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| **Children's Oncology Group (COG) Procedure** |
| **Purpose** | This procedure provides instructions for handling COG requests. Clinical Research Assistant (CRA) will send an email with patient information and specific requirements need to be done on the patient sample. |
| **Scope** | Histology Technical Staff |
| **Procedure** | **Step** |  |
|  | 1 | * Write down the patient MRN number from the email, and log into Co-Path.
* Click on Inquiry (Pathology). Type in the patient MRN number in the search field and press Enter to lookup the patient.
* Write down how many parts and the number of blocks to each part for the case, any frozen tissue saved, and which block has tumor tissue. Note: Should the paraffin block have minimal amount of tissue, and/or the case have several blocks that have tumor, consult with the case pathologist to verify block number and what is appropriate for use.
* Once all the information is collected, email the CRA's with the necessary information.
* Depending on that information, CRA's will put in a COG order and an email will be sent that the COG order is in.
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|  | 2 | When there is an email from CRA's stating the COG order is in:* Click on the Histology Research Tracking Icon
* Click on Histology Tracking
* Click on Edit Histology Specimen Data
* Click on Find Patient and type in the patient MRN number
* Click on Find next, to find the patient

When the patient information page is open:* Check if the consent for this study (signed Y/N) has been checked
* Write down the COG number, COG ID, BPC number

*Note: most of the times all this information can be found in the email sent by CRA's* |
|  | 3 | Pull the blocks and make slides manually using Leica Histopal* In Histopal:
* Client Case/Part Name: COG number
* Stain: Blank or H&E
* Location: Case Number (Children's)
* Our Case: Study number (BPC#)
* Site Name: Children's
* Slide Magazine: Plus Slides

Cut the blocks and stain the H&E slides; Air dry Unstain slides overnight.***NOTE****: Usually the CRA's request frozen tissue, 10 unstained slides on a tumor block, and H&E (Recut or Dup set) on the all blocks for the case*. |
|  | 4 | Once all the material is ready:* Log into Co-Path
* Go to Histology Data Entry Edit and lookup the patient
* Click on Histology tab and document all the tasks that are performed on this patient

For Example:* Stain Process: H&E Recut
* Blk/design: Block number
* Request Class: Educational Research
* In Stain/Process Detail, on Snap Freeze task- change the comment to "Frozen tissue was sent to (type in the institution's name and address if known) and date sent"

Once all the information is entered click OK and save the case. |
|  | 5 | Click on Slide Send Out and look up the patient* Click Summary Tab and fill out this information:
* Date Sent out: change the date to the day that the material is sent out
* Requested by: name of the person who is requesting the study
* Click Recipient Tab and fill out this information:
* Name: in this field type in the name of the place the material is being sent
* Address: in this field type in the COG number, BPC number, and Study number
* Reason: COG study- Frozen Solid Tumor
* Click on Specimen Tab:
* Material Description: document what was done on this patient, and be very specific with all the details
* Once all the information is filled click on print to print the form. Record the code (ex: HP90 (76-90min), HP75 (61-75min), etc..) for the time spent on the form for the COG study and give the form along with the material to the send out staff.
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|  | 6 | Go to Histology Specimen Tracking Database* Look up the patient
* Fill out the check box on what was done on this patient and the date the material was sent out
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|  | 7 | Package the H&E's and unstained slides label in a container. Label the container with COG and Study numbers. Obtain the Frozen tissue from the -70 freezer, label the tissue with COG and Study numbers. Deliver the Material along with the printed form to the send out staff. Note: Frozen tissue should remain in the -70 freezer/ SendOut freezer until packaging in dry ice to be sent out. Do not let the specimen thaw. |
| **Authorization** |  | **Signature** | **Date** |
| **Medical Director** | Megan K. Dishop MD | 11/03/17 |
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| **Annual Review** | **Designee** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| Histology Supervisor | Prabha Chintapalli | 9/11/17 | Initial Version |
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