

Processing Item Information Sheet (PIIS)

“DNA Extraction from FFPE Cells” 2017_R1 Scheme

This sheet contains all the information on the **FFPE Cells 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: Jurkat Cell line
- Preparation: Culture in RPMI1640 10% FBS HI (Heat Inactivated + antibiotics) at a concentration of 0.1 to 1.5 x 10⁶ cells/mL in T175 cm² in a humidified incubator at 37°C, 5% CO₂. Reagents used for histological processing and embedding are formalin, alcohol 75°C, alcohol 90°C, alcohol 95°C, alcohol 100°C, xylene substitute and paraffin.
- Date of Preparation: July 2017.
- Testing of Biological Hazard: The source material is BSL 1.
- Biosafety level: All operations have been conducted in a BSL 2 environment.
- Homogeneity and Stability Information: Homogeneity of the Processing Item was controlled and confirmed in September 2017. Stability of the Processing Item is two years at room temperature.

Instructions to Prepare the Processing Item for Extraction

- Any storage requirement between receipt and processing date: Store at Room Temperature. DNA extraction should be performed within 1 week of receipt.

Particular Handling/Safety Requirements

- Potential risks of Processing Item: Exempt of infectious risk.
- Individual protection equipment required: Standard laboratory equipment (laboratory coat, gloves).
- Waste elimination procedures: Waste generated by healthcare activities, to eliminate in incinerable plastic containers.

Scheme Specifications

- Please extract **DNA** from the Processing Item following your **usual routine DNA extraction method**.
- You will be asked to report information under the following scheme: **DNA Extraction from FFPE Cells**.
- Please be ready to enter the following information:
 - Extraction method (salting out, magnetic bead-based, silica membrane-based, unsure, other);
 - Number of 10 µm slices used for the extraction;
 - Use of RNase;
 - Elution buffer composition (water, TE, other) and elution volume (µl);
 - Kit used for extraction (QIAamp DNA FFPE Tissue Kit, QuickExtract FFPE DNA Extraction kit, BiOstic® FFPE Tissue DNA Isolation Kit, Just-a-Plate™ 96 FFPE gDNA Isolation Kit, MagMAX™ FFPE DNA Isolation Kit, RecoverAll™ Total Nucleic Acid Isolation Kit for FFPE, MagMAX™ FFPE Total Nucleic Acid Isolation Kit, High Pure FFPE DNA Isolation Kit, AllPrep DNA/RNA FFPE Kit, Maxwell® CSC DNA FFPE Kit, Maxwell® 16 FFPE Tissue LEV DNA Purification Kit, GeneRead DNA FFPE Kit, GenElute Mammalian Genomic DNA Miniprep Kit, NucleoSpin® DNA FFPE XS, ZR FFPE DNA MiniPrep, GeneJET FFPE DNA Purification Kit, Other).

What to Submit

- Once you have extracted DNA from the FFPE cells (according to your extraction method), you pipet all the extracted DNA in the provided labelled Matrix 0.5 ml. The tube is already labelled with your Laboratory Number and the name of the Scheme (DNAFFC17). **Make sure to properly close the tube to avoid evaporation.**
- As soon as extracted, the DNA tube must **immediately** be shipped, **at room temperature**, to the following address:

IBBL, PT Programme
6 Rue Nicolas Ernest Barblé
L-1210 Luxembourg
LUXEMBOURG

- For the shipment, use at least a **padded envelope** and send your aliquot back to IBBL by **registered mail** or using the **courier** of your choice.
- Please note that IBBL cannot receive your sample on Saturdays nor Sundays.
- 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 “DNA Extraction from FFPE Cells” Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.
- Find out more information in the Results Submission Guidelines (<http://www.ibbl.lu/ibbl-bioservices/biospecimen-proficiency-testing/>).

Timelines

<i>Shipment of the extracted DNA to IBBL</i>	<i>Data Submission</i>	<i>Data analysis & Report preparation</i>	<i>Reports available</i>
Immediately after extraction Before 14 OCT 2017	27 OCT 2017, latest	30 OCT 2017 – 30 DEC 2017	15 JAN 2018

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