

LABORATORY MANUAL

The Laboratory Manual describes the detailed procedures relating to
Cerebrospinal Fluid (CSF) sample collection and transportation of samples for
CSF JCV DNA Test

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This Laboratory Manual describes the detailed procedures relating to Cerebrospinal Fluid (CSF) sample collection and transportation of samples for the **CSF JCV DNA Test**, which is intended ONLY for Multiple Sclerosis Patients previously or currently treated with Natalizumab (Tysabri) to facilitate the diagnosis of a suspected case of PML in clinical practice.

Please read the Laboratory Manual carefully and familiarize yourself with its contents and the materials, documents and forms needed for the correct sampling handling and shipment.

Please note

- Sampling material is not provided by Unilabs.
- Test Request Form and Customs Invoices are available and downloadable from www.stratifyjcv.com
- Go to www.stratifyjcv.UnilabsWeb.com login or choose "CSF JCV DNA Test".
- The test is ONLY available for patients with Multiple Sclerosis, previously or currently treated with Natalizumab (Tysabri), to facilitate diagnosis of a suspected case of PML in clinical practice.
- Hospitals/Clinics must be able to freeze down the CSF-sample at either -20°C or -70°C immediately after the sample is drawn.
- If the CSF sample cannot be shipped on the day of collection, Unilabs must receive the CSF samples within 30 days.

Should any problems arise, please do not hesitate to contact Unilabs Helpdesk:

- Phone: +45 3374 3077
- E-mail: helpdesk@unilabs.com

CSF sampling and handling procedures

- 1. Collate the following documents and material before drawing the Cerebrospinal Fluid**
 - Test Request Form
 - 2 labels in adequate size
 - 2 cryo vials (Please ONLY use tubes with no additives and which are suitable for storage in freezer down to -20°C or - 70°C)
 - 1 disposable pipette
 - Customs Invoices (only applicable for countries outside EU)

- 2. Draw the Cerebrospinal Fluid according to your local procedure using the applicable local sampling material. Make sure at least 2 mL of Cerebrospinal Fluid is drawn**

- 3. Prepare the 2 CSF samples**
 - Prepare 2 labels with the patient's name and date of birth and attach one label to each of the 2 cryo vials
 - Please ONLY use tubes with no additives and suitable for storage in freezer down to -80°C
 - CSF samples must be as free of blood as possible, preferably from the last tube collected
 - Using a disposable pipette, aliquot at least 1 ml of CSF into each of the 2 cryo vials
 - Freeze the samples at -20°C or - 70°C immediately after the CSF is drawn
 - Ship the frozen cryo vials on the day of collection together with the fully completed Test Request Form

- 4. Complete the Test Request Form with the required patient information and the physician contact information**

- 5. Arrange sample pick-up**
 - Contact World Courier to arrange sample pick-up. Please find the country specific phone number in the courier telephone list in Appendix 1 to this lab manual
 - Inform World Courier that the samples are Cerebrospinal Fluid and must be shipped frozen on dry ice and that they are shipped under the project name: "CSF JCV DNA test" or the project number: 2014-C-282
 - Communicate the receiver account number "CPH5569". This ensures that the shipments costs are covered by the receiver (Unilabs)
 - For countries outside the EU: Complete the Customs Invoices with the required "shipper" information.
 - All packing material will be provided and delivered by World Courier when they come to pick up the samples

- 6. Please remember to include the original Test Request Form with the shipment**
 - Place the original Test Request Form in the shipping box
 - Ship the samples to Unilabs, Copenhagen, Denmark
 - Unilabs will automatically be notified by World Courier when a shipment is on its way

- 7. Test Result Report**

The CSF JCV DNA test result are reported by one of the two options that have been chosen when filling out Test Request Form; either through StratifyJCV.UnilabsWEB.com or Unilabs will send an email with a password you must use, when Unilabs send the result by email, as the result report is password protected

Test Request Form

- Ensure that all requested data is completed. Use readable capital letters and the English alphabet
- The Test Request Form “SPAIN ONLY” is only to be used for Spain due to legal issues
- Remember to make a copy of the Request Form for your own file
- The original Test Request Form must be sent together with the samples
- If Unilabs finds any kind of inconsistency on the Test Request Form (e.g missing or incorrect information), or with the samples received at Unilabs, the physician will be contacted by phone or by e-mail to resolve the inconsistency. Unsolved queries may delay result reporting

Please see an example of a Test Request Form below:

| Biogen | | Test Request Form | | Unilabs | |
|---|--|-------------------|--|---|--|
| CSF (Cerebrospinal Fluid) JCV DNA Test | | | | | |
| Test only valid for MS Patients previously or currently treated with Natalizumab (Tysabri) to facilitate the diagnosis of a suspected case of PML in clinical practice | | | | | |
| Patient Information | | | | | |
| 1. Patient last name: <small>Please write name in full. Use capital letters and the English alphabet.</small> | | | | Please note: This test request form must be sent together with the patient sample | |
| 2. Patient first name: <small>Please write name in full. Use capital letters and the English alphabet.</small> | | | | | |
| 3. Unique Identifier (if applicable): | | | | | |
| 4. Date of birth: (e.g. 01-JAN-2011) <small>Enter date as: DD-MMM-YYYY</small> | | | | 5. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> | |
| 6. Sampling date: (e.g. 01-JAN-2011) <small>Enter date as: DD-MMM-YYYY</small> | | | | | |
| Physician Information | | | | | |
| 6. Physician last name: | | | | | |
| 7. Physician first name: | | | | | |
| 8. City and Country: | | | | | |
| 9. Contact Phone number: <small>(In case of questions Unilabs will call this number)</small> | | | | | |
| Please Indicate how you would like to receive the CSF JCV DNA test result If you are already a registered Physician on StratifyJCV.UnilabsWEB.com, please enter your unique user name (site ID, BXXXX) and the result will be available online. Yes please report the result on stratifyJCV.UnilabsWEB.com, My unique user name (site ID, BXXXX) is B _____ -----and/or----- Unilabs will send an email with a password you must use, when Unilabs send the result by email, as the result report is password protected Yes please report the result via email, to following email address: _____ | | | | | |
| Sampling and handling procedure, step by step: 1. Draw the Cerebrospinal Fluid according to your local procedures using the applicable local sampling material 2. Prepare 2 CSF samples: • Please label 2 cryovials with the patients name and date of birth (use ONLY tubes with no additives and suitable for storage in freezer down to -80°C) • Aliquot at least 1 ml of CSF into each of the 2 cryo vial • Freeze the samples at -20°C or -70°C immediately after the CSF is drawn • If the CSF sample cannot be shipped on the same day, the CSF samples must be stored in freezer (-16°C) or in low temperature freezer (-70°C) and shipped to Unilabs within 30 days 3. Complete the Test Request Form with the required patient information and the physician contact information: 4. Arrange sample pick-up: • Contact World Courier, Please find the country specific phone number in the courier telephone list. (See Lab Manual) • Inform World Courier that the samples are frozen CSF and they are shipped under the project name: "CSF JCV DNA test" or the project number: 2014-C-282 • Communicate the receiver account number: CPH569. This ensures that the shipments costs are covered by the receiver (Unilabs) • All packing material will be provided by World Courier and will be brought when they come to pick up the samples • For countries outside the EU, Complete Customs Invoices with the required "shipper" information 5. Hand the shipping box containing the CSF samples and Test Request Form and the courier documents to the courier. For any problems with the courier or other questions please contact Unilabs immediately by calling Unilabs helpdesk: +45 3374 3077 (Opening hours: 8.00-16 :30 CET) or Email: Helpdesk@unilabs.com Please Note The physician must inform the patient that the sample will be sent to Unilabs, Denmark for analyzing, and that the result is reported to the physician. Upon receipt of the sample, Unilabs will treat patient data confidentially. The sample will be stored by Unilabs for a period of 2 months. After this period, Unilabs reserves the right to destroy the sample without any further notification. | | | | | |
| 1 sample received: <input type="checkbox"/> or 2 samples received: <input type="checkbox"/> Received From: _____ Received Through: _____ Request Form Version 8.0 20180502 | | | | | |

Dry ice shipment - World Courier

The frozen samples can be shipped **Monday – Friday**.



Contact the local World Courier office and make an appointment for pick-up of the samples.

Please find the World Courier phone numbers in Appendix 1 to this Laboratory Manual.

World Courier will bring all necessary packing material; dry ice for the shipment, diagnostic bags, styrofoam box with outer material and pre-printed airway bills when they come to pick up the shipment.

- Please date and sign the airway bill.



Expresso 25
 Copenhagen
 DK-2770 RASTRUP, DENMARK
 Phone: +45 32 46 86 80
 Fax: +45 32 46 86 83

NON-NEGOTIABLE WAYBILL
HWB NO

| FROM (SHIPPER) | TO (CONSIGNEE) |
|--|---|
| NAME: >INVESTIGATOR< TELEPHONE: 8233 COMPANY: >HOSPITAL< ADDRESS: >ADRESSE< CITY: >CITY< COUNTRY: >COUNTRY< POSTAL CODE: >POSTAL CODE< | NAME: >CTL-Project Manager< TELEPHONE: 33 COMPANY: >NOVA MEDICAL MEDI-LAB< ADDRESS: >ADELGADE 5-7< CITY: >CITY< COUNTRY: >COUNTRY< POSTAL CODE: >POSTAL CODE< |
| SHIPMENT INFORMATION | |
| DESCRIPTION OF CONTENTS (including weight and value): >Description of contents< >Trial no< | |
| NUMBER OF PIECES: _____ WEIGHT: _____ VOLUME (DIMENSIONS): _____ PACKING: _____ | |
| COUNTRY OF ORIGIN: _____ INCURRED VALUE: _____ POLYMERIZATION: _____ POLYMERIZATION: _____ | |
| SHADED AREA FOR OFFICE USE ONLY | |

World Courier will leave a copy of the airway bill (Senders copy) at the site. File this copy as documentation of the transport.

Customs Invoice

Unilabs provides Customs Invoices to be used for overseas countries and non-EU countries. Customs Invoices can be downloaded and printed out from www.stratifyjcv.unilabsWeb.com choose "CSF JCV DNA Test". Please fill in the missing information.

The document is required by the customs authorities.

Complete all 3 pages of the Customs Invoice with:

- Shipper contact information (Name of physician, Hospital/clinic, Department, Address, Zip and City, Country).
- Country of origin.
- Date, signature and job title.
- Please keep a copy of the Customs Invoice for your own files.

Appendix 1

To arrange sample pick-up contact World Courier by calling the telephone numbers from the list below. If you want to ship samples from a country which is not on the list, please contact Unilabs, as there might be some special requirements for your country. See page 2, section "Contact with Unilabs".

| | | | |
|----------------|---------------|----------------------|-----------------|
| Algeria | +33474946300 | Puerto Rico | +1516352600 |
| Australia | +61393385711 | Qatar | +442079287256 |
| Austria | +43170073939 | Reunion | +33148634863 |
| Belarus | +78124484006 | Romania | +40213504445 |
| Belgium | +3227125060 | San Marino | +360238003900 |
| Bosnia | +38516370520 | Serbia | +381113972456 |
| Bulgaria | +35924899481 | Singapore | +6562820076 |
| Croatia | +38516370520 | Slovakia Republic | +421243415477 |
| Cyprus | +302106756517 | Slovenia | +38642791931 |
| Czech Republic | +420233113611 | Spain | +34917461010 |
| Estonia | +358987003300 | Sweden | +46859441480 |
| Finland | +358987003300 | Switzerland | +41443071050 |
| France | +33148634863 | Turkey | +902125411055 |
| Germany | +49614283550 | United Arab Emirates | +442079287256 |
| Greece | +302106756517 | United Kingdom | +442079287256 |
| Hong Kong | +85228335775 | South Africa | +271139438801 |
| Hungary | +3614310550 | Thailand | +6622487187 |
| Iceland | +4532460680 | Taiwan | +886226583980 |
| India | +911143155800 | El Salvador | +59829151175 |
| Israel | +97236888811 | Honduras | +59829151175 |
| Italy | +390238003900 | Malaysia | +60356353538 |
| Japan | +81356536230 | South Korea | +82263358538 |
| Latvia | +358987003300 | Canada Toronto | +1 905 362-9462 |
| Lebanon | +442079287256 | Canada Montreal | +1 514 288 4466 |
| Lithuania | +358987003300 | Canada Vancouver | +1 604 232 9444 |
| Luxemburg | +3227125060 | Kuwait | +442079287256 |
| Macedonia | +38516370520 | Oman | +442079287256 |
| Malta | +302106756517 | Guadeloupe | +33148634863 |
| Martinique | +33148634863 | Ireland | +35318624001 |
| Mexico | +525550207050 | Norway | +4763946200 |
| Moldova | +40213504445 | Poland | +48225753600 |
| Denmark | +4532460680 | Portugal | +351218411120 |
| Netherlands | +31206534141 | | |
| New Caledonia | +61393385711 | | |
| New Zealand | +6492755300 | | |