

ETCTN Specimen Tracking Quick Reference Guide

Version Date 18-Dec-2017

Please be sure to follow the below instructions and keep them handy as a reference. They are relevant for all protocols utilizing specimen tracking (note that the screen shots are for protocol 10057).

Before the specimen is collected from the patient:

1. Be sure you have completed the Histology and Disease form in the Enrollment folder, except for the uploading of the scanned pathology report (to be completed in step 4 below).
2. In the Specimen Tracking Enrollment form, complete the Primary Diagnosis Disease Group field, then follow the directions on the form (shown above) for enrolling the first specimen. That includes the protocol time point, the specimen category and the number of labels you need to print. If you are collecting multiple specimens at baseline, you need to enter a new log line for each specimen. Rave creates a subfolder for each specimen in which you will enter more data later.
3. Print the labels using the label report available at the patient level of the EDC. Send or take those labels to the lab and instruct the lab workers to apply them to each specimen container. Please check the specimens before shipping to be sure the lab technician has applied the supplied label.
4. If you print an extra label, you can press that onto the pathology report so that the universal and intrinsic patient IDs (which are on all labels) are associated with the report. Then scan and upload the report to the Histology and Disease form.

After the specimen is collected:

5. In Rave, go back to the All Specimens folder, and then into the particular specimen's subfolder. Enter all relevant specimen data there in the Specimen Transmittal form.
6. When you are ready to ship the specimen(s), complete the Shipping Status form, but do not click "Send Email Alert" until you have entered all specimens that will be in the shipping box. Remember that you can use the Copy Shipping form to bring in previously entered Shipping data.
7. Repeat steps 5 and 6 for other specimens you intend to ship in the same box.

8. Print the Shipping List report available at the site level page in the Rave EDC:

The screenshot shows the Rave EDC interface for Rutgers Cancer Institute of New Jersey. The top navigation bar includes a home icon, the site ID '10057', and the institution name. Below the navigation bar, a welcome message reads 'Welcome Peter Clark 04 Oct 2017 12:31:55'. A link for 'CTSU Technical support page: Click here' is provided. A bold instruction states: 'The Rave role of "CRA Specimen Tracking" is required to enter specimen data for this study. Please start in the All Specimens folder at the patient level.' The main content area features a search bar for 'Subject' with a magnifying glass icon, and buttons for 'Advanced Search', 'Add Subject', and 'Labs'. Below the search bar, a 'Subject' section displays 'NJ066-0001' and 'Page 1'. A navigation bar shows '<< < Page 1 of 1 > >>'. An 'Icon Key' section is visible. The 'Reports' section lists two reports: 'Shipping List for 10057 - Shipping list for specimen tracking' (highlighted in yellow) and 'Specimen Labels 10057 - One per page'. A vertical sidebar on the right contains several downward-pointing arrow icons.

9. The resulting hardcopy report needs to be included in the shipping box. You also need to include all relevant pathology reports with the Universal and Intrinsic patient IDs applied to them as described in step 4 above.
10. When the box is ready to go, navigate back to one of the Shipping Status records and click the Send Email Alert checkbox, then save the record. An email is sent to the receiving lab or Biorepository alerting them that a shipment is on its way. Below is a screen shot from the UAT environment used during a training.



UAT

Subject: NJ066-0010
Page: Shipping Status - Specimen 8 Sep 2017 Fresh Tissue in RNAlater

Specimen ID	10057-122109000701-2	
Comments from Sender		
Comments from Receiver		
Currently viewing line 1 of 3. Click here to return to "Complete View".		Apply to Record
Courier	FedEx	
Tracking Number	2341444455557771	
Source	Rutgers Cancer Institute of New Jersey	
Contact Name	Peter Clark	
Telephone #	908-222-3345	
Destination	Biorepository - Nationwide	
Notice sent to	pclark@theradex.com (Auto Filled upon Save)	
	Biorepository Staff (Auto Filled upon Save)	
Shipping Conditions	Specimen at Room Temperature	
Date Shipped	8 Sep 2017	
Send Email Alert	New Information <input checked="" type="checkbox"/>	
Samples sent	3	
Receiving Condition		
Received		
Number of samples received in good condition		