![OncoDNA - THE CANCER THERANOSTIC COMPANY | OncoDEEP by OncoDNA]

Protocol for Specimen Preparation and Shipping Instructions

SPECIMEN PREPARATION

Tissue biopsy

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

Bone sample

DECALCIFICATION SOLUTION MATERIAL

• 280g EDTA
• ddwater 1.5L
• 180ml Ammonium Hydroxide
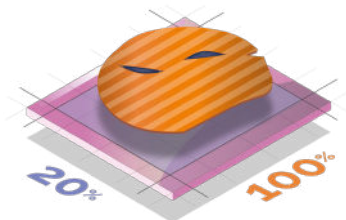• Mix well and adjust pH to 7.1 with Ammonium Hydroxide
• Add ddwater to 2L

Bone sample requires a specific fixation procedure:

1. Fix the bone sample in formalin at 4°C for 3 days maximum (depending on the thickness of the biopsy).
2. Decalcify in 14% EDTA solution at 4°C for 3~5 days (change EDTA solution every 24 hours).
3. Wash in PBS for 2 hours and then proceed to classical embedding process in paraffin.
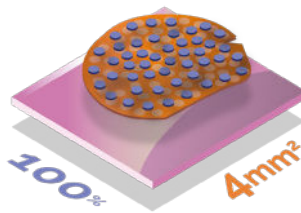
Decalcification with acid is not acceptable as nucleic acids will be destroyed.
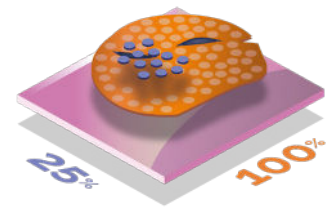
SPECIMEN QUALIFICATION

The quality of laboratory test results is highly dependent on proper specimen collection and handling procedures. Pathology review of the tissue before shipment is ideal to ensure that the specimen qualification criteria are met. All histologic samples will be reviewed by a pathologist after reception at OncoDNA. Additional or alternative material may be requested for optimal analysis.

Tumor cell content must be > 20% of the whole sample.

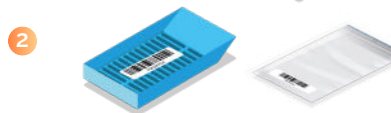In case the sample is very small, please make sure the minimum surface is at least 4mm^2 with 100% of tumor cells.

Lymphocytes invasion must be < 25% in the region where the tumor cells are located.

OncoDNA Headquarters

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PACKING INSTRUCTIONS

Please make sure all samples are anonymized. *The most recent tumor sample available should preferably be sent for analysis. Two FFPE blocks may be sent through and the most suitable one will be selected for testing. In case this first FFPE block doesn't meet our quality criteria, a pathology review will be performed on the second block to then proceed with testing. All blocks will be shipped back upon request at the end of the analysis process.*

• WHEN SENDING A TUMOR BLOCK:

1   Add the self-sticking barcode available in the Shipment Kit at the back of the FFPE block.

2   Place the tumor block in the small transparent barcoded plastic bag provided.

3   Place the wrapped tumor block in the foam of the OncoDEEP Shipment Kit.

• WHEN SENDING SLIDES: (ACCEPTED but not preferred sample type)

1   Prepare the instruments for unstained slides :
- Use a 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.

2   Prepare 7 slides of 10 μm Non Superfrost™ Plus and 8 slides* of 5 μm on Superfrost™ Plus and make sure that the sections of each slide are oriented in the same direction. Do not place cover slips on the unstained slides.

3   Insert the slides into the slide containers included in the OncoDEEP Shipment Kit.

For an OncoDEEP CUP, only the FFPE block is accepted.

KIT SHIPPING INSTRUCTIONS

Prior to sending the kit, please make sure the Informed Consent Form is duly completed and put in the kit. Should this not be possible, please send the scanned version to patientconsent@oncodna.com

The order must be placed on OncoSHARE (www.oncoshare.com) before the sample is shipped to OncoDNA or 24 hours before its reception at the latest. Feel free to contact the Logistics team at logistics@oncodna.com should you encounter any issue.

SHIPPING ADDRESS

OncoDNA
Att.Logistics Department
Rue Louis Breguet 1
6041 Gosselies, Belgium
+32 71 18 35 27
logistics@oncodna.com

PROCESS

1   Place the **OncoDEEP Shipment Kit** in the **DHL Express Flyer**.

2   Generate and print the **DHL Waybill** : **https://delivery.oncodna.com**

3   Insert the **DHL Waybill** in the space provided and seal the **DHL Express Flyer**.

4   **Call your local DHL** representative to schedule a package pickup : **http://www.dhl.com/en/contact_center/contact_express.html**

To order additional kits, please make your request via OncoSHARE (www.oncoshare.com)