

INFORMATION- GUIDE



DIAGEN **XyM**
GMBH



Information Guide

This booklet is designed to help you arrange an analysis order and to ensure optimal conditions for an effective collaboration with us as a medical care center for human genetics and molecular pathology.

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1. Contact

Diagenom GmbH in Rostock

Robert-Koch-Str. 10

18059 Rostock

Tel.: +49 (0)381 / 440 22 410

Fax: +49 (0)381 / 440 22 419

www.diagenom.de

Email: mail@diagenom.de

Appointments and sample receipt:

Monday - Thursday from 7.30 a.m. to 5 p.m.

and

Friday from 7.30 a.m. to 4 p.m.

Headquarters in Rostock

Our business premises are located in the south of the Hanseatic city of Rostock, near the A20 motorway junction Rostock Südstadt. The airport Laage is only 25 km away. Naturally, a Hanseatic city is also reachable by water: ferries run daily from Scandinavia and the Baltic states to Rostock.





Greifswald

Our practice is located in
 Wiesenstraße 13
 17489 Greifswald
 Germany
 approx. 15 minutes' walk from Greifswald train station.

Appointments can only be made by telephone:

Tel: +49 3834 / 776 50 97
 Fax: +49 3834 / 776 50 99

Consultation hours:

Tuesday 9 a.m. to 12 p.m. and 3 p.m. to 5 p.m.
 Wednesday 9 a.m. to 12 p.m.
 Thursday 9 a.m. to 12 p.m.
 and by appointment.

Homepage: <http://www.humangenetik-greifswald.de>
 Email: mail@humangenetik-greifswald.de



Public transport:

Bus line 3,

Station: Gützkower Straße or Feldstraße

2. Extract from our service catalogue

I) **Molecular genetics**

- o Targeted mutation testing
- o Single gene diagnostics
- o Multi-gene panel diagnostics
- o Exome diagnostics
- o Tumor diagnostics
- o Pharmacogenetic diagnostics

II) **Cytogenetics**

- o Prenatal diagnostics
(Chromosome analysis, fluorescence in situ hybridization)
- o Postnatal diagnostics
(Chromosome analysis, fluorescence in situ hybridization)
- o Tumor cytogenetics
(Chromosome analysis, fluorescence in situ hybridization, next generation sequencing)

You can find our complete portfolio on our website at www.diagenom.de.

Please do not hesitate to contact us if you have any questions.

Samples for analyses that are not currently included in our list of services will be forwarded to an appropriately qualified laboratory.

3. Request forms and declaration of consent

As a diagnostic laboratory, we require a well-defined requisition to ensure a successful analysis. This includes a request form completed by the attending physician (clinical genetics or tumor genetics) and a declaration of consent signed by the patient. The forms are available for download from the respective service area on our homepage www.diagenom.de or on request (by phone or by email).

The following information is required:

- Surname, forename, date of birth and gender of the patient
- Exact formulation of the required analysis (For questions about the current services or if you are interested in additional human genetic analyses please contact us.)
- Information about the requesting physician or facility
- Important when requesting clinical genetics: Physician's signature confirming patient's consent to carry out genetic analysis in accordance with national legislation with local regulations
- Labelling of the sample including any important information (**e.g. hepatitis, HIV**)
- Suspected diagnosis, (family) anamnesis, etc.
- Billing information (invoice recipient)

To avoid errors relating to sample identity, sample **material must be clearly labelled and unambiguously assignable to the accompanying forms.**

We will inform you about any deviations from the required conditions, especially if a received sample is unsuitable for the requested investigation.

4. Information to sample collection

4.1 Material extraction (*sterile) by:

- Blood collection*
- Bone marrow aspiration*
- Amniocentesis*
- Chorionic villus biopsy*
- Buccal swab
- Curretage/abrasion or skin biopsy from abortion material*
- Formalin fixed paraffin embedded (FFPE) tissue sections

It is a prerequisite that the procedure is carried out by trained personnel!

It is not necessary for patients to fast prior to sample collection.

4.2 Sample amount:

- Peripheral blood: 1 – 5 ml
- Bone marrow aspirate: 5 ml
- Amniotic fluid: 15 – 20 ml
- Chorionic villi: 10 – 20 mg

4.3 Sample processing:

a) Molecular genetic testing

Sample material	Anticoagulant	Storage / shipping
Peripheral whole blood	EDTA (preferred), Heparin, citrate	Room temperature
Chorionic villus biopsy	None	Material in sterile vessel with sterile medium or sterile physiolog. NaCl solution, room temperature, immediate shipping
Buccal swab	None	Room temperature

b) Cytogenetic testing

Sample material	Anticoagulant	Storage /shipping
Peripheral whole blood	Heparin	Room temperature
Bone marrow aspirate	Heparin	Room temperature
Amniotic fluid	None	Room temperature
Abortion material (Placental tissue/ -villi, curettage material, skin biopsy)	None (no fixatives e. g. formalin)	Material in sterile vessel with sterile medium or sterile physiolog. NaCl solution, room temperature, immediate shipping
Buccal swab	None	Room temperature

Karyotyping is carried out using cultured cells from various tissues (peripheral whole blood, bone marrow aspirate, amniotic fluid).

The examination material is collected under sterile conditions. Shipment of the samples to the laboratory must be arranged immediately because fresh cells capable of division are needed for the analysis.

c) General information

The correct ratio of blood and anticoagulants is to be observed.

- Heparin: sodium, lithium or ammonium heparin with a molecular weight of 3 to 39 kDa, 10 to 30 IU / ml blood
- EDTA: ethylenediaminetetraacetic acid (anhydrous), 1.2-2.0 mg / mL blood (4.1-6.8 mmol / l), cations are potassium (K⁺ - EDTA) or sodium (Na⁺ -EDTA)
- citrate: tri-sodium citrate with 0.100 to 0.136 mol/l citric acid.

Blood should be well mixed in the tube by swirling.

Sample material must not be frozen to avoid hemolysis.

5. Notes on sending samples

According to the RKI and WHO, all diagnostic samples are classified as UN3373 and must be packaged in accordance with packing instruction P650.

This means:

1. Watertight primary vessel (the collection vessel if possible)
2. Watertight secondary vessel with adequate amount of absorbent material (so that in case of sample leakage damage to the outer packaging is prevented.)
3. Outer packaging in accordance to the P650 standard with UN3373 label.

The shipping time should not exceed 24-48 hours!

Our interdisciplinary team of physicians, scientists and medical-technical assistants will be pleased to answer all questions, for example about our analysis portfolio, the allocation of consultation appointments or about sample shipment!





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