

Processing Item Information Sheet (PIIS)

“RNA 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. 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).
- 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 FFPE Cells**.
- Please be ready to enter the following information:
 - Extraction method (phenol/trizol-based, magnetic bead-based, silica membrane-based, unsure, other);
 - Number of 10 µm slices used for the extraction;
 - Use of DNase;
 - Elution buffer composition (water, TE, other) and elution volume (µl);
 - Kit used for extraction (RNeasy FFPE Kit, PureLink™ FFPE RNA Isolation Kit, RecoverAll™ Total Nucleic Acid Isolation Kit for FFPE, MagMAX™ FFPE Total Nucleic Acid Isolation Kit, High Pure FFPE RNA Micro Kit, High Pure FFPE RNA Isolation Kit, QuickExtract™ FFPE RNA Extraction Kit, Maxwell® 16 LEV RNA FFPE Purification Kit, BiOstic® FFPE Tissue RNA Isolation Kit, ArrayGrade™ FFPE RNA Isolation Kit, E.Z.N.A.® FFPE RNA Kit, miRCURY™ RNA Isolation Kits – FFPE, NucleoSpin® totalRNA FFPE, truXTRAC™ FFPE RNA Kit, FFPE RNA Purification Kit, Other).

What to Submit

- Once you have extracted RNA from the FFPE cells (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 (RNAFFC17). **Make sure to properly close the tube to avoid evaporation.**
- As soon as extracted, the RNA tube must **immediately** be shipped in 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 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 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