



Processing Item Information Sheet (PIIS)

“DNA Extraction from FFPE Tissue” Scheme [DNAFFC24]

This sheet contains all the information on the **FFPE Tissue 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 tonsil tissue.
- Preparation: 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: December 2017 (FFPE blocks). Sections will be prepared in September 2024.
- 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 and stability of the Processing Item will be controlled and confirmed in September 2024.

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 Tissue**.
- 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.

What to Submit

- Once you have extracted DNA from the FFPE tissue (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 (DNAFFC23). **Make sure to properly close the tube to avoid evaporation or leakage.**
- IBBL requires a **minimum of 18 µl** of extract to perform the downstream analyses planned.
- As soon as extracted, the DNA tube must be shipped to the following address, by using the courier of your choice:

IBBL, PT Programme
Biorepository – Laura GEORGES
1B Rue Louis Rech
L-3555 Dudelange
LUXEMBOURG
Phone: +352 26970-521
Email: biorepository@ibbl.lu

- The extracted DNA can be temporarily stored at -80°C before shipment. In that case, the extracted DNA must be shipped to IBBL on dry ice.
- 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 Tissue” Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.

Timelines

<i>Shipment of the extracted DNA to IBBL</i>	<i>Data Submission</i>	<i>Downstream analyses & Report preparation</i>	<i>Reports available</i>
Before 10 NOV 2024	17 NOV 2024, latest	20 NOV 2024– 31 JAN 2025	March 2025

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