

Processing Item Information Sheet (PIIS)

“CSF Aliquoting” 2026_R1 Scheme [CSAL26]

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 2026.
- Homogeneity and Stability Information: Homogeneity of the Processing Item has been controlled and confirmed in September 2026.

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: Wash thoroughly with water and then disinfect during 10 minutes.
- In case of contact with the eye: Wash thoroughly with water or physiologic serum during 5 minutes.
- In case of contact with the mucus membranes and skin: Wash thoroughly with water.
- Measures to take in case of accidental spillage: Use disinfectant and thoroughly clean the effected 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 (CSAL26) 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:

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

- Please refer to the “Shipment Instructions” received by email for detailed information.
- Shipment deliveries are accepted on weekdays between 08:30 and 16:30. Please note that IBBL cannot receive your sample on Saturdays nor Sundays.
- Your data must be submitted online to the PT website <http://biospecimenpt.ibbl.lu/> by employing the login credentials (User email and Password) used to create your account on the aforementioned PT platform.
- Please complete the questionnaire of the CSAL26 PT scheme as accurately as possible, adding any relevant detail and comment in the appropriate section. Please note that any data that could impact group assignment and alter the final evaluation even slightly, cannot be modified after data entry has been closed as ISO/IEC 17043 considers correct identification of methods and results as part of the participant’s competence assessment.

Timelines

| <i>Shipment of the aliquoted CSF to IBBL</i> | <i>Data Submission</i> | <i>Downstream analyses & Report preparation</i> | <i>Reports available</i> |
|--|----------------------------|---|--------------------------|
| Before 10 NOV 2026 | 17 NOV 2026, latest | 20 NOV 2026 – 31 JAN 2027 | March 2027 |

In case of doubts in the completion phase, please contact LIH/IBBL at IBBLPT@lih.lu