

Biospecimen Pre-Analytical Variables (BPV) Tissue Processing Worksheet

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VER. 03.04
Effective Date: 01/29/2015
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BPV Case ID: _____

Tissue Bank ID: _____

Form Completed By: _____

 Date Completed: ____/____/____
(MM/DD/YYYY)

Case ID: _____

Tissue Bank ID: _____

Affix Case ID Label

Primary Organ: _____

Biospecimen Source Site: _____

1. Parent Tissue Specimen ID: _____

2. Experimental Key ID: _____

3. Date and Time Experimental Key Barcode ID was recorded: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)
4. Edit Modules:

- ☐ Module I
- ☐ Module II
- ☐ Module V
- ☐ Normal Adjacent Tissue
- ☐ Additional Tumor Tissue

5. Comments:

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Use the applicable portions of the form as follows, based upon modules collected.
Module I:
Select Priority:

- ☐ Priority I
- ☐ Priority II

Frozen Tissue Sample Information – (Middle Right) of Tumor Block

Barcode ID of frozen tumor tissue cryosette: _____

 Date/time that the tissue sample was frozen in liquid nitrogen: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Weight of frozen tumor block (mg): _____ mg

Module I: <1 Hour Planned Delay to Fixation Experimental Protocol A-D and Quality Control (QC) Formalin Fixed Paraffin-Embedded (FFPE) Section
QC FFPE (Middle Left): 23 hours in fixative

Planned Delay to Fixation Time: <1 hour

Record Cassette ID: First Scan: _____

 Date/Time That Cassette Was First Scanned or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Delay to Fixation Time: ____:____
 (HH:MM)

Protocol A: 6 hours in fixative

Planned Delay to Fixation Time: <1 hour

Record Cassette ID: First Scan: _____

 Date/Time That Cassette Was First Scanned or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Delay to Fixation Time: ____:____
 (HH:MM)

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Form Completed By: _____

 Date Completed: ____/____/_____
 (MM/DD/YYYY)

Protocol B: 12 hours in fixative
Planned Delay to Fixation Time: <1 hour
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time: ____:____
 (HH:MM)

Protocol C: 23 hours in fixative
Planned Delay to Fixation Time: <1 hour
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time: ____:____
 (HH:MM)

Protocol D: 72 hours in fixative
Planned Delay to Fixation Time: <1 hour
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time: ____:____
 (HH:MM)

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 (MM/DD/YYYY)

Module I: <1 Hour Planned Delay to Fixation Experimental Protocol A-D and QC FFPE Section.
Continue Entering Data for Protocol A-D Cassettes and QC FFPE Section.
QC FFPE (Middle Left): 23 hours in fixative

 Date/Time Cassette Was Placed in Processor: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Processor Cycle Ended: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

 ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Embedding Was Started: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Time Between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

Protocol A: 6 hours in fixative

 Date/Time Cassette Was Placed in Processor: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Processor Cycle Ended: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

 ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Embedding Was Started: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Time Between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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Form Completed By: _____

 Date Completed: ____/____/_____
 (MM/DD/YYYY)

Protocol B: 12 hours in fixative

 Date/Time Cassette Was Placed in Processor: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Processor Cycle Ended: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

 ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Embedding Was Started: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Time Between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

Protocol C: 23 hours in fixative

 Date/Time Cassette Was Placed in Processor: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Processor Cycle Ended: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

 ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Embedding Was Started: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Time Between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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Form Completed By: _____

Date Completed: ____/____/____
 (MM/DD/YYYY)

Protocol D: 72 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Time Between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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Tissue Bank ID: _____

Form Completed By: _____

 Date Completed: ____/____/____
 (MM/DD/YYYY)

Module II:
Select Priority:

- ☐ Priority I
- ☐ Priority II

Frozen Tissue Sample Information – (Middle Right) of Tumor Block

Barcode ID of frozen tumor tissue cryosette: _____

 Date/time that the tissue sample was frozen in liquid nitrogen: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Weight of frozen tumor block (mg): _____ mg

Module II: Variable Planned Delay to Fixation Time Experimental Protocol Eosin and Hematoxylin (E-H) and QC FFPE Section
QC FFPE (Middle Left): 23 hours in fixative

Planned Delay to Fixation Time: <1 hour

Record Cassette ID: First Scan: _____

 Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time That Cassette Was Placed In Fixative: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Delay to Fixation Time (HH:MM): ____:____
 (HH:MM)

Protocol E: 12 hours in fixative

Planned Delay to Fixation Time: 1 hour

Record Cassette ID: First Scan: _____

 Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time That Cassette Was Placed In Fixative: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Delay to Fixation Time (HH:MM): ____:____
 (HH:MM)

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BPV Case ID: _____

Tissue Bank ID: _____

Form Completed By: _____

 Date Completed: ____/____/____
 (MM/DD/YYYY)

Protocol F: 11 hours in fixative
Planned Delay to Fixation Time: 2 hours
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time (HH:MM): ____:____
 (HH:MM)

Protocol G: 10 hours in fixative
Planned Delay to Fixation Time: 3 hours
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time (HH:MM): ____:____
 (HH:MM)

Protocol H: 12 hours in fixative
Planned Delay to Fixation Time: 12 hours
Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Placed In Fixative: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Delay to Fixation Time (HH:MM): ____:____
 (HH:MM)

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Form Completed By: _____

Date Completed: ____/____/____
(MM/DD/YYYY)

Module II: Variable Planned Delay to Fixation Time Experimental Protocol E-H and QC FFPE Section.

Continue Entering Data for Protocol E-H Cassettes and QC FFPE Section.

QC FFPE (Middle Left): 23 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Time between Tissue Processor Cycle Completion and Embedding: ____:____
(HH:MM)

Protocol E: 12 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
(MM/DD/YYYY) (HH:MM)

Time between Tissue Processor Cycle Completion and Embedding: ____:____
(HH:MM)

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Form Completed By: _____

Date Completed: ____/____/____
 (MM/DD/YYYY)

Protocol F: 11 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Time between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

Protocol G: 10 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Time between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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Form Completed By: _____

Date Completed: ____/____/____
 (MM/DD/YYYY)

Protocol H: 12 hours in fixative

Date/Time Cassette Was Placed in Processor: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Processor Cycle Ended: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time Tissue Embedding Was Started: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Time between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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Tissue Bank ID: _____

Form Completed By: _____

 Date Completed: ____/____/_____
 (MM/DD/YYYY)

Module V:
Select Priority:

- ☐ Priority I
- ☐ Priority II

Frozen Tissue Sample Information

Barcode ID of frozen tumor tissue cryosette: _____

 Date/time that the tissue sample was frozen in liquid nitrogen: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Weight of frozen tumor block (mg): _____ mg

QC FFPE, Module V
QC FFPE Section: 23 hours in fixative

Planned Delay to Fixation Time: <1 hour

Record Cassette ID: First Scan: _____

 Date/Time That Cassette Was First Scanned Or Recorded: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time That Cassette Was Placed In Fixative: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Delay to Fixation Time : ____:____
 (HH:MM)

 Date/Time Cassette Was Placed in Processor: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Processor Cycle Ended: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

Actual Time in Fixative (Minutes): _____ minutes

Date/Time Tissue Cassettes Were Removed From Tissue Processor:

 ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Date/Time Tissue Embedding Was Started: ____/____/_____, ____:____
 (MM/DD/YYYY) (HH:MM)

 Time between Tissue Processor Cycle Completion and Embedding: ____:____
 (HH:MM)

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 (MM/DD/YYYY)

Module V

Protocol U

Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Frozen: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Method of Freezing: Dry Ice

Date/Time Tissue Cryosettes Were Transferred to Storage: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Transferred To: -80°C Freezer

Weight (mg): _____

Protocol V

Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Frozen: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Method of Freezing: Dry Ice

Date/Time Tissue Cryosettes Were Transferred to Storage: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Transferred To: LN Freezer

Weight (mg): _____

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Tissue Bank ID: _____

Form Completed By: _____

Date Completed: ____/____/____
 (MM/DD/YYYY)

Protocol W

Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Frozen: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Method of Freezing: LN2 Vapor Phase

Date/Time Tissue Cryosettes Were Transferred to Storage: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Transferred To: -80°C Freezer

Weight (mg): _____

Protocol X

Record Cassette ID: First Scan: _____

Date/Time That Cassette Was First Scanned Or Recorded: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Date/Time That Cassette Was Frozen: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Method of Freezing: LN2 Vapor Phase

Date/Time Tissue Cryosettes Were Transferred to Storage: ____/____/____, ____:____
 (MM/DD/YYYY) (HH:MM)

Transferred To: LN Freezer

Weight (mg): _____

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Tissue Bank ID: _____

Form Completed By: _____

Date Completed: ____/____/____
(MM/DD/YYYY)

Normal Adjacent Tissue

Tissue dissection performed by: _____

Were the normal adjacent tissue FFPE specimens processed per the standard operating procedure (SOP)?

☐ Yes

☐ No

Comments/issues with tissue receipt or deviations from SOP:

FFPE tissue 1

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

FFPE tissue 2

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

FFPE tissue 3

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

Frozen tissue 1

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

Frozen tissue 2

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

Frozen tissue 3

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg):

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Tissue Bank ID: _____

Form Completed By: _____

Date Completed: ____/____/____
(MM/DD/YYYY)

Additional Tumor Tissue

Tissue dissection performed by: _____

Were additional tumor FFPE specimens processed per the SOP?

☐ Yes

☐ No

Comments/issues with tissue receipt or deviations from SOP:

FFPE tissue 1

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)

FFPE tissue 2

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)

FFPE tissue 3

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)

Frozen tissue 1

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)

Frozen tissue 2

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)

Frozen tissue 3

Barcode ID:

Date/Time of Preservation (Fixed or Frozen):

Weight (mg)