

**MEMORANDUM**

**DATE:** December 15, 2011

**TO:** ALL SWOG MEMBER, CCOP AND AFFILIATE MEDICAL ONCOLOGISTS AND PATHOLOGISTS

**FROM:** SWOG Operations Office

**RE:** SWOG Specimen Repository Kit Management

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**PLEASE SEE SECTION 15.0 OF THE PROTOCOL TO DETERMINE WHETHER A KIT IS PROVIDED FOR A PARTICULAR STUDY. IF THE PROTOCOL DOES NOT INDICATE THAT A KIT IS AVAILABLE, THE SITE IS EXPECTED TO PROVIDE THEIR OWN MATERIALS.**

The SWOG Specimen Repository Kit Management Application was released on Thursday December 8, 2011. Participants can utilize this site to order any of the Specimen Procurement Kits supplied by the SWOG Specimen Repository. Use this link (<http://ricapps.nationwidechildrens.org/BPCKitManagement>) to access the SWOG Specimen Repository Kit Management site.

Participants must register the first time the site is accessed. Each registration must be approved before the application can be utilized. An email confirmation will be sent once the registration has been approved.

Requests for Assistance can be sent to the SWOG Specimen Repository using the Request for Assistance entry form on the website.

On-line ordering with the Kit Management System offers several benefits:

- Orders can be placed any time of the day regardless of operation hours.
- Order history can be viewed on-line so each user/location can see the orders they have placed.
- Order status can be viewed on the website.