

OncoDEEP® Specimen Preparation and Shipping Instructions

FFPE BLOCK PREPARATION INSTRUCTIONS

Only **ONE** block will be sent, and preferably, the block used for diagnostic (if enough material remains) or the most representative block for the patient's diagnosis.

This single block will be packed in the small bag provided. If several blocks are sent, the process will be stopped and will only start once the identification of the most representative block for the patient is made. In that case the starting date of the analysis will correspond to the confirmation of this identification.

The following criteria will be checked by one of our pathologists. They are very important to get enough tumor DNA and avoid cross contamination with normal DNA. We perform a high coverage sequencing, nevertheless, if the contamination is too high, it could happen that we might not be able to detect some mutations at very low percentage.

Therefore, in order not to waste time and money, please make sure that the criteria mentioned below are met.

Also note that in order not to have issues with fixation, we strongly advice the following :

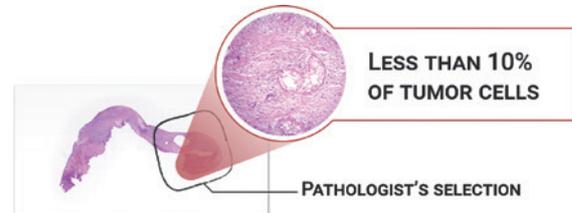
All FFPE tissue samples should be fixed in 10% neutral-buffered formalin **within 30 minutes** after surgery excision. Tissue samples should be fixed for a period **between 18 to 24 hours maximum** and then embedded in IHC-grade paraffin.

All samples from bones treated for decalcification will not be eligible for our tests. Indeed, this treatment degrades too much DNA which has already been partially degraded due to FFPE treatment.

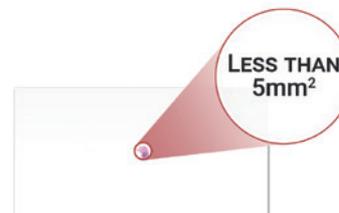


A sample will be considered as not valid if :

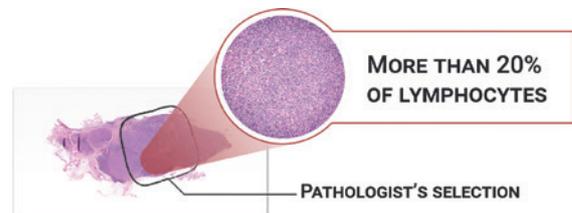
1. The tumor cells percentage is <10 % of the whole sample



2. The size of the region where the tumor cells are located is < 5 mm²



3. The percentage of lymphocytes is too high (>20% in the region where the tumor cells are located)



SPECIMEN QUALIFICATION

The following guidelines are crucial to ensure the feasibility of our tests and to provide you with the best quality of final results for your patients. If you are not familiar with those, please discuss with your pathologist or contact us directly

1. When sending a tumor block

- a. Add a self-sticking barcode label to the block.
- b. Place the tumor block in the small transparent barcoded plastic bag provided.
- c. Place the wrapped tumor block in the foam of the OncoDEEP Shipment Kit.

Rem : Do not prepare any H&E slide, OncoDNA will prepare one on-site.

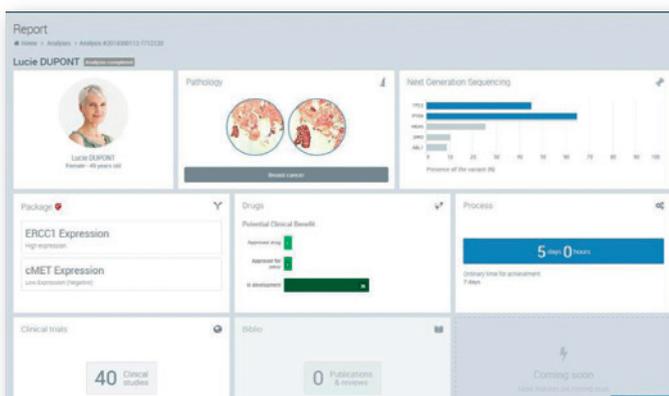
2. When sending slides (only if you have chosen an OncoDEEP analysis WITHOUT the Package Plus)

Please note that for technical convenience and in order to work with material prepared internally, we'd rather receive a FFPE block. Block leftovers are shipped back right after the end of the process.

- Prepare the instruments for H&E and unstained slides.
 - Use a new microtome blade for each case.
 - Clean the water bath between cases.
 - Wear gloves and change them frequently, especially between specimens to prevent contamination of the sample.
- Prepare 5 or 10 slides of 5 µm according to the test chosen.
- Make sure that the sections on each slide are orientated similarly.
- Do not place cover slips on the unstained slides.
- Insert the slides into the slide carriers included in the OncoDEEP Specimen Kit.
- Add a self-sticking barcode label to slide carriers.

THE FOLLOWING ITEMS ARE INCLUDED IN THE ONCODEEP SHIPMENT KIT :

- ✓ Self-sticking barcode labels.
- ✓ Material Safety Data Sheet (MSDS) and No Dangerous Goods Form.
- ✓ Brochure 'OncoDEEP : Reveal the uniqueness of your tumor'.
- ✓ Brochure 'Cancer : Information and Support'.
- ✓ DHL Express Flyer.
- ✓ DHL Express Shipment Waybill pre-printed with shipping address.
- ✓ Brochures presenting the OncoDEEP test and list of genes tested.



SHIPPING INSTRUCTIONS

1. Materials

- OncoDEEP Shipment Kit containing the patient specimen.
- DHL Express Shipment Waybill pre-printed with IPG-OncoDNA shipping information.
- DHL Express Flyer – a plastic bag used to ship the Kit to OncoDNA.
- If you did not upload the pathology report to your patient's file on OncoSHARE, enclose a hard copy of this pathology report.

Note: to order additional kits, please log in to your OncoSHARE account or contact your local distributor.



The image shows a DHL Express Shipment Waybill. Key details include:

- Shipper: IPG-ONCODNA SA, AV GEORGES LEMAITRE 25, GOSSSELIES, Belgium.
- Recipient: OncoDNA SA, AV GEORGES LEMAITRE 25, GOSSSELIES, Belgium.
- Weight: 2.40 kg.
- Contents: 1 block Paraform + 3 Slides.
- Signature: S. H. H. Date: 14/05/13.

DHL Example

- Place the OncoDEEP Shipment Kit in the DHL Express Flyer.
- Complete the DHL Express Shipment Waybill as shown in the above example. **DO NOT CHANGE** the information already completed in "8. Products | Services". OncoDNA has a special agreement with DHL to ensure the fastest and safest shipment of your sample, worldwide, at the best price.
- Read the MSDS and sign the No Dangerous Goods Form. Place this signed Form with the Waybill.
- Seal the DHL Express Flyer by removing the plastic adhesive protector from the white strip and secure.
- Place the package at the designated DHL pickup location on your site.
- If your site does not have any DHL pickup location, please call them to schedule a pickup.

Shipping address :

OncoDNA
Institute of Pathology & Genetics
25 Avenue Georges Lemaître
6041 Gosselies, Belgium

Contact : infos@oncodna.com