Purpose

This instructional guide is supplied to facilitate the proper acquisition handling and shipping of xenografts. These instructions define how to process the specimen samples and how to ship the samples to Mosaic Laboratories.

Scope

This instructional manual pertains only to institutions collecting xenografts that will be formalin-fixed and paraffin-embedded for studies at Mosaic Laboratories. These procedures and guidelines should be followed to ensure that only high quality human specimens are obtained. Any personnel involved with the processing of these specimens should read, understand and follow these instructions.

Laboratory Contact

Attn: Clinical Trials or Lisa Dauffenbach
Mosaic Laboratories
12 Spectrum Pointe Drive
Lake Forest, CA 92630 USA
Phone: 949 340-7598
Fax: 949 340-7330
E-mail: clinicaltrials@mosaiclabs.com or ldauffenbach@mosaiclabs.com

Mosaic Laboratories personnel are available Monday – Saturday from 9 AM – 6 PM USA Pacific Time.

Shipper Kit Instructions

1.0 Collection Kit Configuration

- Cardboard shipper kit box
- Foam insert with biohazard bag
- Gel packs (2)
- One vial containing 10% NBF (10mL)
- One vial containing distilled water
- One vial containing 70% histology alcohol
- Mosaic Specimen Submittal Form (Attachment 10)
- Shipper Kit Order Form
- Federal Express Airbill & Envelope
- Plastic FedEx Diagnostic Shipping Bag
- Affixed “Dangerous Goods in Excepted Quantities” label.
2.0 Procedure for Fixed Tissue Collection

2.1 Ensure all vials are appropriately labeled with xenograft identifiers.

2.2 Obtain and immediately section the specimen so that one dimension is 2 millimeters in thickness (about the thickness of a quarter). A large tumor specimen may delay formalin penetration and fixation.

2.3 Immediately transfer the sectioned specimen (at least 0.1 grams of material) to the vial of 10% NBF. The specimen must be sectioned and placed in formalin within 30 minutes of surgery.

2.4 The formalin solution should be at least 10 times the volume of the tumor specimen.

2.5 Incubate in 10% NBF for 18-30 hours. Be consistent with timing for all samples.

2.6 Using a forceps, transfer the specimen to the container of distilled water. Briefly rinse the specimen to remove the 10% NBF.

2.7 Transfer the specimen to the container of 70% histology alcohol. 70% histology alcohol is comprised of 63% ethanol, 3.5% methanol, 3.5% isopropanol and 30% water.

2.8 Place the collection container into an outer protective vial and close the lid.

2.9 Store at 4°C until shipping. DO NOT FREEZE. Frozen gel packs are provided to keep the sample cool during transit.

2.10 Complete the Specimen Submittal Form and FAX as directed on the form.

3.0 Documentation

3.1 Ensure each specimen is appropriately labeled.

3.2 Complete the appropriate Specimen Submittal Form. Ensure each specimen is appropriately labeled.

4.0 Shipping

4.1 Biopsies shipped to Mosaic Laboratories for analysis may be sent Monday through Friday.

4.2 Place frozen gel packs on the bottom and side of the shipper box. Ensure that the gel packs have been frozen for at least 24 hours.

4.3 Place the specimens inside the shipper kit.

4.4 Place the Mosaic Specimen Submittal Form inside the shipper kit. Close and seal shipper box lid.

4.5 Place shipper kit inside the FedEx Large Clinical Pak.

4.6 If shipping a sample in 70% alcohol, affix the sticker labeled, “Dangerous Goods in Excepted Quantities” to the FedEx Large Clinical Pak.
4.7 Complete the sticker with your signature, title, date, and address.

4.8 Complete the FedEx Airbill and place onto the FedEx Large Clinical Pak.

4.9 Contact Federal Express for shipment.

5.0 Questions and Additional Supplies

5.1 For questions relating to tumor biopsy collection and processing, please email clinicaltrials@mosaiclabs.com or call 949 340-7598 and reference your study ID.