



Guidelines for Cellular Pathology
Services

Sourcebioscience.com

Submitting cases

When submitting cases to Source BioScience, please adhere to the following minimum data requirements for the acceptance of any case into the laboratory.

All cases must detail:

- Patient name (or number, in cases of anonymised patients)
- Patient date of birth
- Referring site
- Referring laboratory number
- Specimen and clinical details (clinical details are not mandatory but are recommended)

FFPE blocks or slides sent to Source BioScience for staining and/or reporting as part of its Reference Laboratory portfolio of tests (for example HER2 testing) should be accompanied by a fully completed order form (www.healthcare.sourcebioscience.com/diagnostics/molecular-diagnostics/our-tests) Please follow the test specific sample requirements on the order form.

Please note: If this information is not present, or is illegible, it will delay the processing of the specimen.

Please complete and return by email healthcare@sourcebioscience.com or fax +44 (0) 115 9739013 a list of cases submitted using the template provided (or similar) on page 6 of this document. This information should be sent the same day as the specimen is collected. If a list of cases is not provided samples will not be rejected, however it may slow down post-receipt activities and it will not be possible to identify samples that have not been received, therefore it is highly encouraged to complete this process.

Packaging

Samples transported in fixative - Wet specimens

Barrels for transportation of wet specimens will be provided by Source BioScience. Please contact courier@sourcebioscience.com with your requirement.

It is important that specimens are adequately fixed. For large resection specimens it is suggested that specimens be incised to aid fixation prior to despatch. Should you wish to send HIGH RISK wet specimens please contact courier@sourcebioscience.com first.

BY LAW, THE SENDER OF A PACKAGE IS LEGALLY RESPONSIBLE FOR ITS APPROPRIATE PACKAGING.

The correct packing of the specimens in the barrels is essential to prevent spillages. Under the Control of Substances Hazardous to Health regulations (<http://www.hse.gov.uk/coshh>), Formaldehyde is classed as a toxic substance and as such must be treated with care.

The Carriage of Dangerous Goods and Use of Transportable Pressure Regulations came into force in May 2004. Under its requirements, diagnostic and infectious samples are identified by the United Nations substance identification number UN3373 as diagnostic specimens and are subject to IATA Packing Instruction P650.

Please find below, information and suggestions that have been prepared following our experience of Wet specimen transportation. We hope that this will be informative and of use to you.

- The couriers whose services we utilise for transportation of specimens are licensed to carry a maximum of one litre of formalin per container i.e. 1 litre of formalin per barrel. We will supply transportation barrels to service users for this purpose. In the event of a customer wishing to send a quantity of specimens that leads to the amount of formalin exceeding 1 litre, the specimens should be packaged into more than one barrel to accommodate the licence requirements.

Some Trusts have found it preferable to drain off some formalin prior to transportation, particularly in larger specimens. Please ensure that the specimen is completely fixed and there is sufficient formalin (perhaps using formalin saturated absorbance material) in the specimen pot to maintain a moist environment.

- Statutory requirements dictate that specimens in formalin should be packaged to meet the following minimum transportation requirements:
 - a) The specimen should be in a primary container with a secure screw-top lid. If the lid is not a screw top please seal it with tape to reduce the risk of the lid detaching.
 - b) The specimen pot should be placed in an airtight polythene bag relative to the size of the specimen pot
 - c) The 'bagged pot' should then be placed in a second airtight polythene bag – we suggest that all of the specimens in their individual polythene bags should be packaged into one larger polythene bag
- Transportation barrels are supplied with the following external labelling, which have been implemented following consultation with our couriers and in observance of the current transportation laws:
 - a) Conveyance labels x 2 (providing details of the chemical contained in the barrel and the UN grade of the transport medium)
 - b) Addressee
- Source BioScience will supply transportation barrels, absorbent pads (which will absorb up to 2 litres of fluid in the event of a leakage), bubble wrap and cable ties, which should be used to secure the barrel lid during transportation.

Any excess space in the barrel should be packed with "filler", for example, bubble wrap

Samples transported as FFPE Blocks or slides – Preprepared

Boxes for transportation of Preprepared specimens will be provided by Source BioScience. Please contact courier@sourcebioscience.com with your requirement.

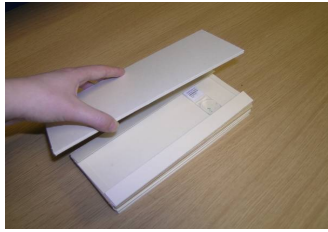
The correct packaging of slides and FFPE blocks is essential to minimise the risk of breakages and potential loss during transportation. Each Source BioScience transport box can hold approximately 30 trays of slides and each tray can hold a maximum of 9 slides. Please try to place multiple slides per slide tray to help minimise the slides mobility in transit. Please ensure FFPE blocks are clearly labelled and packaged in a logical order (i.e. in cases of ascending numerical identifiers, and in block sub number order)

Below are instructions on how to correctly package your slides into our transportation boxes in order to minimise the chances of any breakages in transit.

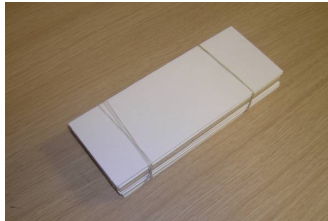
Step 1. Please ensure the slides are quality checked for artefacts, well mounted and as clean as possible to aid examination. Also ensure the slides are appropriately and clearly labelled with the sample identifiers and block numbers. Load Slides into slide tray as pictured below.



Step 2. Once all slides have been placed into slide trays, please place an empty slide tray on top of the stack, face down, as pictured below, as well as an empty slide tray underneath the stack.



Step 3. Place an elastic band over each end of the stack to secure them in place, as pictured below.



Step 4. Securely wrap the stack of slide trays in bubble wrap, ensuring that each end of the stack is also taped.



Step 5. Insert the wrapped stack into the transport box. You will notice that there is a drawstring within the box. Please ensure that the stack is securely restrained between the drawstring cords.

Step 6. Insert the request cards to accompany the slides into the space provided and secure the transport box ready for shipping.

Step 7. Contact the Source BioScience courier department to arrange a courier collection via email courier@sourcebioscience.com or via phone on +44 (0)115 973 9049.

Should you have any queries relating to any part of the packaging or courier collection process, please do not hesitate to contact customer support on +44 (0)115 973 9056.

Courier collections

Source BioScience can organise daily, regular (e.g. Monday and Wednesday each week) or ad-hoc collections as required. Please advise us of your preferred collection arrangements and times through discussion with your Source BioScience account manager or by emailing courier@sourcebioscience.com.

If a regular collection is required, Source BioScience will forward a batch of airway bills or arrange for the courier to bring them when they arrive to collect the package. One of these airway bills should be adhered to each package sent to Source BioScience. If ad-hoc or additional collections are preferred, we need to be in receipt of your instruction to arrange same-day collection before 11am on the day of collection; otherwise same-day collection cannot be guaranteed and may take place the next working day.

Report provision

Source BioScience has been IgSoC approved for 5 years which requires all necessary safeguards for, and appropriate use of, patient and personal information.

The Source BioScience electronic reporting delivery system, the Secure Portal Access (SPA), is used to return reports back to the Trust in Microsoft Word format in a fast and highly secure manner. This portal uses 256 bit challenge/response authentication to ensure data security. Information is retrieved by each user using a secure key fob(s), user name and password. Multiple users can be assigned access according to the trust needs.

The SPA can be accessed via the following link <https://secure.sourcebioscience.com>. Access for users should be arranged through your Account Manager or by contacting healthcare@sourcebioscience.com

All slides, blocks and request cards will be returned.

Tests offered and Turn Around

Source BioScience offers a wide range of services within its laboratories. Full service offerings can be requested via the customer support team or from your Account Manager.

The types of clinical services offered include:

- Nucleic acid isolation and purification
- Targeted gene mutation analysis (e.g. KRAS testing)
- Molecular detection of infection (e.g. Chlamydia detection)
- Detection and enumeration of circulating tumour cells
- Routine histopathology activities (e.g. specimen dissection, processing, section cutting, staining and reporting by specialist histopathologists)
- Histopathological special stains
- Immunohistochemistry (routine markers and semi quantitative IHC such as ER/PR/HER2)
- FISH

(The majority of Source BioScience's diagnostic tests are performed in our accredited laboratories. However more esoteric or low throughput tests may still be requested and referred to carefully selected third party specialist partner laboratories)

Source BioScience provide the highest quality reporting and service standards with rapid turnaround times of <3 days from receipt for Preprepared slides and <5 days from receipt from Wet Specimens on average. Cases submitted as part of the reference laboratory portfolio of tests (eg Her2 IHC) are routinely turned around in <3days, with reflex tests (eg Her2 FISH) turned around in an additional 2 days.

Customer Support

Source BioScience has a dedicated team of scientific and laboratory professionals available to offer technical and diagnostic advice and any queries regarding logistics and delivery of results.

In addition there is a 24 hour Service Support answering service 0115 9739012 and an email support function via healthcare@sourcebioscience.com.

Feedback on the performance of our service is encouraged and should be directed via the contact methods below. Through this process we actively seek feedback on our services which is then collated, discussed and any appropriate actions agreed and determined.

For further information, clarifications or advice on how to order or interpret examination results please contact our Customer Support team.

e: healthcare@sourcebioscience.com
t: +44 (0)115 973 9056
f: +44 (0)115 973 9013

Laboratory Location:

Source BioScience
1 Orchard Place
Nottingham
NG8 6PX

Laboratory Opening Hours

The Laboratory operates between the hours of 7.30am and 9.00pm

Authorisation to dispose of residual clinical tissues

Following the processing of samples received, Source BioScience, have the facilities and accredited procedures in place to dispose of residual tissue samples. This will take place at least 4 weeks after the reporting date. Waste will be disposed of in accordance with our SOP's and local clinical waste policy.

Please note: unless you state otherwise, all pots will be disposed of by Source BioScience.

Any samples known to be 'Products of Conception' will be identified and excluded from this process. These will be returned to the originating laboratory for sensitive disposal.

Please complete this form and email a signed copy to healthcare@sourcebioscience.com

Should you have any questions or wish to discuss this matter please contact Customer Support on +44 (0)115 9739056

I ,....., hereby authorise Source BioScience to dispose of any residual tissue samples received from

NAME OF HOSPITAL HERE:.....

Signed

Position

Date

THIS FORM SHOULD BE SIGNED AND RETURNED TO
Source BioScience
healthcare@sourcebioscience.com



Source BioScience

1 Orchard Place
Nottingham Business Park
Nottingham
NG8 6PX
UK

tel: +44 (0)115 973 9012
sales@sourcebioscience.com
sourcebioscience.com