New Registration Guidelines for the BVTr

1. Introduction:

In June 2013 we, the biobank team of the BCR, communicated to the local biobanks in our network that from that moment on every tumour sample should be coded separately in the BVTr, instead of one registration per tumour. This document describes the guidelines that accompany this new registration rule.
These new guidelines overrule all previous guidelines about sample registration in the BVTr.

2. Why these new rules?

The main interest of the BVT lies in facilitating the search for **tumour** samples. By mentioning associated materials of tumour samples in one and the same registration (instead of using multiple registrations), a researcher will be able to more easily find what materials are available for his/her research.

3. How to register multiple samples from one donor?:

- Every tumour sample should receive a separate sample ID and a separate registration in the BVTr, even if there are 10 tumour samples from 1 tumour.
- A normal sample should never receive a separate registration.
    - If there is also a tumour sample from the same organ from the same patient stored in the biobank, the normal sample has to be mentioned in available materials of the registration of the tumour sample ("corresponding normal tissue"), regardless the conservation mode of the normal sample.
    - If there is no tumour from the same organ from the same patient stored in the biobank or if the sample is coming from a healthy donor, the normal sample(s) should not be registered at all in the BVTr.
- Other associated samples should never receive a separate registration.
    - If there is also a tumour sample from the same patient stored in the biobank, the associated sample(s) has to be mentioned in available materials of the registration of the tumour sample ("blood", "plasma", "DNA",…), regardless the conservation mode of this associated sample. An associated blood/serum/plasma/urine sample can only be mentioned in available materials of the registration of the tumour sample if it is taken from the patient 14 days before or after removal of tumour sample, otherwise it should not be mentioned in the registration of the tumour sample and should not be registered at all in the BVTr.
    - If there is no tumour from the same patient stored in the biobank or if the sample is coming from a healthy donor, the associated sample(s) should not be registered at all in the BVTr.

→ Some examples:

Description of the samples		**Number of registrations (different sample ID for every registration)**	**Sample type**	**Conservation mode of the tumour sample**	**Available materials**
Patient A.	4 x tissue at -80°C: 1 x tumour, 3 x associated normal.	1	P	2	T*N
Patient B.	3 x tumour tissue at -80°C.	3: 1.	P	2	T
		2.	P	2	T
		3.	P	2	T
Patient C.	1 x tumour tissue in paraffin and 3 x associated blood in liquid nitrogen.	1	P	5	T*B
Patient D.	1 x tumour tissue in paraffin, 2 x associated normal tissue at -80°C.	1	P	5	T*N
Patient E.	3 x tumour tissue at -80°C and 1 x associated blood in liquid nitrogen.	3: 1.	P	2	T*B
		2.	P	2	T*B
		3.	P	2	T*B
Patient F.	1 x tissue of metastasis at -80°C, 1 x tissue of primary tumour in liquid nitrogen, 1 x associated serum in liquid nitrogen.	2: 1.	M	2	T*S
		2.	P	4	T*S
Patient G.	Normal associated tissue from a cancer patient, but without available tumour tissue.	0! Does not have to be registered in the BVT!	--	--	--
Patient H.	Normal tissue from a healthy patient.	0! Does not have to be registered in the BVT!	--	--	--
Patient I.	Blood from a cancer patient, but without available tumour tissue.	0! Does not have to be registered in the BVT!			

4. Extra guidelines:

4.1 Sample type = “normal”:

The introduction of these new guidelines also implies that sample type “normal” cannot be used anymore.

- ➔ Sample(s) from corresponding normal tissue should be registered in “available materials” of the registration of the tumour sample of the same organ of the same patient. If there is no tumour sample of the same organ of that patient stored in the biobank, the normal sample(s) should not be registered in the BVT, because this is a database intended for tumour samples.
- ➔ From now on submitted registrations with sample type “Normal” will be rejected in the BVTr.

4.2 Available material “N” (=”corresponding normal tissue”):

Since normal samples should never receive a separate registration, the available material “N” cannot be used on its own. Available material “N” can only be used in combination with tissue (“T”) from a tumour in the same organ that is available from that patient in the biobank.

4.3 Conservation mode:

Only 1 conservation mode per registration is allowed, namely the one of the tumour sample. This will avoid confusion about on which sample (tumour or associated tissue) the conservation mode is applicable. The researcher can always ask the local biobanks how the associated materials of interest are preserved.

4.4 Registration of a recurrence:

The BVT-application does not foresee a specific sample type for recurrent tumours. Recurrent tumours should be coded as primary tumours (Sample Type: “P”) adding the information concerning the recurrence in “oncological remarks”.

4.5 Inactivation of a registration if no tumor tissue is left anymore:

When tumour tissue, originally registered with associated material, is requested by a researcher, it is possible that only associated material without tumour sample is left. According to the new rules, we recommend to inactivate the whole registration when the tumour sample itself is no longer available.