UNIVERSITÄTS
KLINIKUM
HEIDELBERG

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Liquid Biopsy Diagnostics from CSF – Submission Checklist

External Submitters (International)

This checklist allows you to verify that all required step have been completed! ✓

1. Patient Information and Consent

- ○ The patient has been informed about the lumbar puncture / CSF collection
- ○ The patient has been informed according to local institutional standards and consent for genetic testing has been obtained

2. Sample Collection (see Fig. 1)

- ○ CSF was obtained in a cfDNA tube (e.g., Streck)
- ○ Blood was collected in a standard EDTA tube (9 mL)

3. Documentation (physician)

- ○ The submission form for liquid biopsy diagnostics has been completed in full

4. Cost Coverage

- ○ **EU countries**: Completion of an **S2 form** including signature and official stamp
- ○ **Non-EU-countries**: Please contact the International Office of Heidelberg University Hospital to clarify cost coverage: international.office@med.uni-heidelberg.de

Note: Sample processing will NOT take place without a valid S2 form or written confirmation of cost coverage from the International Office!

5. Initial Sample Processing (CSF laboratory)

- ○ CSF supernatant and cell pellet were separated by centrifugation
- ○ EDTA blood was prepared accordingly

6. Sample Shipping

- ○ **Samples** were shipped together with the **submission form** and **cost coverage documents**
- ○ **Shipping conditions were followed**:
  CSF in cfDNA tube → shipped at room temperature
  CSF in standard tube → shipped on dry ice

7. Sample Registration

- ○ Sample shipment was **announced** by email WITHOUT patient identifiers to: liquidbiopsy.NEU@med.uni-heidelberg.de
- ○ **Contact details** for report delivery and board invitation were provided

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Streck Cell-Free DNA BCT® CE	Sarstedt 9mL EDTA-Monovette (Standard)
CSF	**EDTA**

Fig.1. Sample Collection Tubes

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