UK NEQAS
Leucocyte Immunophenotyping

Sheffield Teaching Hospitals NHS
NHS Foundation Trust

# Myeloid Gene Panels (Not Accredited)

**TRIAL No:** 232401 **Participant:** **ISSUED:** 30/10/2023 **CLOSING:** 22/12/2023

**Please note this programme was previously known as Acute Myeloid Leukaemia and Myelodysplastic Syndrome Gene Panels (Pilot - Not Accredited) and from 2022/23 has been expanded to encompass a broader range of myeloid neoplasms.**

Please find enclosed 1 vial containing genomic DNA for Myeloid Gene Panel analysis. Sample ID:
**Myeloid GP 116** (approximately 20uL gDNA at 135ng/uL in 1xTE) - *Patient case, ?Myeloproliferative neoplasm (no further information known).*

**IMPORTANT: Before submitting your results for sample Myeloid GP 116 you must review your Laboratory Record, which can be accessed via the Participant Hub (www.ukneqasli.co.uk). See Results submission section below. Please note the trial report comments for this distribution will additionally include educational elements related to variant interpretation/classification.**

**Wherever possible please treat the sample(s) as a routine specimen 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

Please store samples at 2 - 8°C and avoid freeze/thawing. The DNA provided should be subjected to local quality control (and any routine clean up procedures). The source sample has been subject to extraction using a magnetic (M-PVA) based method.

Genomic DNA has been eluted in 1xTE. If the nucleic acid provided 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).

Spin the tube briefly to ensure content is at the bottom of the tube prior to opening the cap.

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):** The nucleic acid supplied is not known to contain any agents capable of harm; it should be handled in accordance with local laboratory Health & Safety practices.
**Packaging:** UK NEQAS LI sample(s) are sent by first class post or courier accordingly. Packaging is guided by Package Instruction P650.
**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. 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 116 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. http://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/myeloidGP232401**

**For this trial distribution, results data entry includes an additional brief participant satisfaction survey, featuring requests for feedback which will help shape the future of this EQA programme.**

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

UK NEQAS LI, Pegasus House, 4th Floor, 463A Glossop Road, Sheffield, S10 2QD, UK.
Tel: +44 (0) 114 267 3600, e-mail: admin@ukneqasli.co.uk
**Please state PRN (participant reference number) on all correspondence**