and cores)	Collection Date (mm/dd/yyyy)	Additional Data	Comments
Plasma sodium heparin tube (10 mL)	0 +		03/06/2018 Time (24hr): 08 : 00		

Save Changes Create New Shipment Add to Existing Shipment

Click the red “+” to expand the list if only some of the samples will be removed

Note: Do not reduce the quantity of samples on the *Edit Samples in Shipment* tab. The samples are still connected to a shipment. First remove the extra samples from the shipment as outlined in Section 5.9.2, *Removing Samples from Shipments* before deleting any samples.

- Click **Save Changes**.

OR

Method 2

- Enter the protocol number in the *Protocol* field or select the protocol from the drop-down menu.
- Type the case number in the *Case* field and click **Log Samples**.
- The patient’s information and timepoint selection opens.
- From the *Select Timepoints* screen, click the associated timepoint.
- Click **View Logged Samples/Lab Feedback**.

6. Click the *Ship/Delete* box for the sample you want to delete.

Timepoint Logged Samples

VIEW LOGGED SAMPLES/LAB FEEDBACK

Patient Information:
Protocol E1208
Patient 12001
Initials K, S
Registration Date 04/08/2010
Treatment Arm X
Step Step 1

Collection Timepoint			Receiving Lab			
Day 1, Hour 1, Post- Treatment			Central Biorepository/Path Facility			
Sample Type	Inst Sample ID	Collection Date	Shipment	Receiving Lab Comments	Comments	Ship / Delete
Plasma sodium heparin tube (10mL)		03/06/2011 Time (24hr): 08:00				<input type="checkbox"/>
Plasma sodium heparin tube (10mL)		03/06/2011 Time (24hr): 08:00				<input type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08:00				<input checked="" type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08:00				<input checked="" type="checkbox"/>
Plasma sodium heparin tube (10mL)	X	03/06/2011 Time (24hr): 08:00				<input checked="" type="checkbox"/>

1. Mark the samples you want to delete
2. Click the *Ship/Delete* box
3. Click Delete Samples

Save Changes Ship Selected Samples Delete Samples

7. Click **Delete Samples**.

Note: If you accidentally clicked **Delete Samples**, contact the ECOG-ACRIN Translational Science Team who will reverse the deletion. It is requested that contacting ECOG-ACRIN rather than re-entering all the information again.

5.9.4 Deleting (Cancelling) a Shipment

Shipments

Sample Shipment Details

Complete this screen and save changes to transmit shipping information.
Confirmation text will appear in this area once you have transmitted data.
Please remember to print a shipping manifest to include with the shipment.

Shipment ID: 117861
([Cancel shipment](#))

Ship To: Central Biorepository/Path Facility

Ship Date (mm/dd/yyyy):

Courier: None Selected

Tracking Number:

Shipment Comments:

Lab Shipment Comments:

Receive Date:

Shipment Initiator: Becky Fillingham

Pathology Contact at: [Add...](#)

Site: [Edit...](#)

Submitting Pathologist:

Last Name:

First Name:

Note: The 'Request Material Return?' checkbox is only for use if you are requesting that the receiving lab return materials. It is to be used only if the lab return remaining material after completion of study. If materials are needed sooner for patient management purposes, please contact the receiving lab directly (for ECOG-ACRIN CBPF requests, form available [here](#)).

No Patients Found!

Save Changes
Print Shipping Manifest

Return to Main Window
Return and Close This Window

Confirm Action

Are you sure you want to delete this shipment?

Yes
Cancel

To delete an empty shipment, click **Cancel Shipment**

To confirm the deletion of the shipment, click **"Yes"**

5.10 Generating a Blank Protocol Submission Schedule

A blank protocol submission schedule provides an overview of the samples expected for the given protocol. It includes the timepoint(s) for samples to be submitted, the sample types, number of samples required, and the lab that will be receiving the shipment. A blank protocol submission schedule can be printed for future reference. Perform the following steps below to generate a schedule.

Note: While the sample submission schedule provides an overview of the expected submissions for a given protocol, it is not intended as a replacement for the sample submissions guidelines in the protocol document.

1. Click on the *Log and Ship Specimens* tab.
2. Enter the desired protocol or select it from the drop-down menu.

- Click **Select** to display the blank submission schedule.

The sample submission schedule for the protocol opens in a new window. The color-coded list in the upper right section of the screen lists the type of possible sample submissions.

Sample Submission Schedule for Protocol E2810
Mandatory Submission
Consent Required - Verify patient consent level

Timepoint: Pre-trial Diagnostic Material		
Sample Type	Samples Req	Receiving Lab
BLOCK (PRIMARY TUMOR) ^D	1	PCO
BLOCK (METS) ^D	1	PCO
H&E TUMOR METS	1	PCO
H&E PRIMARY TUMOR	1	PCO

Timepoint: Prior to start of Treatment		
Sample Type	Samples Req	Receiving Lab
Periph Bid K2-EDTA ^{A,C}	2	PCO
Plasma K2-EDTA ^A	2	PCO
CELLS (RBC+WBC) from EDTA ^A	2	PCO

Timepoint: Cycle 2, Day 1, Prior to start of Treatment		
Sample Type	Samples Req	Receiving Lab
Plasma K2-EDTA ^A	2	PCO
CELLS (RBC+WBC) from EDTA ^A	2	PCO

The color-coded text displayed under the **Sample Type** field indicates the type of submission.

A These samples require a specific patient consent level. Please check protocol for details.
B Please check protocol to see whether these samples are required for patient.
C Baseline preferred, however any time during study is acceptable
D If alternative samples are being submitted, CONTACT the receiving laboratory prior to collection and/or shipment to verify submission will adequately cover the requirements of the study.

Return to ECOG Application Portal Visit ecog.org Logout Contact Help

- Click **Return to Main Window** or **Return and Close This Window** to return to the previous screen.

5.11 Viewing and Updating a Patient's Consent Status

The Sample Tracking System allows users to view a current patient's consent status for participation in the laboratory components of protocols. If after viewing a patient's consent status it is determined that the information is inaccurate, the system helps the user to navigate updates

to the consent status. After updating the information in the system, the user must print the form, obtain a physician signature, and send it to ECOG-ACRIN Operations for processing. No changes will take place until the form and necessary documentation are sent to ECOG-ACRIN. Follow the steps below to view and update a patient's consent status.

1. Enter the protocol number in the *Protocol* field.
2. Select the protocol you want to find a patient's schedule for.
3. Type the case number in the *Case* field and click **Log Samples**.

The *Add Identifiers to A Registered Patient* screen opens with the protocol and case.

4. Enter the patient's last name and first name and click **Submit** or click **Clear** to reset the fields.

The patient's information and timepoint selection opens.

- The system requires you to enter the full name of the patient in order to verify the patient you are searching for. This screen only appears the first time you search for the protocol and case you entered when you searched for the patient's schedule. For information regarding using patient names and HIPAA compliance, click the **detail on HIPAA compliant** link. If your institution does not allow entry of patient names, contact the Translational Science Team at ecog-acrin.tst@jimmy.harvard.edu.
- Below the protocol and case information is a link to view the patient's consent level.
- If the patient was not found in the database, a message appears to indicate this.

Note: If you cannot find the patient, click the **Contact Help** link at the bottom of the Sample Tracking System.

5. Click **View Patient Consent Level**.



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[Log and Ship Samples](#) [View All Shipments](#) [Assistance](#)

[Select Timepoints](#)

Patient Information:
Protocol **E4412**
Patient **44001**
Initials **W, J**
Registration Date **03/07/2014**
Treatment Arm **A**
Step **Step 1**

[View Patient Consent Level](#)


Below, select the timepoints that you wish to log and ship materials for.

Select:	Timepoint:	Shipments
<input type="checkbox"/>	Pre-trial Diagnostic Material	Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Cycle 1, Prior to Treatment	Shipment ID 66994 Shipped on 05/06/2014
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	Shipment ID 66995 Not Shipped
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

[Select these Timepoints](#) OR [View Logged Samples/Feedback](#)

[Return to ECOG Application Portal](#) [Visit ecog.org](#) [Logout](#) [Contact Help](#)

6. The details about the patient's consent status appear. Click **Update Patient Consent** to update the patient's current consent status.



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Log and Ship Samples
View All Shipments
Assistance

Select Timepoints

Patient Information:

Protocol **E4412**

Patient **44001**

Initials **W, J**

Registration Date **03/07/2014**

Treatment Arm **A**

Step **Step 1**

[Hide Patient Consent Level](#)

Question #	Text	Answer
Q0701	I agree biopsies may be done to obtain research specimens.	No
Q0710	I agree to participate in the laboratory research studies that are being done as part of this clinical trial.	Yes
Q0770	My coded samples and related coded information may be kept for use in research to learn about, prevent, find or treat cancer.	Yes
Q0780	My coded samples and related coded information may be kept for use in research to learn about, prevent, find or treat other health problems (for example: diabetes, Alzheimer's disease, or heart disease).	Yes
Q0790	Someone from my hospital or the ECOG-ACRIN Cancer Research Group may contact me in the future to ask me to take part in more research.	Yes

Update Patient Consent

Below, select the timepoints that you wish to log and ship materials for.

Select	Timepoint:	Shipments
All		Click Shipment ID number to view details or to edit
<input type="checkbox"/>	Pre-trial Diagnostic Material	
<input type="checkbox"/>	Cycle 1, Prior to Treatment	Shipment ID 66994 Shipped on 05/06/2014
<input type="checkbox"/>	Cycle 2, Day 1, Prior to Treatment	Shipment ID 66995 Not Shipped
<input type="checkbox"/>	Restaging 1	
<input type="checkbox"/>	End of Treatment	

Select these Timepoints
OR
View Logged Samples/Feedback

[Return to ECOG Application Portal](#)
[Visit ecog.org](#)
[Logout](#)
[Contact Help](#)

7. The *Institution Patient Consent Update* screen appears.

INSTITUTION PATIENT CONSENT UPDATE SCREEN


Patient Information:		
	Protocol E1208	Patient 12999

Consent Questions	Answers	Update (Click Correction)
I agree to participate in the protein and DNA studies that are being done as part of this clinical trial.	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
I agree to participate in the drug level studies that are being done as part of this clinical trial.	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
My specimens may be kept for use in research to learn about, prevent, treat, or cure cancer.	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
My specimens may be kept for research about other health problems (for example: causes of diabetes, Alzheimer's disease, or heart disease).	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Someone from this institution may contact me in the future to ask me to take part in more research.	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

Provide Justification for Update:	Date Corrected
<input type="checkbox"/> Registration information incorrect	<input type="text" value=""/>
<input checked="" type="checkbox"/> Patient reconsented	<input type="text" value="06/28/2011"/>
<input type="checkbox"/> Patient withdrew consent for correlatives and/or banking (must be written and maintain in patient file)	<input type="text" value=""/>
<input type="checkbox"/> Patient withdrew consent from clinical trial (must be written and maintain in patient file)	<input type="text" value=""/>
<input type="checkbox"/> Other: Please explain	<input type="text" value=""/>
<input type="text" value=""/>	

8. Click the **radio buttons** in the *Update* column to update the answers.

9. Click the **check box** for the reason for your update in the *Provide Justification for Update* section.

10. Enter a date in the *Date Corrected* field or click the **calendar icon**  to select a date from the pop-up calendar.

11. Click **Printable Form**.

Note: To complete the update, you must print the completed form, obtain the physician signature, and fax the form to the Translational Science team at ECOG-ACRIN Operations.

12. Choose the *File* menu and then **Print**.

13. Choose your printing preferences and then click **OK**.
14. Close the window and click **Return to Main Window** or **Return and Close This Window** to return to the previous screen.
15. Have the appropriate individual sign the form and fax it to the attention of the Translational Science Team at ECOG-ACRIN Operations.