Specimen Instructions

Fresh Specimens
(Peripheral Whole Blood or Bone Marrow Aspirate)

STEP 1
Ensure that you are utilizing the correct kit for the patient:
• Yellow kits are for FoundationOne®Heme blood or bone marrow aspirate specimens.
• Accepted tumor types for FoundationOne Heme Fresh kits are leukemias and lymphomas, including myelodysplastic syndromes (MDS) and myeloproliferative neoplasms (MPN).

STEP 2
Ensure that your sample meets our specimen requirements:
Neoplastic/lesional cells must constitute at least 20% of nucleated cellular elements (tumor content will be determined based on cytomorphologic review in conjunction with other supporting laboratory results when appropriate).

STEP 3
Understand your timeline:
All FoundationOne Heme fresh samples (peripheral blood and bone marrow aspirate) must be received the day after collection for optimal analysis, as sensitivity of detection may degrade with time. If procuring samples on Friday, please FedEx priority overnight and specify Saturday delivery on the shipping label to ensure timely receipt.

STEP 4
Collect the specimen. Specimens must NEVER be frozen prior to submission.

- **PERIPHERAL WHOLE BLOOD**
  1. Fill the EDTA (lavender-top) tube with blood
  2. Collect 2.5mL blood in the PAXgene Blood RNA Tube
     a. Ensure that tube is at room temperature.
     b. Always ensure that the PAXgene tube is the last tube drawn in the phlebotomy procedure.
  3. Gently invert the PAXgene Blood RNA Tube 8-10 times.
  4. Fill out the tube label with all requested information. (Incomplete information may delay test results.)

- **BONE MARROW ASPIRATE**
  1. Discard the PAXgene collection tube
  2. Collect 2.5mL bone marrow aspirate in the EDTA (lavender-top) tube
  3. Fill out the tube label with all requested information. (Incomplete information may delay test results.)

STEP 5
Package and mail the specimen(s) to the Foundation Medicine laboratory. Each kit should be utilized for one patient. Do not include different patient samples in the same box.
Shipping Instructions

1. Remove the kit tracking information card and keep for your records.
2. Place each tube inside the provided absorbent Ziploc® bags.
3. Place the tube(s) back into the foam insert inside the yellow box. (If submitting bone marrow aspirate, only the lavender-top EDTA tube is required.)
4. Put the completed Test Requisition Form into the yellow box. (Alternatively, email it to Client Services or submit your order online).
5. If the patient has Medicare as his/her primary insurance, fill out an Advanced Beneficiary Notice (ABN) and put into the yellow box. (Completed ABN forms may also be sent to Foundation Medicine via fax at 866.283.5838 or emailed to myABN@foundationmedicine.com)
6. If readily available, put concurrent or recent laboratory test results (e.g. CBC/differential, flow cytometry results, final bone marrow pathology report) into the yellow box. (These documents also may be emailed or faxed to Client Services or uploaded via our online portal.)
   • NOTE: Mobile Phlebotomists do not need to collect and submit the test requisition form, ABN, or other laboratory results.
7. Place the yellow box into the provided clinical shipping packet.
8. Call 800.463.3339 to request a pick-up. Otherwise, drop the package at your site’s designated FedEx pick-up location.
9. Ship via FedEx overnight, ambient temperature. Refer to step 3 regarding timelines for shipment.
10. Packets should be shipped to:
    Foundation Medicine, Inc.
    7010 Kit Creek Road
    Morrisville, NC 27560
    Phone: 888.988.3639
Specimen Instructions

**FFPE Specimens (Block or Slides)**

_Do NOT use_ strong acids (e.g. hydrochloric acid, sulfuric acid, picric acid) as these destroy nucleic acid. When decalcification is required, the use of EDTA is recommended.

**SAMPLE TYPE**

1. **FFPE BLOCK OR 16 UNSTAINED SLIDES (+ 1 H&E SLIDE)**

   Tissue should be formalin-fixed and embedded into a paraffin block. Use standard fixation methods with 10% neutral-buffered formalin. **DO NOT** use other fixatives (AZF, BS, Bouin’s, Holland’s). If sending slides, send 16 unstained slides (charged and unbaked, with tissue cut at a 5 micron thickness), plus 1 H&E slide.

**SURFACE AREA**

2. **OPTIMUM: 5 × 5 mm²**

   Tissue should have a surface area of at least 25 mm² (5 × 5 mm², 2.5 x 10 mm²).

**SURFACE VOLUME**

3. **OPTIMUM: 2 mm³**

   Optimal sample volume can be achieved by sending optimal tissue surface area (25 mm²) at a depth of ≥80 microns. For suboptimal tissue surface area, additional depth is required.

**NUCLEATED CELLULARITY**

4. DNA is extracted from nucleated cells. Samples with low nucleated cellularity (e.g., those with abundant mature erythrocytes, lesional cells that contain excessive cytoplasm, or tissue with extensive associated fibrosis) may require greater tissue volume to yield sufficient DNA at extraction.

**TUMOR CONTENT**

5. **MINIMUM: ≥20%**

   If the ratio of nucleated malignant to nucleated non-malignant cells is too low, sensitivity of detection of certain classes of alterations is reduced. High tumor content is preferable.

   **Note for liver specimens:** Higher tumor content may be required because hepatocyte nuclei have twice the DNA content of other somatic nuclei.

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**Note:** All cytologic and histologic specimens will be reviewed internally by a pathologist, and a determination of sample adequacy will be made. Additional or alternate material may be requested for optimal analysis.
Shipping Instructions

1. Remove the kit tracking information card and keep for your records.

2. Label each primary specimen container (e.g. blocks, slides) with two patient-specific identifiers (e.g. name and date of birth).

3. Put the completed test requisition form into the orange box. (Alternatively, email it to Client Services or submit your order online).

4. If readily available, put concurrent or recent laboratory test results (e.g. pathology report) into the orange box. (These documents also may be emailed or faxed to Client Services or uploaded via our online portal.)

5. Place the orange box into the provided clinical shipping packet.

6. Call 800.463.3339 to request a pick-up. Otherwise, drop the package at your site’s designated FedEx pick-up location.

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Specimen Instructions

Sarcomas

**SAMPLE TYPE**
1 FFPE BLOCK OR 16 UNSTAINED SLIDES (+ 1 H&E SLIDE)
   Tissue should be formalin-fixed and embedded into a paraffin block. Use standard fixation methods with 10% neutral-buffered formalin. **DO NOT** use other fixatives (AZF, BS, Bouin’s, Holland’s). If sending slides, send 16 unstained slides (charged and unbaked, with tissue cut at a 5 micron thickness), plus 1 H&E slide.

**SURFACE AREA**
2 OPTIMUM: 5 x 5 mm²
   Tissue should have a surface area of at least 25 mm² (5 x 5 mm², 2.5 x 10 mm²).

**SURFACE VOLUME**
3 OPTIMUM: 2 mm³
   Optimal sample volume can be achieved by sending optimal tissue surface area (25 mm²) at a depth of ≥80 microns. For suboptimal tissue surface area, additional depth is required.

**NUCLEATED CELLULARITY**
4 DNA is extracted from nucleated cells. Samples with low nucleated cellularity (e.g., tissue with extensive associated fibrosis) may require greater tissue volume to yield sufficient DNA at extraction.

**TUMOR CONTENT**
5 MINIMUM: ≥20%
   If the ratio of nucleated malignant to nucleated non-malignant cells is too low, sensitivity of detection of certain classes of alterations is reduced. High tumor content is preferable.

   **Note for liver specimens:** Higher tumor content may be required because hepatocyte nuclei have twice the DNA content of other somatic nuclei.

**Note:** All histologic specimens will be reviewed internally by a pathologist, and a determination of sample adequacy will be made. Additional or alternate material may be requested for optimal analysis.

**DO NOT USE** strong acids (e.g., hydrochloric acid, sulfuric acid, picric acid) as these destroy nucleic acid. When decalcification is required, the use of EDTA is recommended.
Shipping Instructions

1. Remove the kit tracking information card and keep for your records.

2. Label each primary specimen container (e.g. blocks, slides) with two patient-specific identifiers (e.g. name and date of birth).

3. Put the completed test requisition form into the orange box. (Alternatively, email it to Client Services or submit your order online).

4. If readily available, put concurrent or recent laboratory test results (e.g. pathology report) into the orange box. (These documents also may be emailed or faxed to Client Services or uploaded via our online portal.)

5. Place the orange box into the provided clinical shipping packet.

6. Call 800.463.3339 to request a pick-up. Otherwise, drop the package at your site’s designated FedEx pick-up location.

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Specimen Instructions

Extracted Nucleic Acid

<table>
<thead>
<tr>
<th>NUCLEIC ACID TYPE</th>
<th>SUBMISSION FORMAT</th>
<th>CONCENTRATION*</th>
<th>VOLUME</th>
<th>SHIPPING INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNA</td>
<td>Nuclease-free water</td>
<td>Picogreen: ≥3.5 ng/µl UV: ≥10 ng/µl</td>
<td>≥60 µl</td>
<td>Domestic: ship overnight, ambient</td>
</tr>
<tr>
<td>RNA</td>
<td>Nuclease-free water</td>
<td>Ribogreen: ≥20 ng/µl</td>
<td>≥30 µl</td>
<td>Domestic: ship overnight, frozen on dry ice</td>
</tr>
</tbody>
</table>

* Please specify concentration on requisition form.

Additional Submission Requirements

Please submit concurrent or recent laboratory test results (e.g., CBC / differential, flow cytometry results, final bone marrow pathology report) if available (these documents may be faxed after specimen shipment; fax to 617.418.2290).

Shipping Instructions

1. Ensure that all samples are labeled with two patient-specific identifiers (e.g. patient name and date of birth).
2. Place the specimens, test requisition form, insurance information and any other attachments into your shipping pack.
3. Call 800.463.3339 to request a pick-up or drop the package at your site’s designated FedEx pick-up location and ship sealed shipping pack to:

   Foundation Medicine, Inc.
   7010 Kit Creek Road
   Morrisville, NC 27560
   Phone: 888.988.3639

(Note: Saturday delivery, when appropriate, must be specifically marked on the airbill in order to ensure proper handling.)