

ADDRESS: Translational Research for Persons with Abnormal DNA Damage Response (SP9)

SOP - Transfer of fresh tumor material to the DKFZ B310

Please note: Diagnostics comes first!

In any case that is potentially suitable for ADDRESS project, the written, informed patient consent for the inclusion into the ADDRESS project must be given. Prior to the tumor resection surgery please inform at least one person from the contact list below providing necessary information including expected date of surgery and an ADDRESS ID. If the ADDRESS ID has not been assigned, please leave the relevant field blank.

What? - Fresh tumor material (all kinds) from patients with Disorders with Abnormal DNA Damage Response (DADDR e.g. Li Fraumeni Syndrome, Constitutional mismatch repair deficiency etc.)

If the amount to be dispensed is very small (pin head size or smaller), please do **not** send us tumor material.

When? - If possible, on the day of the operation and/or a day before please contact the person(s) listed below and inform when the material will be/has been sent.

Who? - Please contact the following persons:

To:

1.) **Dr. Anna Kolodziejczak:** a.kolodziejczak@kitz-heidelberg.de

cc:

2.) **Carina Müller** (technician): carina.mueller@kitz-heidelberg.de

3.) **Dr. Romain Sigaud:** r.sigaud@kitz-heidelberg.de

4.) **PD Dr. Till Milde:** t.milde@kitz-heidelberg.de

How? - Please collect the fresh tumor sample in sterile PBS in tubes, if needed (e.g. operation at late hours) temporarily store at 4°C (refrigerator) and send it together **with cool packs (refrigerated shipment) and a completed submission form (separate form).**

Where to? - Please send by TNT Express ("by 10 a.m."; when sending from Fri to Sat: "Saturday delivery"; TNT number: 73006252) to the following address (important: PFORTE):

**PD Dr. Till Milde
ADDRESS SP9
AG Translationale Hirntumormodelle
KKE Pädiatrische Onkologie B310
DKFZ / PFORTE
Im Neuenheimer Feld 280
69120 Heidelberg**

Please provide us with a tracking number, it makes it easier to collect the package with the material.

Thank you for the cooperation!

PD Dr. Till Milde, 05.02.2021