

ARCHIVED FFPE BLOCKS FOR DISCOVERY PROTEOMIC ANALYSIS

Lab: CLIA-CAP Targeted Proteomics Laboratory, Paulovich Lab at Fred Hutch
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PURPOSE

The purpose of this procedure is to identify and ship FFPE blocks of sufficient quality and quantity for discovery proteomics, which includes global protein abundance (TMT labeling, 24 basic reverse phase fractions).

SAMPLE REQUIREMENTS

1. There is no limit on age of blocks.
2. To assure data quality, all samples should have $\geq 25\%$ tumor cellularity, and $\leq 25\%$ necrosis.
 - a. If the sample does not meet these requirements, we will perform macrodissection if possible. Please consult with the Paulovich Lab.
3. Please record fixation time or provide a note if fixation time is not known. For all samples, fixation time in neutral buffered formalin should be a minimum of 6 hours and a maximum of 72 hours. Fixation time begins when the specimen is placed in formalin (not when sectioned during gross examination) and ends when the cassettes are no longer in formalin.
4. Please label all samples with a combination of two forms of identification for tracking (e.g., a de-identified coded sample identification number, site ID, study ID, date collected).
5. Surgical biopsy tissue embedded in FFPE blocks should have a minimum cross-sectional area of 30-100 mm² (e.g. 1 cm x 1 cm, **Figure A**).
 - a. If the cross-sectional area is < 30 mm², consult with the Paulovich Lab.

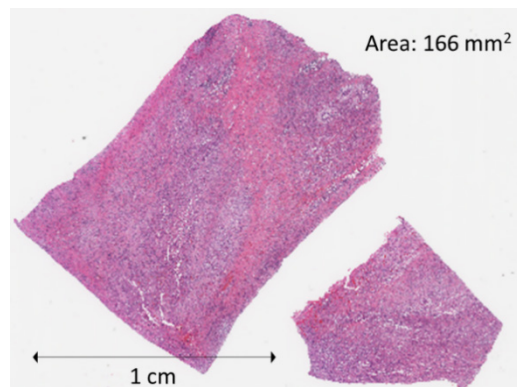


Figure A. Example of surgical biopsy cross-sectional area

INSTRUCTIONS FOR SHIPPING FFPE BLOCKS

1. Package FFPE blocks into a box where each sample is delineated by a barrier (or wrapped) to protect the integrity of the block (**Figure B**).



Figure B. Example packaging of FFPE blocks for shipment

2. Transport or ship the box at room temperature in a leak-proof container or outer package.
 - a. Please use ice packs if extreme hot weather is expected.
3. Please label the outer package clearly and durably with the words “Diagnostic Specimen”, and the name, address, and phone number of both the sender and the recipient.
4. Please email the Paulovich Lab before sending samples to coordinate shipping and ensure safe receipt (see Main Contact and Backup Contact info below).
 - a. Please do not ship samples on Fridays for delivery on Saturdays. If samples must be shipped for weekend delivery, please call and/or email the lab ahead of time and include the tracking number to ensure proper receipt.
5. Please ship by **Fed Ex** priority overnight or next day delivery (Fed Ex account information will be provided by email) to the following address:

Fred Hutchinson Cancer Center
ATTN: Rose Pletcher
1100 Fairview Avenue North
Paulovich Lab E2-420
Seattle, WA 98109-1024, USA

Main Contact: Rose Pletcher
Email: rpletche@fredhutch.org
Phone: +1 (206) 667-2613

Backup Contact: Travis Lorentzen
Backup Email: tlorentz@fredhutch.org
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