INSTRUCTIONS FOR HANDLING OF THE SAMPLES

Global HPV DNA Typing Proficiency Panel 2024 (456)

Date of dispatch:	October 2024
Closing date:	December 15, 2024
Primary contact person:	Moa Skarin +46 (0)18-490 31 00, hpv@equalis.se
Scientific issues:	Dr. Joakim Dillner HPV International Reference Laboratory, Sweden Center for Cervical Cancer Prevention E-mail: joakim.dillner@ki.se www.hpvcenter.se
Denomination:	HPV (Clinical Microbiology)
Specimen:	The panel composed of samples containing purified plasmids carrying the complete genomes of 14 oncogenic HPV types and 2 benign HPV types. These samples consist of different HPV types, either single or in pools with multiple HPV types in different dilutions. The panel consists of: a) 41 samples with 100 µl purified HPV plasmid DNA in TE-buffer with 1mM EDTA and 10 ng/µl of human placenta DNA. **DNA extraction is NOT required prior to testing.** b) 3 samples with 200 µl cell suspension (sample A, B and C). **DNA extraction is required prior to HPV testing.** These samples are provided to allow evaluation of DNA extraction methods.
Storage:	The samples containing purified plasmids are to be stored at **+4 ºC to +8ºC** upon arrival, and if testing is to be carried out within one week. If longer storage time is needed it is recommended that the samples be frozen at -20º C until testing, to avoid repeated freezing and thawing and retesting. **Tubes labeled A, B and C are to be kept at +4 ºC to 8ºC constantly and not be frozen down during the period of your analysis.**
Purpose:	The DNA panel is designed to facilitate comparison of HPV DNA typing methodologies commonly used in HPV laboratories.
Stability:	The samples with numbers are stable at room temperature for about 2 weeks.

Sample testing:	Each laboratory is requested to perform HPV typing according to their standard method(s) using the standard amount of sample. Laboratories wishing to use more than one assay are encouraged to do so. In this case, please report the results separately for each assay and include the type of assay(s) used and the amount of sample used for the respective assay.
Sample safety:	For safety reasons, treat the sample as a patient sample.
Results:	Each participating lab will be given an **ID No**. (it will be indicated on the report form). Results are to be submitted through **Equalis** website: https://www.equalis.se/en/news/global-hpv-proficiency-panels-2024-registration-of-results/ A short instruction on how to register your results will be enclosed. If you have several assays, submit the results from each assay separately and indicate the method used. Results should be submitted **December 15, 2024** at the latest. **Important:** The HPV results and information regarding the methods used **must be filled in completely before** clicking “Submit”.
Note:	Data submitted will become the property of HPV LabNet, and it may be analyzed for publication by the HPV LabNet either as an internal document or peer reviewed manuscript. All results will be handled in a coded anonymous fashion, with summaries grouped by method. HPV LabNet will ensure that the code linking data to originating laboratories will be kept confidential. Laboratories that provide data within the required time-frame will receive a copy of their own results and the summary data.
Important Notice:	Complete genomes of HPV cloned into plasmid vectors have been provided by the respective proprietors with their written approval for use in this panel. The HPV DNA supplied must not to be used for any other purpose other than for the performance of this Quality Control program.