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**Institut für Virologie**

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## USER MANUAL

### 1. Safety instructions

The EQA panel is composed of 12 samples containing inactivated, lyophilized viral material. Although the material is inactivated it should be regarded as potentially hazardous to health. All samples should be used and discarded according to your own laboratory's safety procedures. Safety procedures should include the wearing of protective gloves and avoiding the generation of aerosols.

### 2. Privacy declaration

Hereby we assure that all data and information provided will be handled confidentially. Data will be published in anonymized form exclusively. Thus, performance of individual laboratories cannot be identified. Moreover, you will get a personalized feedback regarding your individual EQA results. All participating laboratories will be offered co-authorship upon publication of the EQA results.

### 3. Supplied EQA material

Please make sure that the EQA material you received is complete before you start reconstitution and testing of the samples. The EQA panel is composed of 12 screw cap tubes containing lyophilized material labelled with "Sample 1" – "Sample 12".

### 4. Storage

Do not expose the EQA material to direct sunshine or heat. The material should be stored at room temperature (acceptable range -20°C to 25°C). Once the samples are reconstituted, perform extraction of nucleic acids within 6 hours. If you intend to keep remaining resuspended material, we recommend storing it at or below -20°C.

### 5. Reconstitution of the samples

All samples must be reconstituted as indicated below. Avoid cross-contamination by general laboratory practice including the usage of filter tips.

- 1) Equilibrate lyophilized samples to ambient temperature for about 15 minutes.
- 2) Add 200 µL of sterile nuclease-free water to each lyophilized sample.
- 3) Let the samples incubate for 3 minutes.
- 4) Vortex the samples for about 10 seconds to resuspend the material properly.
- 5) Centrifugate the samples to avoid contamination.
- 6) Extract nucleic acids according to your routine diagnostic protocols.

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Gliedkörperschaft der Freien Universität Berlin und der Humboldt-Universität zu Berlin

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If your RNA extraction protocol requires larger volumes than those obtained during reconstitution of the samples, add additional diluent according to your routine protocol for clinical specimen (e.g. sterile nuclease-free water or PBS). Handle all reconstituted EQA samples as you handle clinical specimens. Conduct RNA extraction and SARS-CoV-2 detection exactly according to the laboratory's standard protocol.

## 6. Contact

For further information contact (10)(2e) (10)(2e) @charite.de, Tel. (10)(2e)  
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Please submit your results at (10)(2g)