

Once Upon a Time NGS UTSW NGS Lab Requisition

ORDER INSTRUCTIONS

- 1. Email/fax/mail completed NGS Research Request Form, including approved Institutional Review Board submission to UTSW Next Generation Sequencing Clinical Lab.
- 2. Await IRB review and lab. approval, which UTSW will communicate to principal investigator..
- 3. Call UTSW to request specimen collection kit.
- 4. Obtain previously collected tumor tissue blocks and slides (if applicable). UTSW can facilitate retrieval.
- 5. When kit arrives, follow specimen collection and return shipping instructions (see page 2).
- 6. Reports can be emailed/faxed/mailed.

UTSW Next Generation Sequencing Clinical Lab.  
Room EB3.302  
BioCenter at Southwestern Medical District  
2330 Inwood Road  
Dallas, Texas 75390  
214-648-0924 (phone)  
214-648-0952 (fax)  
gene.diagnostics@UTSouthwestern.edu  
http://www.utsouthwestern.edu/sites/genomics-molecular-pathology/

CLIA #: 45D0861764  
CAP #: 2664213  
CLIA Director: Ravi Sarode, M.D.



PATIENT INFORMATION

Study Patient Identifier: \_\_\_\_\_

Age: _____	Sex: _____
_____	

PRINCIPAL INVESTIGATOR INFORMATION

Principal Investigator: (Last, First) _____	IRB Number: _____
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TUMOR TISSUE

Next Generation Sequencing Panel

- ☐ Heme
- ☐ Solid Tumor

Collection Status

- ☐ Tumor collected prior to day of order placement
- ☐ Tumor collected on day of order placement

Study Specimen Identifier: \_\_\_\_\_

ICD-10-CM: \_\_\_\_\_  
Tumor Collection Date: (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Tissue:  
☐ Blood (must collect FRESH)  
☐ Bone Marrow (may collect fresh)  
☐ Other: \_\_\_\_\_

GERMLINE TISSUE

Germline Collection Date: (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Tissue: ☐ Blood  
☐ Non-tumor tissue from slide (please mark)  
☐ Saliva

UTSW LAB USE ONLY

UTSW MRN: \_\_\_\_\_ UTSW Order # (Epic): \_\_\_\_\_ UTSW Accession # (Illumina): \_\_\_\_\_  
Specimens Received (Specify #):    Blocks: \_\_\_\_\_    Slides: \_\_\_\_\_    Lavender-Top Tubes: \_\_\_\_\_    Saliva Tubes: \_\_\_\_\_  
Received by: \_\_\_\_\_    Date Received: (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_    Time Received: \_\_\_\_\_    ☐ AM    ☐ PM

GPCM-070520PI

## SPECIMEN COLLECTION INSTRUCTIONS

### 1. Tumor tissue

- Formalin-fixed, paraffin-embedded tissue (minimum of 10,000 tumor cells accounting for at least 20% of all cells in block or on slide). Send block OR 10 unstained sections cut at 10 microns thickness PLUS 1 H+E-stained section (for biopsy specimens) OR 5 unstained sections cut at 10 microns thickness PLUS 1 H+E-stained section (for non-biopsy specimens). Send block/slides at ambient temperature. Also provide copy of pathology report.
- Fresh blood or bone marrow. Draw at least 1 mL in lavender-top/K2-EDTA tube (NOT green-top/heparin) and send on cold pack by overnight delivery. Lab will NOT split this collection for other tests.

### 2. Germline tissue

- Submit either peripheral blood (solid tumors; at least 1 ml in lavender-top tube sent on cold pack by overnight delivery) or saliva (hematopoietic or non-oro-pharyngeal solid tumors) collected in UTSW-supplied ORAgene kit. Collection instructions located at <https://www.dnagenotek.com/ROW/support/collection-instructions/oragene-dna/OG-500andOG-600.html>. Send saliva at ambient temperature.

#### Note

- Blood/bone marrow must be sent on cold pack. Block/slides/saliva must be sent at ambient temperature. Specimens NOT accepted on Sundays or holidays.

**Questions: Call 214-648-0924 or email [gene.diagnostics@UTSouthwestern.edu](mailto:gene.diagnostics@UTSouthwestern.edu)**

## RETURN SHIPPING INSTRUCTIONS

1. Specimen collection kit contains all materials needed for return shipping.
2. Secure cap(s) on tube(s).
3. Place blood/bone marrow tube in biohazard bag, then seal biohazard bag and place it on chilled cold pack in insulated, leak-proof bag. Seal insulated, leak-proof bag. DO NOT FREEZE. DO NOT SHIP ON ICE.
4. Place saliva tube back in ORAgene package. Seal ORAgene package with stickers, then wrap with two layers of bubble wrap. Secure bubble wrap with stickers. Place wrapped ORAgene package in biohazard bag and seal bag.
5. Place block/slides in biohazard bag and seal bag. Slides must be in plastic slide holders. Wrap biohazard bag with two layers of bubble wrap. Secure bubble wrap with stickers. (Block will be returned after testing has been completed.)
6. Place all materials back in box. Place UTSW-supplied, prepaid, pre-addressed, return shipping label on box over original shipping label. Seal box via adhesive strip on inside of lid.

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## FREQUENTLY ASKED QUESTIONS

Located on FAQs page of <http://www.utsouthwestern.edu/sites/genomics-molecular-pathology/>