

NRG Oncology Biospecimen Banks (NRG BB) Useful Information

Biospecimen Kits

Kits are protocol-specific and include supplies to help collect and ship biospecimens to the bank for a specific protocol. To determine whether a kit is to be provided and for information about obtaining kits, check:

- Pre-activation/Activation Instructions
- Protocol
- Pathology Instructions
- Kit Instructions (Instructions may be detailed or provide further reference to links/websites for access to kits.)

Note: Some protocols have very similar biospecimen requirements. Check the protocol, instructions, or contact the biospecimen bank associated with the lead group listed on the protocol to determine whether you may substitute one kit for another. *In many cases, kits cannot be substituted between protocols.*

➤ NRG BB-San Francisco: BN, GI-Non-Colorectal, GU, HN, and LU Protocols

Sites can order kits by sending an email to the bank at NRG_BB@UCSF.edu. They can also fill out a kit request form online at <http://nrgbb.ucsf.edu/>. As of July 31, 2016, BB-San Francisco no longer provides blood draw tubes with banking kits. Exceptions may apply for specific protocols.

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Information needed for each kit request:

- Please include the Study # and confirmation that the site has IRB approval.
- If requesting more than one kit per study, include how many patients were enrolled in the past month. NRG Oncology BB-San Francisco only ships two or less kits per request.

Please contact the NRG BB-San Francisco if you need assistance (NRG_BB@UCSF.edu or 415-476-7864).

➤ **NRG BB-Columbus: GY Protocols**

Sites can order kits online via the Kit Management link:

<http://ricapps.nationwidechildrens.org/BPCKitManagement/>

Please contact the NRG BB-Columbus if you need assistance (866-464-2262 or BPCBank@nationwidechildrens.org).

➤ **NRG BB-Pittsburgh: BR and GI-Colorectal Protocols**

Refer to the protocol specific Pathology Instructions for details on ordering kits.

Sites can contact 412-697-6611 or NRGbiobankPGH@NRGOncology.org for questions regarding kits distributed from NRG BB-PGH.

Sites can contact tumor-bank@breastcenter.tmc.edu or 713-798-1647 for any questions regarding kits distributed from the Serum Bank at Baylor.

Biospecimen Submissions

Formalin-Fixed, Paraffin-Embedded (FFPE) blocks are preferred and, in many cases, *required per protocol*. In some cases, the protocol or instructions may indicate that an alternative submission (e.g., cores or unstained slides) can be provided. Check the protocol or contact the respective bank to determine whether an alternative submission is acceptable for the specific study.

Note: The bank is unable to accept biospecimens not listed in the protocol.

If submitting unstained slides, the tissue sections should be the exact thickness (μm) and on the exact slide type (charged, uncharged) specified in the protocol. **All tissue sections should be cut sequentially from the same block. Do not bake the slides.**

Solid tissue biospecimens must be labeled with the pathology accession number and, if applicable, the block number.

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- An example of an accession number and block number is S15-1111 A2, respectively.
- The accession number frequently starts with the letter “S” and year in which the tissue was collected (e.g., “15”), followed by the patients pathology number “1111” and, in some cases, the Block number (e.g., “A2”).
- **Note:** The block number may or may not be present.

Verify that you are submitting the correct tissue type (e.g., primary, metastatic, normal).

Pathology Reports: Each Biospecimen Bank location has different pathology report requirements. Check the protocol and instructions to determine where pathology reports should be sent to and if the pathology reports need to have PHI redacted.

➤ **NRG BB-Columbus**

A copy of the corresponding **pathology report** must accompany all tissue biospecimens shipped to the NRG Oncology BB-Columbus.

If slides for other study purposes (e.g., pathology review, integral biomarkers) will be cut from the same block that will be submitted for translational science, the institutional pathology department should cut those slides prior to submitting the block to the Biospecimen Bank.

➤ **NRG BB-Pittsburgh/Serum Bank at Baylor**

As a rule, pathology reports **should not** accompany biospecimens to NRG Oncology BB-Pittsburgh. Refer to protocol-specific instructions.

Frozen tissue should be labeled with Control Number or Study Number.

Refer to protocol-specific Pathology Instructions for details regarding blood labeling.

➤ **NRG BB-San Francisco**

H&E slides must be submitted and must correspond to and accompany blocks/punches/unstained slides.

Specimen Submission Forms and Pathology Reports must be included with all submissions.

PHI information must be redacted except for accession and block numbers and date of procedure.

Biospecimen Handling

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Always use Universal Precautions when handling biospecimens.

Most institutions provide annual training on work practices to help prevent the spread of blood borne pathogens.

Please refer to your institutional guidelines for more information on Universal Precautions and the handling of biospecimens.



Shipping Regulations

Shipments to the NRG BB must conform to **International Air Transport Association (IATA)** guidelines, if shipped by air.

For more information regarding IATA regulations, please visit their web site: <http://iata.org>.

National and international regulations require Safe Shipping training for those who handle Dangerous Goods (e.g., dry ice).

Training is available through institutions or:

- International Air Transport Association (IATA) offers training.
- Saf-T-Pak offers current compliance training and a competency exam.

Proper training and compliant shipping can greatly reduce the risk of incurring very high fines and civil suits with no upper limit.

Contact your institution's Environmental Health and Safety or Shipping and Receiving Department for training related to shipping biospecimens.

General Shipping Information

Read the NRG and CTSU Weekly Mailings for holiday closure notices and instructions.

- Whenever possible, wait to ship **frozen biospecimens** until after major holidays including Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year's Day.
- Christmas is a **busy shipping season** and packages routinely get delayed by a day. Make sure to include plenty of dry ice. Check protocols for shipping instructions.
- Ship **frozen biospecimens** Monday through Wednesday; avoid Thursday shipments.

Check FedEx and UPS websites for weather delay alerts.

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Make sure you ship to correct the NRG BB!

Glass slides will break when shipped if not packaged tightly in hard sided containers. ***Rule of thumb: If you hear slides shaking, they will be breaking!***

When shipping **blocks or unstained slides** the wax will melt in warm weather. Use cold packs and never wrap blocks in bubble wrap or gauze as they become embedded in the warm wax.

➤ **NRG BB-Columbus**

Frozen biospecimens can be shipped to the bank on **Monday through Wednesday for Tuesday through Thursday delivery.**

Ambient whole blood biospecimens can be shipped to the bank on **Monday through Friday for Tuesday through Saturday delivery.**

Blocks and unstained slides should never be shipped for Saturday delivery.

Do not ship any biospecimens the day before a holiday. Watch the Weekly Mailing for holiday closure notices and instructions.

➤ **NRG BB- Pittsburgh/ Serum Bank at Baylor**

Refer to the protocol-specific Pathology Instructions for details on the timing of shipping **frozen biospecimens.**

Blood biospecimens typically cannot be received on Saturday. Please refer to the Pathology Instructions for details on the timing and location of blood shipments.

Do not ship biospecimens the day before a holiday. Watch the Weekly Mailing for holiday closure notices and instructions.

➤ **NRG BB-San Francisco**

Batch shipping is encouraged.

Frozen biospecimens can be shipped to the bank on **Monday through Wednesday for Tuesday through Thursday delivery.** Do not ship on Thursday or Friday as the building is not open for deliveries. A one day delay due to weather (or for no reason at all) can cause samples to be delivered thawed on Monday.

NRG Oncology Biospecimen Banks (NRG BB) Useful Information

Do not ship biospecimens two days prior to UCSF and National holidays and, if possible, do not ship at all during holiday weeks. Watch the Weekly Mailing for holiday closure notices and instructions.

Please Remember to Always . . .

Check the specific protocol for details.

This includes specimen types, collection times, shipping instructions, etc.

Obtain consent from the patient.

This must be done **before** biospecimens are shipped to the bank.

Label biospecimens.

Please remember to label your biospecimens appropriately according to the respective bank requirements.

Include Specimen Submission Forms.

Complete the study- and disease site-specific specimen submission forms for each biospecimen. Completed forms should be included with all biospecimen shipments. Check the protocol for study-specific submission forms.

For biospecimens going to:

- **NRG BB-Columbus:** TR (or SP) forms must be completed online. A printout of the electronically completed copy must be included with the biospecimen shipment.
- **NRG BB-Pittsburgh:** Complete the protocol-specific transmittal form and include it with the shipment.
- **NRG BB-San Francisco:** The ST form must be completed and sent with the shipment.

Additional Contact Information

➤ **GY Protocols**

NRG BB-Columbus

For questions about **biospecimen collection, processing, kits, or shipments:**
Lisa DeNero, BA lisa.denero@nationwidechildrens.org
NRG Oncology Coordinator 866-464-2262

NRG Oncology Biospecimen Banks (NRG BB) Useful Information

Lisa Beaverson, BA, CCRP
Lead Coordinator

lisa.beaverson@nationwidechildrens.org
866-464-2262

NRG SDMC-Buffalo

For questions about **GY Central Pathology Review:**

Amy Speaker SpeakerA@NRGOncology.org
Pathology Materials Coordinator 716-845-7636

For questions about **biomarker studies or consent:**

Heather Lankes, PhD, MPH LankesH@NRGOncology.org
Translational Research Scientist 716-845-8508

Linda Gedeon, BA, CCRP GedeonL@NRGOncology.org
Research Coordinator 716-845-1169

For **technical problems with completing banking forms, consent, Rave, etc.:**

Support Support@NRGOncology.org
716-845-5702

➤ **BR and GI-Colorectal Protocols**

NRG BB- Pittsburgh

For questions about **biospecimen preparation, shipping, or kit procurement:**

NRG Bank Team NRGbiobankPGH@NRGOncology.org
412-697-6611

For questions about **biospecimen collection, timing, and associated clinical aspects:**

Clinical Coordinating Division ccd@nsabp.org
800-line 800-477-7227

For questions about **blood collection:**

Bryant McCue bmcue@bcm.edu
Serum Bank Manager 713-798-1647

Serum Bank at Baylor tumor-bank@breastcenter.tmc.edu
713-798-1647

➤ **BN, GI (Non-Colorectal), GU, HN, and LU Protocols**

NRG BB-San Francisco

NRG Oncology Biospecimen Banks (NRG BB) Useful Information

For questions about **submission requirements, central reviews, integral and integrated biomarker studies, inventory, problems with pathology or other submissions, or new protocols:**

Sandy DeVries, MA
NRG BB-SF Bank Manager

NRGBB.Manager@UCSF.edu
415-476-5268

For general questions about **biospecimen preparation, shipping, and kit procurement:**

NRG BB-San Francisco

NRGBB@UCSF.edu
415-476-7864

NRG Oncology – Philadelphia West Research Center - SDMC

For questions about **patient enrollment, collection timing, clinical issues, or consent**, please contact the following disease site data managers:

Brain

Sandrine Geinoz, PhD, CCRP
Liz Wise

GeinozS@NRGoncology.org
wisem@nrgoncology.org

GI (Non-Colorectal)

Wendy Bergantz, RN
Debora Grant

BergantzW@NRGoncology.org
GrantD@NRGoncology.org

GU

Roseann Bonnani

BonnaniR@NRGoncology.org

Head and Neck

Vanita Patel, MS
Janelle Robinson

PatelV@NRGoncology.org
RobinsonJ@NRGoncology.org

Lung

Jeffrey Serianni BS
Amy Krystkiewicz, RN

SerianniJ@NRGoncology.org
KrystkiewiczA@NRGoncology.org

➤ **For questions about translational research projects:**

Email: biospecimenaccess@nrgoncology.org