



## **Pathology and Correlative Science Instructions for NRG Oncology Trials: San Francisco Bank Kits Version**

**Note:** In an effort to go “Green” and reduce paper the NRGBB-SF will no longer include a full instruction packet with most kits. This is the FULL version.

**FOR FULL DETAILED INSTRUCTIONS PLEASE ALWAYS REFER TO THE PROTOCOL SPECIFIC INSTRUCTIONS ON THE CTSU.org WEBSITE. We will email a copy at same time as kit shipment confirmation email.**

- A. Kit Request Procedure**
- B. FFPE Submission & Shipping Instructions.**
- C. FFPE Specimen Plug Kit Collection.**
- D. Frozen Specimen Shipping Instructions**
- E. FAQs**
- F. Biospecimen Processing Instructions**

### **A. NRG Oncology Biospecimen Bank- San Francisco Kit Request Protocol**

**Step 1:** Read through section 10 of study protocol. Protocols can be found at [www.CTSU.org](http://www.CTSU.org) and at [www.NRGoncology.org](http://www.NRGoncology.org). NRG Oncology protocols are updated periodically, so make you are using the most current version.

#### **Step 2:**

Sites can E-mail the bank at [NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu), or fax the online form at <http://nrghb.ucsf.edu> to 415-476-5271 and provide the following information:

- a) **NRG/ RTOG study number**
- b) **Number of patients** you need kits for (maximum of 2-3 unless very actively enrolling patients weekly). The bank will send a complete kit for each patient, which includes all of the specimen collection kits needed for the patient from start to finish and one pre-paid return label per case. If your site has just opened a study, we will send a complete kit for one patient once you have IRB approval. As soon as your site begins to enroll patients on the study please email us a request for your next kit.
- c) Whether or not you need **Styrofoam shipping boxes and what size.**
- d) **Your FedEx shipping address, including room/suite # and phone number.**
- e) **Date needed** – By default, kits will be shipped via FedEx Ground, and will be shipped and received within 7-10 business days. Requests for 2-day or overnight shipping must include your site's **FedEx account number**, as NRG Oncology cannot pay to fulfill last-minute requests. Last minute Rush kit requests can only be filled if request is received by 10 am PST.
- f) **Can you ship frozen specimens to us in batches?** – Yes- the bank encourages sites to store specimens at -80°C (-70°C to -90°C) and ship them to us in batches.

**Step 3:** FedEx will send you an email informing you that a shipment is on its way. If you do NOT receive an e-mail from FedEx, please contact us at [NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu).

## **B. FFPE Specimens Submission**

Sites are required to submit the following for ALL patients that consented to tissue banking: Always review the protocol section 10 for specifics.

- 1) **H&E stained slide(s)** Note: H&E slides do not have to be diagnostic slides; they can be duplicate cut slides as they cannot be returned to the site. The H&E slide(s) being submitted must match the block(s) being submitted.
- 2) **Corresponding FFPE paraffin block(s) or embedded 2-5 mm punches.** *The size of the punches will vary between protocols and will be specified in the section 10 of the protocol.* Sites unable to embed punches should submit the block with a punch and return request. Blocks will be returned to sites in batches.
- 3) **Pathology Report.** Must include patient's pathology accession number and date of procedure. All other PHI information must be completely redacted. Label pages with Study and case#.
- 4) **ST Form:** Fill out ALL fields on form. Only submit samples from registered patients with a case#.

### **FFPE Specimen Shipping Instructions**

- FFPE specimens must be labeled with Study#, Case#, Specimen accession # and block ID. The accession # and Block ID must match what is on the pathology report.
- If patients consent to banking, DO NOT ship FFPE specimens with a return request. Only send what can be banked (duplicate H&Es, blocks or punches). We can provide punch kits to sites or we can punch and return blocks as noted in the protocol.
- Slides should be shipped in plastic slide holder/slide box. Place a small wad of padding in top of the container. If you can hear slides shaking it is likely that they will break during shipping.
  - **DO NOT** ship slides in cardboard slide flats or single unit flat plastic slide holders.
- FFPE Blocks can be shipped in a plastic block holder or wrapped with paper or placed in a paper envelope, and placed in a cardboard box with padding. Place protective padding in container. If you can hear blocks shaking they may break
  - **DO NOT** wrap blocks with bubble wrap or gauze.
- Do not ship FFPE material in a flat or padded envelope without a protective box/container inside.
- Ship all FFPE ambient or with a cold pack.
- Slides, Blocks, or Plugs should always be shipped trackable by a courier (FedEx/UPS)
- Sites are responsible for all FFPE shipping costs.

#### **Ship FFPE banking specimens by courier to:**

NRG Oncology Biospecimen Bank – San Francisco  
UCSF Department of Radiation Oncology  
2340 Sutter Street- Room S341  
San Francisco, CA 94115  
415-476-7864/Fax 415-476-5271 Email: [NRGGBB@ucsf.edu](mailto:NRGGBB@ucsf.edu)

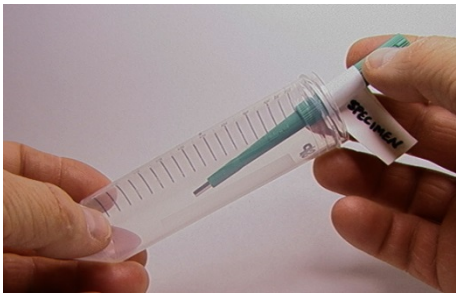
**C. FFPE Specimen Plug Kit Collection:**

This Kit allows sub-sampling of an FFPE block for submission to the NRG Oncology Biospecimen Bank- San Francisco. The plug kit contains a shipping tube and a punch tool.



**Step 1**

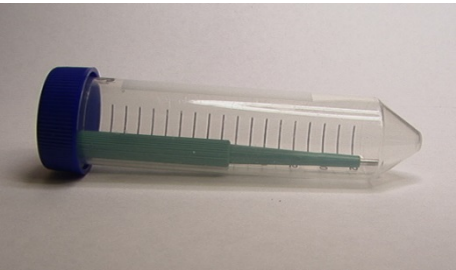
If the block is stored cold, allow it to equilibrate for 30 minutes at room temperature. Place the punch tool on the paraffin block over the selected tumor area. (Ask a pathologist to select area with tumor.) Push the punch into the paraffin block. Twist the punch tool once around to separate the plug from the block. Then pull the punch tool out of the block. The punch should be filled with tissue sample.



**Step 2**

Label the punch tool with the proper specimen ID and Block ID. DON'T remove specimen from the punch.

Use a separate punch tool for every specimen. Call or e-mail us if you have any questions or need additional specimen plug kits. Site that have the capacity to embed the blocks may do so. They should include a fresh H&E from the punch block in the submission.



**Step 3**

Once punch tool is labeled, place in shipping tube and mail to address below. Please do not mix specimens in the same tube.

We will remove core specimen from the punch, embed in a paraffin block, and label with specimen ID.

**\*NOTE:** If your facility is uncomfortable obtaining the plug but wants to retain the tissue block, please send the entire block to the NRG Oncology Biospecimen Bank- San Francisco and we will sample a plug from the block and return the remaining block to your facility. Please indicate on the ST form the request to perform the plug procedure and return of the block. Include a return request form with a return airbill **Ship specimen plug kit, specimen in punch tool, and all paperwork to the address below. For Questions regarding collection/shipping or to order an FFPE Specimen Plug Kit, please contact the NRG Oncology Biospecimen Bank- San Francisco by e-mail: [NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu) or call 415-476-7864/Fax 415-476-5271.**

<p><b>US Postal Service Mailing Address:</b>  <b><u>Use only for non-urgent ambient specimens- FFPEs, slides, blocks:</u></b></p>	<p><b>Courier Address (FedEx, UPS, etc.):</b>  <b><u>For Frozen, Urgent or Trackable Specimens:</u></b></p>
<p><b>NRG Oncology Biospecimen Bank- San Francisco</b>  <b>UCSF- Box 1800</b>  <b>2340 Sutter St, room S341</b>  <b>San Francisco, CA 94143</b></p>	<p><b>NRG Oncology Biospecimen Bank- San Francisco</b>  <b>University of California San Francisco</b>  <b>2340 Sutter St, room S341</b>  <b>San Francisco, CA 94115</b>  <b><u>415-476-7864</u></b></p>

**D) Frozen Specimen Shipping Instructions:**

Ship all frozen specimens on dry ice by Priority Overnight courier (Fed Ex/UPS) to:  
NRG Oncology Biospecimen Bank – San Francisco  
UCSF Department of Radiation Oncology  
2340 Sutter Street- Room S341  
San Francisco, CA 94115  
415-476-7864/Fax 415-476-5271 Email: [NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu)

- Each Kit comes with ONE pre-paid return label per case for batch dry ice shipments. Extra labels for single timepoint or follow-up shipments are not provided.
- Affix the prepaid return shipping label, the completed dry ice (UN1845) sticker and Biological Substance (UN3373) sticker, to the outside of the box.
- If sites use their own shipping labels the shipper must pay, do not bill recipient biobank.
- Canada sites must contact the bank prior to each shipment to receive a one time use Account# and PO# to use for each box. Sites must not re-use this information.
- Pack enough dry ice so specimens do not thaw during transit – usually 7-10 pounds. The box should have more dry ice than specimens (on bottom and on top). Use larger boxes or additional boxes as needed. The return FedEx label is for up to 10lbs of dry ice.
- Please ONLY ship frozen specimens Priority Overnight, Monday- Wednesday (Monday-Tuesday for Canadian sites). Any weather-related or other shipping delays may cause packages shipped on Thursday to arrive the following Monday thawed and unusable. Our building is not open on Saturdays or holidays.
- Check for Fed Ex delays online at Fed.com before shipping samples. All dry ice shipments are routed through Tennessee, even those from the west coast.

**E) FAQ:**

- 1) *Can I get my blocks back if my pathology department wants the blocks back?***
  - a. If needed back for immediate patient care, the bank will work with the site to make sure the immediate needs of the patient are addressed
  - b. If a patient consented to tissue banking then the bank keeps the block until it is needed for future translational research.
  - c. In most cases we can punch and return the original block. For some tissue types (prostate and lung biopsies) we cannot punch the blocks due to the tumor heterogeneity and we do not want to deplete the tumor in the block. In those cases the bank will work with the submitting site to allow the blocks to remain at the bank.
- 2) *I don't have access to a -80C Freezer and cannot batch ship- can I request empty shipping labels or boxes?***
  - a. Sites that are unable to batch ship are responsible for the additional shipping costs and boxes. The bank cannot provide empty boxes or extra labels.
  - b. **NOTE:** If a -80°C Freezer is not available, samples can be stored short term in a -20°C Freezer (non-frost free preferred) for up to one week  
OR: Samples can be stored in Dry Ice, replenishing daily, for up to one week.  
OR: Samples can be stored in liquid nitrogen vapor phase  
*Always indicate on Specimen Transmittal Form storage conditions and time stored.*

For additional FAQs and information please go to: <http://nrgbb.ucsf.edu>

**F) NRG Oncology Biospecimen Collection and Processing Instructions:**

***This document contains our standard collections.***

***Always review protocol specific documents on [www.ctsu.org](http://www.ctsu.org) as well as the section 10 of the latest version of the protocol to determine which of these specimens can be collected. Each trial may have different requirements.***

**FROZEN TISSUE KIT INSTRUCTIONS**

**This Kit is for processing and shipping of frozen tissue specimens.**

**Kit contents:**

- Biohazard pads/wipes 4" x 4" (orange)
- Three (3) 5-mL cryovials
- Disposable scalpel blades
- Disposable forceps
- Biohazard bags
- Absorbent shipping material \
- Styrofoam container (inner)
- Cardboard shipping (outer) box
- UN 3373 Label
- UN 1895 Dry Ice Sticker

**Preparation and Processing of Fresh Frozen Tissue:**

- On sterile cutting board, lay out the underpads.
- Keep biohazard wipes nearby to keep area clean throughout process.
- Label cryovials with NRG study number and case numbers
- Using provided disposable scalpel, evenly cut tissue into 3 separate pieces (Note: if a frozen core was obtained, do not cut but send it whole).
- Use forceps to place each piece of tissue into individual 5-mL cryovials.
- Snap freeze tissue samples in liquid nitrogen, a dry ice slurry (dry ice with 95% ethanol or isopentane), or directly on dry ice.
- Once frozen, place all of the cryovials into biohazard bag
- Use NRG provided labels to label the bag (labels are provided when patient is registered)
- Indicate on Specimen Transmittal Form the storage conditions used and time stored.

**Storage and Shipping:**

**Freezing and Storage**

- Store at -80°C (-70°C to -90°C) until ready to ship. If a -80°C Freezer is not available, :
  - Samples can be stored in plenty of Dry Ice for up to one week, replenishing daily (please ship out on Monday-Wednesday only; Canada: Monday-Tuesday only).

**OR:**

- Samples can be stored in liquid nitrogen vapor phase (ship out Monday-Wednesday only; Canada: Monday-Tuesday only).

**Shipping/Mailing:**

- Include all study required paperwork in pocket of biohazard bag.
- Place specimens and the absorbent shipping material in Styrofoam cooler filled with dry ice (at least 7-10 lbs.—if appropriate; double-check temperature sample shipping temperature). Place Styrofoam cooler into outer cardboard box, and attach shipping label to outer cardboard box.
- Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag and clearly identified.*
- Send frozen specimens via overnight courier to the address below. Specimens should only be shipped Monday-Wednesday (Mon-Tues for Canada) to prevent thawing due to delivery delays.
- Saturday or holiday deliveries cannot be accepted. Store samples frozen until ready to ship.
- For Questions regarding collection/shipping or to order a Frozen Tissue Kit, please contact the Biospecimen Bank- by e-mail: [NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu) or call 415-476-7864/Fax 415-476-5271.

**Courier Address (FedEx, UPS, etc.): For all Frozen Specimens  
NRG Oncology Biospecimen Bank- San Francisco,  
University of California San Francisco  
2340 Sutter Street, Room S341, San Francisco, CA 94115**

## **NRG Oncology Biospecimen Collection and Processing Instructions:**

### **BLOOD COLLECTION KIT INSTRUCTIONS**

This Kit is for collection, processing, storage, and shipping of serum, plasma, or whole blood (as specified by the protocol):

**Kit contents: Supplies for 1 case, Single timepoint for Batch Shipping Back to Bank:**

- Ten (10) 1 ml cryovials (pre-tx serum & plasma)
- Three (3) 2 ml cryovials (pre-tx Whole blood)
- Biohazard bags (3)
- ST Form and Kit Instructions
- Absorbent shipping material (3)
- 1 Styrofoam container (inner) and Cardboard shipping (outer) box per case.
- UN1845 DRY Ice Sticker and UN3373 Biological Substance Category B Stickers

**PREPARATION AND PROCESSING OF SERUM, PLASMA AND WHOLE BLOOD:** Sites are required to supply their own blood draw tubes unless otherwise noted in the protocol.

**(A) Serum (if requested): Use 10 ml Red Top Tube (or 2x 5ml)**

- Label Five (5) 1ml cryovials for the serum collected.

**Label tubes with the NRG study and case number, timepoint, collection date and time, and clearly mark cryovials “serum” or “S”.**

**Process:**

1. Allow red top tube(s) to clot for 30 minutes at room temperature.
2. Spin in a standard clinical centrifuge at ~2500 RPM (1000-1200g) for 10 minutes at 4°C (preferred). If sites are unable to process samples at 4°C then spinning at room temperature is acceptable if done within 2 hours of draw but must be noted on the ST Form.
3. Aliquot a minimum of 0.5 ml serum into each of Five (5) labeled cryovials for the serum collected. Make sure tubes are labeled as specified above.
4. Place cryovials into biohazard bag and immediately freeze tubes upright at -70 to -90° C. Store frozen until ready to ship. See below for storage conditions.

**PLEASE make sure EVERY SPECIMEN IS LABELED and include collection time point on ST Form.**

**(B) Plasma (If requested): 10 ml Purple Top EDTA tube #1 (or two 5 ml EDTA purple top tubes)**

- Label Five (5) 1ml cryovials for the plasma collected.

**Label tubes with the NRG study and case number, timepoint, collection date and time, and clearly mark cryovials “Plasma” or “P”.**

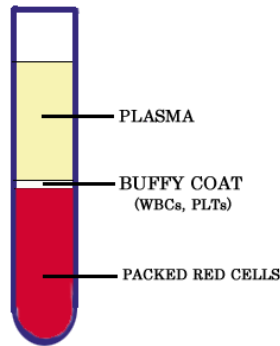
**Process:**

1. After collection, invert tube(s) multiple times to ensure adequate mixing of EDTA.
2. Centrifuge specimen(s) within one hour of collection in a standard clinical centrifuge at ~2500 RPM (1000-1200g) for 10 minutes at 4°C (preferred). If sites are unable to process samples at 4°C then spinning at room temperature is acceptable if done within 2 hours of draw but must be noted on the ST Form.
3. If the interval between specimen collection and processing is anticipated to be more than one hour, keep specimen on ice until centrifuging is performed.
4. Carefully pipette and aliquot a minimum of 0.5 ml plasma into each of five (5) cryovials for the plasma collected. Make sure tubes are labeled as specified above.
5. Place cryovials into biohazard bag and immediately freeze tubes upright at -70 to -90° C. Store frozen until ready to ship on dry ice. See below for storage conditions.

**PLEASE make sure EVERY SPECIMEN IS LABELED and include collection time point on ST Form.**

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## NRG BLOOD COLLECTION KIT INSTRUCTIONS (continued)



### **(C) Whole Blood for DNA (if requested): 5 or 10 ml Purple Top EDTA tube #2**

- ❑ Label three 2 ml cryovials (3) as necessary for the whole blood collected. Label them with the NRG study and case number, collection date/time, and time point, and clearly mark cryovials “blood” or “WB”. Do not collect more than 3 cryovials.

#### **Process:**

1. After collection, invert tube(s) multiple times to ensure adequate mixing of EDTA. Blood can also be mixed for 5 minutes on a mixer at room temperature.
2. Carefully pipette and aliquot 1.5 ml blood into as many labeled 2 ml cryovials as are necessary for the blood collected (up to 3). Make sure tubes are labeled as specified above.
3. Place cryovials into biohazard bag and immediately freeze tubes upright at -70 to -90° C. Store frozen until ready to ship on dry ice. See below for storage conditions

**PLEASE make sure EVERY SPECIMEN IS LABELED and include collection time point on ST Form.**

#### **Freezing and Storage:**

- ❑ Freeze Blood samples in a -80°C Freezer or on Dry Ice or snap freeze in liquid nitrogen.
- ❑ Store at -80°C (-70°C to -90°C) until ready to ship.  
If a -80°C Freezer is not available,
  - Samples can be stored short term in a -20°C freezer (non-frost free preferred) for up to one week (please ship out Monday-Wednesday only; Canada: Monday-Tuesday only).

#### **OR:**

- Samples can be stored in plenty of dry ice for up to one week, replenishing daily (please ship out on Monday-Wednesday only; Canada: Monday-Tuesday only).

#### **OR:**

- Samples can be stored in liquid nitrogen vapor phase (ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- ❑ Please indicate on Specimen Transmittal Form the storage conditions used and time stored.

#### **Shipping/Mailing: Batch ship a minimum of one case with all timepoints back to the Biospecimen bank in each box.**

- ❑ Ship specimens on Dry Ice overnight **Monday-Wednesday (Monday-Tuesday from Canada)** to prevent thawing due to delivery delays. Saturday and holiday deliveries cannot be accepted.
- ❑ Include all required paperwork in sealed plastic bag taped on outside top of the Styrofoam box.
- ❑ Wrap frozen specimens of same type (i.e., all serum together, plasma together and whole bloods together) in absorbent shipping material and place each specimen type in a separate biohazard bag. Place specimen bags into the Styrofoam cooler and fill with plenty of dry ice (7-10 lbs/3.5kg minimum). **Add padding to avoid the dry ice from breaking the tubes.**
- ❑ Place Styrofoam coolers into outer cardboard box, and attach shipping label and UN3373 and UN1895 dry ice stickers to outer cardboard box. Fill out the UN1895 Label COMPLETELY.

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**NRG BLOOD COLLECTION KIT INSTRUCTIONS (continued)**

- ❑ *Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag and that there is enough room for plenty of dry ice. **Add padding to avoid the dry ice from breaking the tubes.***
- ❑ **For questions regarding collection, shipping or to order a Blood Collection Kit, please e-mail [NRGGBB@ucsf.edu](mailto:NRGGBB@ucsf.edu) or call (415) 476-7864.**

**Shipping Address:**

**Courier Address (FedEx, UPS, etc.): For all Frozen Specimens**  
**NRG Oncology Biospecimen Bank- San Francisco**  
**University of California San Francisco**  
**2340 Sutter Street, Room S341**  
**San Francisco, CA 94115**  
**For questions, call 415-476-7864 or e-mail: [NRGGBB@ucsf.edu](mailto:NRGGBB@ucsf.edu)**



## **NRG Oncology Biospecimen Collection and Processing Instructions:**

### **URINE COLLECTION KIT INSTRUCTIONS**

**This Kit is for collection, processing, storage, and shipping of urine specimens.**

#### **Kit Contents: Per timepoint**

One (1) Sterile Urine collection cup	One 15 ml polypropylene centrifuge tubes
One 7 ml disposable pipettes	Biohazard bags
Absorbent paper towel	Parafilm for sealing outside of tubes

#### **Preparation and Processing of Urine Specimens:**

##### **Process:**

- A clean catch urine specimen will be collected. To collect the specimen, use the following instructions:
  - Males should wipe clean the head of the penis and females need to wipe between the labia with soapy water/cleansing wipes to remove any contaminants.
  - After urinating a small amount into the toilet bowl to clear the urethra of contaminants, collect a sample of urine in the collection cup.
  - After 10-25 mL urine has been collected, remove the container from the urine stream without stopping the flow of urine.
  - Finish voiding the bladder into the toilet bowl.
- Aliquot 10 mls of Urine into one 15 ml polypropylene centrifuge tube (disposable pipets are provided in the kit). Do not fill with more than 10 mls to avoid cracking of tubes due to expansion during freezing. Replace the cap and tighten on the tubes. Make sure the cap is not cross-threaded or placed on incorrectly or leaking will occur.
- Use parafilm to seal the cap around the outside rim of the urine tube to prevent leakage.
- Discard remaining Urine and collection cup. Do not ship the urine cup to the bank.
- Label the specimen with the NRG study and case number, collection date and time, time point of collection, and clearly mark specimens as "urine".
- Wrap Urine Tubes with absorbent material (paper towels) and place into biohazard bag and seal the bag. Freeze and store Urine samples in a -20°C (short term) or -80°C freezer until ready to ship.

**PLEASE MAKE SURE THAT EVERY SPECIMEN IS LABELED with NRG study and case numbers, collection date/time, and time point collected (e.g. pretreatment, post-treatment).**

#### **Storage and Shipping:**

##### **Freezing and Storage:**

- Urine specimens may be sent in batches with other frozen biospecimens.
- Store at -80°C (-70°C to -90°C) until ready to ship. If a -80°C Freezer is not available:
  - Urine Samples can be stored short term in a -20° C freezer (non-frost free preferred) for up to two weeks (please ship out Monday-Wednesday only; Canada: Mon-Tues only).

##### **OR:**

- Samples can be stored in plenty of Dry Ice for up to one week, replenishing daily (please ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- Please indicate on Specimen Transmittal Form the storage conditions used and time stored.

##### **Shipping/Mailing:**

- Ship specimens on Dry Ice overnight **Monday-Wednesday (Monday-Tuesday from Canada)** to prevent thawing due to delivery delays. Saturday and holiday deliveries cannot be accepted.
- Include all NRG paperwork in a sealed plastic bag and tape on top of the Styrofoam box.
- Place sealed specimen bags into the Styrofoam cooler and fill with plenty of dry ice (7-10 lbs/3.5kg minimum). **Add padding to avoid the dry ice from breaking the tubes.**
- Place Styrofoam coolers into outer cardboard box, and attach shipping label and UN3373 and UN1895 stickers to outer cardboard box.

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**URINE COLLECTION KIT INSTRUCTIONS (continued)**

- ❑ *Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag and that there is enough room for plenty of dry ice. **Add padding to avoid the dry ice from breaking the tubes.***
- ❑ Samples received thawed will be discarded, and a notification will be sent immediately to the Principal Investigator and Clinical Research Assistant of the submitting institution. The institution should only send a subsequent sample if it can be collected close to the original planned collection date.
- ❑ **For questions regarding ordering, collection, or shipping of a Urine Collection Kit, please e-mail [NRG BB@ucsf.edu](mailto:NRG BB@ucsf.edu) or call (415)476-7864 or fax (415) 476-5271.**

**Shipping Address: FedEx/UPS/Courier address (For all frozen samples)**  
**NRG Oncology Biospecimen Bank- San Francisco at UCSF**  
**2340 Sutter Street, Room S341,**  
**San Francisco, CA 94115**  
**Contact Phone: (415) 476-7864**

## **NRG Oncology Biospecimen Collection and Processing Instructions:**

### **CEREBROSPINAL FLUID (CSF) COLLECTION KIT INSTRUCTIONS**

**This Kit is for collection, processing, storage, and shipping of CSF specimens. This Kit contains:**

Five (5) 5mL cryovials	Biohazard bags
Parafilm	Sterile Disposable Pipette

#### **Preparation and Processing of Cerebrospinal Fluid (CSF) Specimens:**

A sterile CSF specimen will be collected according to individual site protocol.

After CSF specimen has been obtained, use the following instructions:

- Aliquot CSF using a sterile pipette into 3-5 different 5mL vials, each containing a minimum of 1mL
- If CSF is already frozen, perform a controlled thaw and aliquot specimens according to above instructions. Indicate on paperwork if specimen had to be thawed/refrozen.
- Label the specimens with the NRG study and case number, collection date and time, and clearly mark specimen as "CSF".
- Use parafilm to seal the aliquots and to prevent leakage.
- Place CSF aliquots into biohazard bag and seal the bag.
- Immediately freeze specimens at -80°C and store frozen until ready to ship on Dry Ice.

**PLEASE MAKE SURE THAT EVERY SPECIMEN IS LABELED with NRG study and case numbers, collection date/time, and time point collected (e.g. pretreatment, post-treatment).**

#### **Storage and Shipping:**

##### **Freezing and Storage:**

- Store at -80°C (-70°C to -90°C) until ready to ship. If a -80°C freezer is not available:
  - Samples can be stored short term in a -20°C freezer (non-frost free preferred) for up to one week (please ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- OR:**
  - Samples can be stored in plenty of Dry Ice for up to one week, replenishing daily (please ship out on Monday-Wednesday only; Canada: Monday-Tuesday only).
- OR:**
  - Samples can be stored in liquid nitrogen vapor phase (ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- Please indicate on Specimen Transmittal Form the storage conditions used and time stored.

##### **Shipping/Mailing:**

- Ship specimens on Dry Ice overnight **Monday-Wednesday (Monday-Tuesday from Canada)** to prevent thawing due to delivery delays. Saturday and holiday deliveries cannot be accepted.
- Include all NRG paperwork in a sealed plastic bag and tape to outside top of the Styrofoam box.
- Place sealed specimen bags into the Styrofoam cooler and fill with plenty of dry ice (7-10 lbs/3.5kg minimum). **Add padding to avoid the dry ice from breaking the tubes.**
- Place Styrofoam coolers into outer cardboard box, and attach shipping label and UN3373 and UN1895 stickers to outer cardboard box.
- *Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag and that there is enough room for plenty of dry ice. Add padding to avoid the dry ice from breaking the tubes.*
- For questions regarding ordering, collection, or shipping of a CSF Collection Kit, please e-mail **[NRGBB@ucsf.edu](mailto:NRGBB@ucsf.edu)** or call 415-476-7864 or Fax 415-476-5271.

**Shipping Address: FedEx/UPS/Courier address (all courier packages & frozen samples)**

**NRG Oncology Biospecimen Bank- San Francisco**

**UCSF**

**2340 Sutter Street, Room S341,  
San Francisco, CA 94115**

## **NRG Oncology Biospecimen Collection and Processing Instructions:**

### **BUCCAL SCRAPINGS SPECIMEN KIT INSTRUCTIONS**

This Kit is for collection, processing, storage, and shipping of Buccal Specimens.

#### **Kit Contents**

- One screw-top container filled with RNAlater
- Buccal brush/swab
- Biohazard bags
- Absorbent shipping material
- Styrofoam container (inner)
- Cardboard shipping (outer) box
- Return shipping label
- Specimen Transmittal Form (STF)

#### **Preparation and Processing of Buccal Scrapings:**

- Brush or swab the oral mucosa generously to collect cells.
- The swab with the specimen will then be placed into a cup/vial with RNAlater solution.
- Swish the swab in the solution to free the cells.
- The handle of the swab may be cut or bent to fit into the container.
- The specimen should then be stored frozen at -70° to -80° Celsius until ready to ship.

**PLEASE MAKE SURE THAT EVERY SPECIMEN IS LABELED with NRG study and case numbers, collection date/time, and time point collected (e.g., pretreatment, post-treatment).**

#### **Storage and Shipping:**

##### **Freezing and Storage:**

- ❑ Store at -80°C (-70°C to -90°C) until ready to ship. If a -80°C freezer is not available:
  - Samples can be stored short term in a -20° C freezer (non-frost free preferred) for up to one week (please ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- OR:**
  - Samples can be stored in plenty of Dry Ice for up to one week, replenishing daily (please ship out on Monday-Wednesday only; Canada: Monday-Tuesday only).
- OR:**
  - Samples can be stored in liquid nitrogen vapor phase (ship out Monday-Wednesday only; Canada: Monday-Tuesday only).
- ❑ Please indicate on Specimen Transmittal Form the storage conditions used and time stored.

##### **Shipping/Mailing:**

- ❑ Ship specimens on Dry Ice overnight **Monday-Wednesday (Monday-Tuesday from Canada)** to prevent thawing due to delivery delays. Saturday and holiday deliveries cannot be accepted.
- ❑ Include all NRG paperwork in a sealed plastic bag and taped on outside top of the Styrofoam box.
- ❑ Place sealed specimen bags into the Styrofoam cooler and fill with plenty of dry ice (7-10 lbs/3.5kg minimum). **Add padding to avoid the dry ice from breaking the tubes.**
- ❑ Place Styrofoam coolers into outer cardboard box, and attach shipping label and UN3373 and UN1895 stickers to outer cardboard box. Fill out the UN1895 completely
- ❑ *Multiple cases may be shipped in the same cooler, but make sure each one is in a separate bag and that there is enough room for plenty of dry ice.*
- ❑ For questions regarding ordering, collection, or shipping of a Buccal Collection Kit, please e-mail [NRGGBB@ucsf.edu](mailto:NRGGBB@ucsf.edu) or call 415-476-7864 or Fax 415-476-5271.

**Shipping Address: FedEx/UPS/Courier address (all courier packages & frozen samples)**

**NRG Oncology Biospecimen Bank- San Francisco**

**UCSF**

**2340 Sutter Street, Room S341**

**San Francisco, CA 94115**