INSTRUCTIONS FOR HANDLING OF THE SAMPLES

Global HPV DNA Screening Proficiency Panel 2023 (597)

Date of dispatch:	September/ October 2023
Closing date:	December 1, 2023
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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. These samples consist of different HPV types, either single or in pools with multiple HPV types in different dilutions. The panel consists of: 14 samples with 100 µl purified HPV plasmid DNA in TE-buffer with 1mM EDTA and 10 ng/µl of human placenta DNA. **Add 1 ml of the buffer used by your HPV assay, eg Preserv Cyt, BD-diluent, TE-buffer to the tubes before analyses.** **DNA extraction is NOT required prior to testing, but the samples should be treated as patient samples. Extraction does not harm the sample.**
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.
Purpose:	The DNA panel is designed to facilitate comparison of HPV DNA screening methodologies commonly used in HPV laboratories.
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-2023-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 1, 2023** 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 the Global HPV reference laboratories, and it may be analyzed for publication by the Global HPV reference laboratories either as an internal document or peer reviewed manuscript. All results will be handled in a coded anonymous fashion, with summaries grouped by method. The Global HPV reference laboratories 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 external quality assurance.