

Processing Item Information Sheet (PIIS)

“CSF Aliquoting” 2017_R1 Scheme

This sheet contains all the information on the **CSF Processing Item** that you should be aware of to conduct the above mentioned Scheme. **Please read carefully before performing any operation on the provided sample.**

Processing Item Description

- Source material: Human cerebrospinal fluid from neurodegenerative patients.
- Preparation: Frozen aliquots.
- Date of Preparation: September 2017.
- Homogeneity and Stability Information: Homogeneity of the Processing Item was controlled and confirmed in September 2017.

Instructions to Prepare the Processing Item

- Any storage requirement between receipt and testing date: Store at **-80°C**. CSF aliquoting should be performed within 1 week of receipt.

Particular Handling/Safety Requirements

- Potential risks of Processing Item: Exempt of infectious risk. All biological material should be manipulated as potentially hazardous.
- Individual protection equipment required: Standard laboratory equipment (laboratory coat, gloves).
- In case of puncture or cuts: Abundantly wash with water and then disinfect during 10 minutes.
- In case of projection in the eye: Abundantly wash with water or physiologic serum during 5 minutes.
- In case of projection on the mucous membranes and skin: Wash with water.
- Measures to take in case of accidental dispersion: Pulverise disinfectant and clean the concerned surface.
- Waste elimination procedures: Waste generated by healthcare activities, to eliminate in incinerable plastic containers.

Scheme Specifications

- Thaw frozen CSF aliquot on bench at room temperature and process immediately after thawing.
- Process and aliquote the **CSF** following your **usual routine CSF aliquoting method**. Prepare **two** aliquots. Volume of the aliquots produced should be **500 µl** for the downstream analyses.
- You will be asked to report information under the following method: **CSF Aliquoting**.
- Please be ready to enter the following information:
 - *Timing*: Time at start of thawing, Time at start of centrifugation, Time at start of freezing,
 - *Centrifugation*: Speed, temperature and duration, Centrifugation brake
 - *Storage*: Storage temperature after aliquoting
 - *Aliquots*: Reference of aliquot tubes (Screw cap, No screw cap, Other).
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.

What to Submit

- Please use your usual tubes to aliquot the CSF and stick the labels provided with your Laboratory Number (LXXX), the name of the Scheme (CSAL17R1) and the aliquot number (1 or 2) on each tube. Once you have aliquoted the **CSF**, please freeze all the aliquots following your routine procedure.
- **All** the CSF aliquots must be shipped **on dry ice** to the following address:
Laboratory for Clinical Neurochemistry
Department of Psychiatry and Psychotherapy
Attn: Natalia Lelental - PT programme
Schwabachanlage 6
91054 Erlangen
Germany
- Please refer to the “Shipment Instructions” received by email for detailed information.
- Your data must be submitted online on the PT website <http://biospecimenpt.ibbl.lu/> using the login information (Laboratory Number and Password) provided to you via email after the registration to the “CSF Aliquoting” Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.

Timelines

<i>Shipment of the aliquoted CSF to Erlangen</i>	<i>Data Submission</i>	<i>Data analysis & Report preparation</i>	<i>Reports available</i>
Immediately after aliquoting Before 17 NOV 2017	17 NOV 2017, latest	20 NOV 2017 – 30 DEC 2017	30 JAN 2018

In case of doubts in the completion phase, please contact IBBL at ISBERPT@ibbl.lu