

Processing Item Information Sheet (PIIS)

“RNA Extraction from Whole Blood” 2017_R1 Scheme

This sheet contains all the information on the **Whole Blood 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 blood from a healthy donor.
- Packaging: PAXgene RNA Stabilization tube.
- Date of Preparation: August 2017.
- Testing of Biological Hazard: The Processing Item has been tested negative for HIV (ELISA and PCR), HCV (ELISA and PCR); Syphilis (ELISA), HBsAg (ELISA), HBV (PCR), HAV (PCR), Parvovirus B19 (PCR).
- 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 August 2017. Stability of the Processing Item is 3 days at Room Temperature, 5 days at 2-8°C and at least 8 years at -20 to -70°C (data from Paxgene Blood RNA Stabilization tube manufacturer).

Instructions to Prepare the Processing Item for Extraction

- Any storage requirement between receipt and testing date: Store at **-80°C**. RNA 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).
- 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

- Please extract **RNA** from the Processing Item following your **usual routine RNA extraction method**.
- You will be asked to report information under the following scheme: **RNA Extraction from Whole Blood**.
- Please be ready to enter the following information:
 - Extraction method (phenol/trizol-based, magnetic bead-based, silica membrane-based, unsure, other);
 - Volume of blood used for RNA extraction (ml);
 - Use of DNase;
 - Elution buffer composition (water, TE, other) and elution volume (µl);
 - Extraction equipment.

What to Submit

- Once you have extracted RNA from the blood (according to your extraction method), you pipet all the extracted RNA in the provided labelled Matrix 0.5 ml. The tube is already labelled with your Laboratory Number and the name of the Scheme (RNABLD17). **Make sure to properly close the tube to avoid evaporation.**
- As soon as extracted, the RNA tube must **immediately** be shipped in at least a padded envelope, **at room temperature**. The extracted RNA has to be shipped **on the same day** as the extraction. Please use a courier who has an **express service** and who can ensure a delivery under 48h (e.g. FedEx). The extracted RNA has to be shipped to the following address:

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

- 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 “RNA Extraction from Whole Blood” 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 RNA 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