**BioNet Tissue Processing SOP**

The purpose of this document is to describe BioNet’s current tissue processing procedure for Formalin Fixed Paraffin Embedded (FFPE) blocks.

**Supporting Documents** : BioNet Tissue Retrieval Request form, Doc #BN15-0011

BioNet Working Instructions

Steps 1-5 will be completed by BioNet Tissue Procurement Staff

1. Follow appropriate collection procedures, based on tissue collection location and researcher needs.

2. Provide fresh tissue to approved researchers prior to submitting tissue for fixation.

3. Place sectioned tissues submitted for FFPE in appropriately labeled cassettes.

4. Place the cassettes of tissue in a formalin container. Label the container with the date and time placed in formalin. (Please note, best practices require a documented fixation time in formalin.)

5. Take the labeled container to the BioNet Histology and Research Laboratory, either the same day, or immediately the following morning, with all other tissues to be processed.

Steps 6 and 7 will be completed by BioNet Histology and Research Laboratory Staff

6. Remove the tissue from formalin, rinse thoroughly with running tap water, drain and place it in 80% alcohol. The tissue will stay submerged in 80% alcohol for 5-6 additional days for a total wet tissue hold time of 1 week (7 days). This hold period allows for the initial clinical slide evaluation and BioNet tissue retrieval determinations to be made.

7. Process the tissue as routine and create FFPE blocks after the 1 week hold has been completed.

Exception: There will be the occasional request from Anatomic Pathology (AP) for this wet tissue to be returned for diagnostic purposes. In that event, a labeled container, with the wet tissue, is to be immediately provided to the gross room staff with a completed copy of the BioNet Tissue Retrieval Request form (BN15-0011). Also, please note on the demographic sheet that the tissue was returned to Anatomic Pathology and attach a completed copy of the BioNet Tissue Retrieval Request form. Place an additional copy of the completed form in the binder “BioNet Tissue Retrieval Request”.

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