

Myeloid Gene Panels (Not Accredited)

TRIAL No: 232402 **Participant:** **ISSUED:** 28/03/2024 **CLOSING:** 10/05/2024

Please find enclosed 1 vial containing lyophilised material for Myeloid Gene Panel analysis. Sample ID (approximate total white cell count):

Myeloid GP 117 (7 x10⁶) - Male (>70 years), working diagnosis of therapy-related acute myeloid leukaemia.

IMPORTANT: Before submitting your results for sample Myeloid GP 117 you must review your Laboratory Record, which can be accessed via the Participant Hub (www.ukneqasli.co.uk). See Results submission section.

Please note the trial report comments for this distribution will focus on summarising the variants detected by participants (including methodological aspects).

Nucleic acid extraction from the External Quality Assessment (EQA) material provided may benefit from minimal adaptations to your current methodology (see guidance below). However, wherever possible please treat the sample(s) as routine specimens adhering to standard operating procedures and local quality controls. There are no specific environmental conditions that need to be considered for this EQA trial.

SAMPLE STABILITY, STORAGE AND PROCESSING

Lyophilised (freeze dried) material has the advantage of improved stability. However, inherent differences to fresh patient samples means that making slight modifications to your extraction protocol may further improve resultant nucleic acid quality and yield. **Always store lyophilised samples at 2-8°C in their stable lyophilised state until you are ready to proceed with nucleic acid extraction - Do not reconstitute and store.**

Reconstitute the lyophilised sample with 1mL RNase/DNase free water or directly using an appropriate volume of initial buffer, as per your extraction protocol. The sample will reconstitute with gentle pipetting (there is no requirement for vortexing). The sample now forms a suspension of leucocytes and can be processed from an appropriate point in your chosen extraction protocol. **The reconstituted sample(s) must be processed immediately.**

Lyophilised samples do not require a red cell lysis step. Even if they appear red, any red cells originally present in the specimen will have already lysed during the freeze drying process.

It is important to always take account of the cell numbers in the sample(s) stated above. Please note the approximate white cell counts are ascertained prior to lyophilisation, some cell loss is acknowledged during the freeze drying process. **You may need a larger volume of reagent(s) or smaller amount of sample than routinely used for patient samples;** If you are applying the sample to a column or cartridge it is important take account of the maximum capacity of the column/cartridge; please read the manufacturer's information carefully.

Reducing the number of cells can be facilitated by diluting the sample (after its initial reconstitution with 1mL RNase/DNase free water) using phosphate buffered saline (1x PBS). Centrifuge the determined volume of the cell suspension at 500-600xg to pellet the leucocytes. Remove the supernatant and proceed with the nucleic acid extraction process as per laboratory protocol, ensuring that the cell pellet is thoroughly homogenised in your chosen buffer.

The DNA/RNA extracted should be subjected to local quality control procedures (e.g. spectrophotometry, fluorometry, electrophoresis). If the extracted nucleic acid does not meet local quality control procedures a repeat sample should be requested as soon as possible (see the section below for guidance on requesting a repeat sample).

Please do contact us (see contact details section) if you require any additional support optimising your standard nucleic acid extraction protocol for lyophilised material.

Materials used in the production of samples for UK NEQAS LI EQA programmes are obtained from a variety of sources. In all cases these materials (patient samples, cell lines, blood products etc) are provided under the conditions that they be used only for the educational purpose of EQA. **Participants must only use the samples provided for the purpose intended.** UK NEQAS LI, Sheffield Teaching Hospitals NHS Foundation Trust and any of its employees will not be responsible for any misuse of samples issued in this programme.

COSHH (Control of Substances Hazardous to Health): No material is knowingly used that is positive for pathogens. However, it should be handled in accordance with local laboratory Health & Safety practices. **Disposal/Spillage:** The sample(s) cannot be assumed to be free from infectious agents therefore the material should be assessed as potentially infectious (refer to COSHH). If found to be damaged the packaging and sample(s) should be disposed of in accordance with local Health & Safety and waste management practices. It is advised that any spillage of reconstituted material should be dealt with in line with the local protocol for small volume blood spills. If no specific protocol is available, UK NEQAS LI suggests liberally covering the area with a suitable disinfectant (allowing sufficient contact time for effective action), absorbing the treated spillage with a paper towel before rinsing the area with water and drying thoroughly. See the section below for guidance on requesting a repeat sample.

REPEAT SAMPLES

Requests for repeat samples should be made by email (repeatsamples@ukneqasli.co.uk). Should this not be possible please telephone our Administration team on the number provided below. **Please make a repeat sample request as soon as possible. If following repeat sample(s) processing, results obtained still do not pass local internal QC please contact UK NEQAS LI.**

RESULTS SUBMISSION

Please report any (potentially) clinically significant intragenic and/or regulatory element changes such as a single nucleotide variant (SNV) (point mutation) or small insertion, deletion or duplication event. There is also the opportunity to report variants of unknown clinical significance. However, please **DO NOT** report any variant(s) considered to be benign/likely benign. The reporting of larger changes affecting genome architecture or copy number changes (>50kb) is not required. We acknowledge best practice in somatic variant interpretation is an evolving topic. However, for further details regarding the classification terminology currently utilised for this trial please see Li MM *et al.* Standards and Guidelines for the Interpretation and Reporting of Sequence Variants in Cancer. *J Mol Diagn.* 19(1):4-23 (2017). Please only submit results applicable to the scope of this EQA programme.

The data entry webpage for this trial can be accessed online at the UK NEQAS LI website via the **Participant Hub** (www.ukneqasli.co.uk). Participants are required to log into this area of the website using their Lab number (also known as PRN, participant reference number), Identity and Password.

Please only submit results applicable to the scope of this EQA programme.

IMPORTANT: Before submitting your results for sample Myeloid GP 117 you must review your Laboratory Record, which can be accessed via the **Participant Hub** (www.ukneqasli.co.uk). Go to: **Data Entry and Reports/Participant Hub>Trials/Data Entry>Actions>Downloads>Resources>Myeloid GP Laboratory Record**, click the download symbol adjacent to your laboratory's PRN xlsx file (e.g. 40823.xlsx). During the JotForm data entry process you will be asked to confirm the information held in the MS Excel file is complete and accurately reflects your laboratory and its current practice in relation to this programme. If a minor modification(s) is required to your Laboratory Record, please contact us (admin@ukneqasli.co.uk) for assistance as soon as possible prior to trial closure. If you are participating in this programme for the first time, have not previously provided us with the required information or would like to completely update your Laboratory Record there is an opportunity to do so via the JotForm results submission process for this trial. Guidance is provided on the JotForm data entry pages (see below).

For results returned via the Participant Hub using an externally hosted data entry system (e.g. Survey Monkey, JotForm), participants are encouraged to carefully read and follow the instructions provided on the individual results submission pages.

The relevant link out to JotForm is provided on the UK NEQAS LI data entry webpage accessed via your Participant Hub (www.ukneqasli.org/sampleentry/default.asp). **Trials/Data Entry>Myeloid Gene Panels**, click the link symbol adjacent to the relevant trial distribution. Alternatively, the JotForm data entry pages can be accessed using the following URL: <https://form.jotform.com/UKNEQASLI/MyeloidGP232402>

Please note, all numerical fields must be completed using only decimal points to separate numbers, and not commas (e.g. enter 6.3 not 6,3).

If you experience any problems submitting your trial results please do contact us (see contact details section) for assistance. Participants can make changes to existing laboratory contact details, request a password reminder or add a new contact at any time via the Participant Hub. Alternatively please email (admin@ukneqasli.co.uk) or telephone the number provided below for assistance.

Failure to return your results will be recorded as a non-return and for an accredited programme impact upon your performance status. If you have any queries with regards to online data entry, please do not hesitate to contact us. It is the responsibility of participants to ensure that their results have been received by UK NEQAS LI. Further information can be found in the associated trial issue email and on our website (www.ukneqasli.co.uk).

REPORT DISTRIBUTION

The trial report for this programme will be available online at the UK NEQAS LI website (www.ukneqasli.co.uk). Participants are required to log into the **Participant Hub** (using their web user details) to retrieve PDF report(s). Participants will be notified regarding the availability of an issued report by email. To ensure you receive such emails please check the contact details we hold for your laboratory are accurate and current at re-registration. Participants can make changes to existing laboratory contact details, request a password reminder or add a new contact at any time via the Participant Hub. Alternatively please email (admin@ukneqasli.co.uk) or telephone the number provided below for assistance.

CONTACT DETAILS

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Please state PRN (participant reference number) on all correspondence