

1. LABORATORY THAT PERFORMS THE ANALYSIS

The genetic sample you have collected will be analyzed at the TOMA Advanced Biomedical laboratory Assays Spa (in short "TomaLab ") at the Busto Arsizio (VA, Italy) headquarters.

TomaLab is one of the largest genetics laboratories in Italy, active for more than 40 years, accredited by the Lombardy Region Health System as a General Clinical Laboratory with Clinical Pathology and Microbiology and Virology; Specialist Laboratory of Pathological Anatomy with Somatic Molecular Diagnostics; Specialist Laboratory of Medical Genetics with Cytogenetics and Molecular Genetics which also includes an area dedicated to Forensic Genetics. For more information, you can visit the institutional website www.tomalab.it

2. OPERATING INSTRUCTIONS

a) Forms for the first submission

It is essential that for the first shipment of genetic samples the "**Medical Center Data Collection Form** " attached here is filled out in order to register your medical practice as a customer and send you the credentials for viewing the reports from the portal www.tomalab.it

b) Payment for the exam

The cost of the exam is **€156** and will be invoiced by Tomalab to the medical center specified in the "Medical Center Data Collection Form".

The electronic invoice (XML) will be sent to the Italian Interchange System, while a courtesy copy (PDF) will be sent by email around the 10th of the month following the sending of the samples.

Payment must be made by bank transfer within 30 days of receipt.

c) Exam results

The reports will be available on the website www.tomalab.it in the "DOWNLOAD REPORTS" section. The access credentials will be sent to you by email upon receipt of the "Medical Center Data Collection Form". You will also receive notification of when the report is ready to be viewed at the email address indicated in the form.

3. SHIPPING

a) Packaging

The swab for cell collection is stable at room temperature for 30 days from collection.

For each swab, the STUDIUM GENETICS SG-OCRA TEST HISTORY FORM must be filled out by the health professional who collected the sample, *without* specifying the patient's personal details which must remain anonymous and known exclusively to the health professional.

The sampling kit already includes everything you need for shipment:



1. BioHazard bag
2. Paper envelope with bubble wrap
3. A TNT envelope for shipping

The biological sample collected must be placed in the BioHazard bag.

The BioHazard bag, the STUDIUM GENETICS SG-OCRA TEST HISTORY FORM and the “Medical Centre Data Collection Form” (if this is the first shipment) must be placed in the bubble wrap paper envelope, then in the TNT plastic envelope.

b) Shipping request

Once the envelope for shipping has been prepared, send an email to ritiri@tomalab.com requesting the collection of the material. The collection will be organized from Monday to Friday, on the day following the request.

In the text of the email, please state:

- 1- That the collection of samples is required
- 2- Pick-up location
- 3- Day and possible collection time slot
- 4- Telephone number and operational contact
- 5- That the generation of the DDT (Transport Document) is required for the shipment of samples

The TOMALAB laboratory will send you the delivery note for the collection which must be printed and placed in the appropriate pocket of the TNT envelope provided

4. CONTACTS TOMALAB

Contact the Tomalab secretariat at +39 0331 652911 from Monday to Friday from 10:30 to 18:00 CET or by email at segreteria@tomalab.com.