

HSL – Advanced Diagnostics

Service User Guide – 2018/19

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GENERAL INFORMATION

INTRODUCTION

From the 2nd of May 2018, UCL Advanced Diagnostics has become wholly owned and managed by Health Services Laboratories (HSL) and is now known as **HSL Advanced Diagnostics (HSL-AD)**. HSL-AD and its team of 27 scientific and administration staff will continue to provide a leading service for immunohistochemistry and *in situ* hybridization services nationally and internationally. HSL-AD is also supported by a team of specialist Consultant Histopathologists.

In 2017, we performed 190,000 immunohistochemistry and 4,500 *in situ* hybridization tests for a whole spectrum of diseases. Full details of our service can be found at <http://www.hsl-ad.com/>.

ACCREDITATION

HSL-AD is accredited by UKAS under the ISO15189:2012 standards. Our UKAS customer number is 9007 and our full scope of accreditation can be viewed at the UKAS website using the following link: [HSL-AD Scope of Accreditation](#).

SERVICE AVAILABILITY

Routine working hours for the laboratories are:

- Monday – Friday: 07:30 – 18:00
- No weekend work or on-call services available.

Address:

HSL-Advanced Diagnostics
19 Fitzroy Street
London
W1T 4BP

TEL: +44 (0)203 912 0280

FAX: +44 (0)20 3912 0288

EMAIL: AD@hslpathology.com

TESTS

HSL-AD has a large repertoire of IHC and ISH tests. Full details can be found on our website. If there are any markers not currently listed, please contact the laboratory to enquire. We monitor all requests received into the laboratory and ensure that we have the broadest repertoire of antibodies and probes to supplement your diagnostics workflow. All referring laboratories will be contacted directly if any requested tests are not currently stocked by HSL-AD.

Clinical antibodies: http://www.hsl-ad.com/ihc/clinical_antibodies

Research antibodies: http://www.hsl-ad.com/ihc/research_antibodies

Clinical ISH probes: http://www.hsl-ad.com/ish/clinical_probes

Research ISH probes: http://www.hsl-ad.com/ish/research_probes

IMMUNOHISTOCHEMISTRY & IN-SITU HYBRIDISATION REQUESTS

Copies of request forms can be downloaded from:

IHC & ISH: http://www.hsl-ad.com/ihc/ihc_and_ish_request_forms/

Please complete the appropriate form fully. In particular **three points** of patient identification are required. Ensure that the slide/block and request form information match.

Patient identification required:

1. Surname
2. Date of Birth
3. Referring hospital laboratory/surgical number

The referring hospital/laboratory accepts responsibility for errors caused due to insufficient patient identification provided for diagnostic tests.

For all interpretation requests we use specific request forms. Please select the appropriate form and complete all details. These can be found by using the above link.

SAMPLE REQUIREMENTS AND TRANSPORT

IHC (stain and return only): For stain and return IHC requests, we require sections cut at 3-4µm placed on positively charged IHC slides. Please provide an appropriate number of unstained sections to cover the number of requests per case plus an additional 2 sections for repeat staining that may be required.

IHC and FISH for interpretation: For all interpretative requests, we require an appropriate number of unstained sections plus an additional 2 unstained sections for repeat/reflex testing that may be required.

We recommend SuperFrost Plus, Leica Bond Plus or TOMO slides for all IHC staining. Please note that the use of X-tra® Slides from any manufacturer is not suitable for FISH testing.

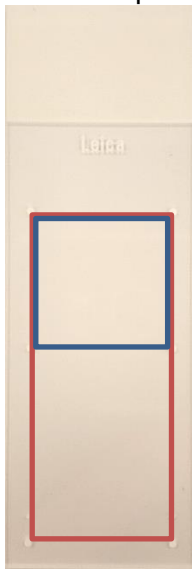
IHC/CISH	No of slides required	Section thickness (microns)	Additional material required	Slide type
Stain & Return IHC/ISH	No of tests requested + 1 USS per 4 IHC (max 4 USS required)	3	N/A	SuperFrost Plus, Leica Bond Plus or TOMO recommended
Breast HER2	4	3	Any diagnostically relevant markers, such as p63, SMM or CK5	
ALK	3	3	N/A	
EGFR	2	3	N/A	
EGFR Mutation Specific IHC	3	3	N/A (please contact the laboratory for details on this service)	
Mismatch Repair (MMR, HNPCC)	8	3	N/A	
p16	3	3	N/A	
PD-L1 (22C3)	3	3	N/A	
PD-L1 (28-8)	3	3	N/A	
ROS1	3	3	N/A	
FISH	No of slides required	Section thickness (microns)	Additional material required	
ALK	2	5	H&E, ALK IHC (if performed)	SuperFrost Plus, Leica Bond Plus or TOMO ESSENTIAL
FGFR1	2	3	H&E	
FGFR2	2	3	H&E	
HER2 (ERBB2)	2	3	H&E, Her-2 IHC PLUS Any diagnostically relevant markers, such as p63, SMM or CK5	
MET	2	3	H&E	
NTRK1	2	5	H&E	
RET	2	5	H&E	
ROS1	2	5	H&E, ROS1 IHC (if performed)	
Lymphoma	No of tests requested + 2 USS	2-3	H&E PLUS Any diagnostically relevant markers	
Melanoma	2	3	H&E	
Molecular	No of slides required	Section thickness (microns)	Additional material required	Slide type
HPV Genotyping	Block Only	N/A	TISSUE BLOCK ESSENTIAL (if not sent this will be stained as part of the patient workup and is mandatory for final reporting of this assay)	N/A
Nanostring Prosigna	Tumour Resection Block Only (Breast)	N/A	Patient should be ER Positive & HER2 Negative. Full pathology report, including original biopsy, sentinel node(s), resection and axillary clearance	N/A

Slide Requirements for staining carried out by HSL-AD

Cutting of tissue sections to be referred to HSL-AD for IHC or FISH testing:

All sections cut for IHC or FISH testing require special precautions for optimal performance and quality of staining procedures.

- Sections should be cut onto the recommended slide type.
- Section placement should not be excessively high. HSL-AD primarily uses the Leica Bond III platform for IHC staining and the staining area does not cover the entire surface area of the slide. (Please see life sized photograph of a Leica Bond PLUS slide for reference, this can be printed and laminated to use as a template in your microtomy area).



- Sections from biopsies and small pieces of tissue should be placed in the area within the blue box.
 - Sections from resections and larger/multiple pieces of tissue should be placed in the area covered by the red box.
 - Placement of tissue in this way is applicable for all slide types.
 - It is very important that the lesion of interest from mega blocks is placed on the test slides appropriately.
 - For tests performed on the Roche/Ventana and Agilent/Dako platforms, placement is not as critical, but it is always best practice to place test sections centrally on the slide.
- Once cut, all sections for IHC and FISH should be left to dry naturally or in a slide rack above a gentle heat source in an upright position for 30 minutes to 1 hour. Ensure that there is no remaining water underneath the section before baking. The use of slides recommended in this user guide are selected to optimize the drying process, reduce the time required and significantly reduce the number of repeat tests we perform.
 - All sections for IHC or FISH should be placed in a temperature controlled oven at 60°C for 1 hour or at 37°C overnight.
 - Sections should not be hot-plated using direct heat on the slide, as this may cause poor tissue adherence and unreliable IHC/FISH staining quality.
 - The use of X-tra® Slides from any manufacturer is not suitable for FISH testing.
 - If slide identification at the referring laboratory is done through printed labels, the maximum height of these labels must not exceed 22mm. If this is not possible, slides hand written with pencil are preferable.
 - This is critical as HSL-AD primarily uses a range of staining platforms. IHC/CISH staining on these have been calibrated and validated for a specific slide surface

area. Furthermore, labels extending down onto the slide staining area may exert a hydrophobic effect on the reagents applied.

- Any deviations to these instructions may lead to compromised staining quality.

Packaging and Sending of slides/blocks to HSL-AD

- All slides sent to us must be securely packaged in slide mailer boxes with lids taped down.
- Where possible, tape the slide boxes together to minimise movement inside the package.
- Blocks must be thoroughly secured in protective material before sending.
- A padded envelope must be used for all specimens.
- Ensure all material (forms, slides and blocks) is in the package before sealing. (**Confirm that three points of identification are present**).
- Please ensure the correct address label is on the envelope.

Packaging and returning of slides/blocks to requestor

- All slides (slide mailer boxes) and blocks (secured in protective material) are sent out in securely padded envelope via Royal Mail or courier.
- As standard, all cases are returned to referring laboratories using 1st class postage through the Royal Mail.
- If you would like to arrange a courier or want us to arrange one please contact us directly.

Urgent Requests during Routine Working Hours

If a report is required urgently; please mark the request form “Urgent” and contact the laboratory via telephone or email. **Please note only urgent cases should be marked as ‘Urgent’.**

REJECTION CRITERIA

Requesting laboratories will be notified where samples are unsuitable for testing. Changes to the request form or new tissue section may be requested and testing will commence once the issue has been corrected.

The following issues will result in specimen rejection:

- **Request Forms:**
 - Illegible request (all request forms are designed as editable pdf documents, we recommend that requesting laboratories complete forms electronically).
 - Test(s) required not stated.
 - Requesting laboratory not stated.
 - Requesting laboratory/surgical slide/block number not stated.
- **Slides/Blocks:**
 - Number mismatch between slide/block and request form.
 - Slide broken in transit.
 - Insufficient material received to complete testing.

- Slides/blocks without information.
- **Clinical Trials:**
 - Inclusive of above, all requests for work coming through the laboratory as part of an organised clinical trial must have all information points completed and correct. All identifiable patient information must be anonymised (unless such information forms part of the trial process, e.g. DOB). Cases with incorrect or no information will be rejected. All corrections to request forms or data should be corrected with a single line through the incorrect information, be signed and dated. Where appropriate, an explanation of the nature of the correction should be stated.

RESULTS

RESULTS INTERPRETATION

Any request with interpretation will be done by the appropriate specialist Consultant Histopathologist or Biomedical Scientist team depending on the test requested.

CLINICAL & SCIENTIFIC ADVICE

Customers are encouraged to contact the laboratory with any queries about the testing service we provide. All requests should be either telephoned directly or emailed to AD@hslpathology.com. The laboratory will liaise with our consultant colleagues where their clinical input is required.

RESULTS AVAILABILITY

Reports are returned by fax or email to the requesting hospitals only. A paper copy of the report is also sent out with the stained slides.

HSL use encrypted email for the secure transmission of patient results and information as required. We are in the process of transferring all report transmission to email rather than fax.

Where results are unexpected, require explanation or may require urgent intervention we will endeavour to contact the requestor.

DOWNTIME

Rarely there are times where instrument downtime may result in delay of slides being processed and returned. This occurrence is very rare and all major engineering tasks required for our IHC instruments and department are carried out during weekend periods. In the event of this, all customers will be contacted directly and will be informed of any situation with expected turnaround times.

COMPLAINTS

HSL-AD makes every effort to provide the best service to users and to maintain a high standard of quality at all times. However, mistakes do occur and we are happy to receive any comments and to try to resolve any complaints. If you feel that the service we have provided is not up to an excellent standard then please contact our Head of Department, Quality Manager or a member of our Senior BMS team. Non-conformance reports and root cause analysis are provided to affected customers upon request.

TERMS AND CONDITIONS

Each individual test request is considered as an agreement between HSL-AD and the referring laboratory to perform all available tests requested.

Service level agreements are available for all referring laboratories/customers, please enquire for further information. For all requests not covered by SLA, the terms and conditions of our generic SLA will apply as outlined in our website: http://www.hsl-ad.com/terms_and_conditions/

PATIENT CONFIDENTIALITY

Patient confidentiality is of the utmost importance to HSL-AD. All staff that come into contact with any confidential information are bound by the laws of the Data Protection Act 1998 and Human Rights Act 1998. The laboratory's privacy policy can be found at http://www.hsl-ad.com/privacy_statement/

The Laboratory also complies with Modern Slavery and Human Trafficking Statement under Section 54 of the UK Modern Slavery Act.

TURNAROUND TIME & EQA

HSL-AD is always looking at ways to improve the TAT without compromising diagnostic accuracy and patient safety. TATs are closely monitored by the laboratory management on a regular basis and this information is available to service users upon request.

Please note stated turnaround times are in working days and are dependent on the following factors

- Day of receipt of tissue block or pre-cut slides
- Test with or without interpretation
- Arrival time in laboratory (all FISH requests should arrive in the laboratory by 12.00)
- Courier or standard post
- Stated TATs are based on receipt of sample in lab to sample/result leaving the HSL-AD Laboratory and do not include postal/courier delivery times to and from the lab. All requests involving interpretation are faxed to a secure nominated number or sent by encrypted email.

Test	TAT (working days)	EQA Scheme	2016/17 EQA Performance
Routine IHC & ISH (FFPE)	24 hours	UKNEQAS ICC & ISH (General, Lymphoma, GIST, Breast)	Good
Routine IHC (Cytology)	24 hours	UKNEQAS ICC & ISH (Cytology)	Good
HER2 IHC + Interpretation	48-72 hours	UKNEQAS ICC & ISH (Breast & Gastric)	Good
ALK IHC + Interpretation	48-72 hours	UKNEQAS ICC & ISH (ALK)	Good
ROS1 IHC + Interpretation	48-72 hours	N/A	N/A
PD-L1 22C3 + Interpretation	5 days	UKNEQAS ICC & ISH (PD-L1 pilot)	Good
PD-L1 28-8 + Interpretation	5 days	N/A	N/A
Mismatch repair (MMR) IHC Service + Interpretation	7 days	UKNEQAS ICC & ISH (MMR)	Good
p16 IHC + Interpretation	48-72 hours	N/A	N/A
HPV Genotyping + Interpretation	7 days	N/A	N/A
HER2 FISH + Interpretation	5 days	UKNEQAS ICC & ISH (Breast HER2 ISH)	Good
ALK FISH + Interpretation	5 days	GENQA (Lung Cancer)	Good
ROS1 FISH + Interpretation	5 days	GENQA (Additional lung cancer biomarkers)	Available 2018
RET FISH + Interpretation	5 days	GENQA (Additional lung cancer biomarkers)	Available 2018
MET FISH + Interpretation	5 days	GENQA (Additional lung cancer biomarkers)	Available 2018
Melanoma FISH + Interpretation	10 days	N/A	N/A
Lymphoma FISH + Interpretation	5 days	GENQA (FFPE Lymphoma)	Available 2018
Nanostring Prosigna	7 days	N/A	N/A

CONTACT DETAILS

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