



Duke Human Vaccine Institute

EQAPOL 8-color Intracellular Cytokine Staining (ICS) Flow Cytometry Assay Orientation

Presentation Outline

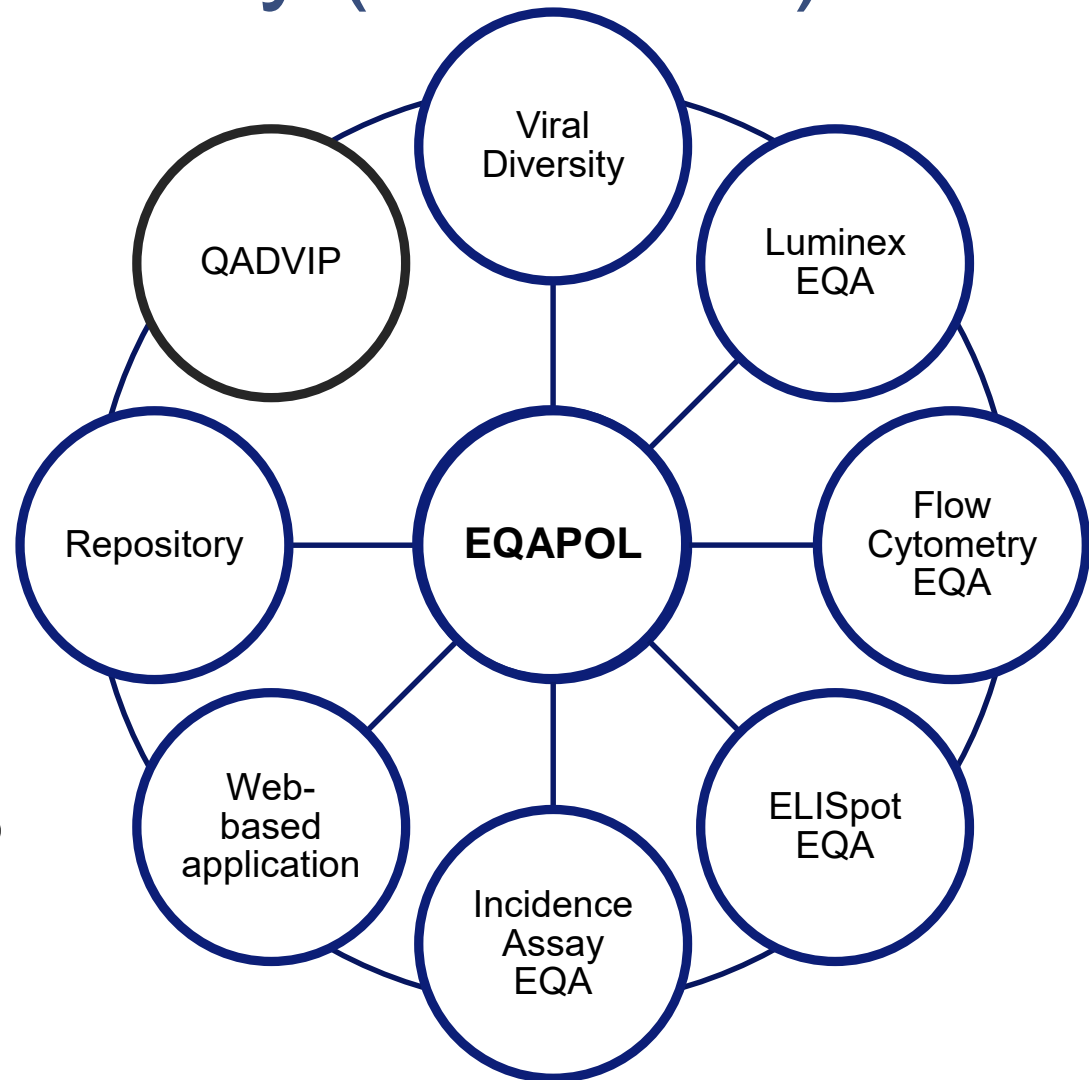
- Overview of External Quality Assurance Program Oversight Laboratory (EQAPOL)
- Overview of EQAPOL Flow Cytometry External Quality Assurance (EQA) Program
 - EQAPOL ICS assay Program Overview
 - EQA Process
 - Data Reporting
 - Assessment
 - Common Problems
 - References
 - FAQs
 - Next steps - DAA

Abbreviations used

- EQAPOL – External Quality Assurance Program Oversight Laboratory
- QAU – Quality Assurance Program
- EQAP – External Quality Assurance Program
- EP – External Proficiency
- EOL – EQAPOL Oversight Laboratory
- ICS – Intra-Cellular Staining
- 8C – 8 Color
- PBMC – Peripheral Blood Mononuclear Cells
- GID – Global ID, sample identifier
- FCS – Flow Cytometry Standard, file format
- EOLm – EOL centralized Manual analysis
- CEF – optimal 8-9mer peptides for **CMV**, **EBV**, and Influenza
- ANR – Assay Not Reliable, used in report template
- AND – Assay Not Done, used in report template
- LN₂ – Liquid Nitrogen
- SA – Site Analysis

External Quality Assurance Program Oversight Laboratory (EQAPOL)

- NIAID/DAIDS-sponsored 7-year contract
- Eight components to support HIV/AIDS research and vaccine trials
- Goal of EQAPOL: help sites improve



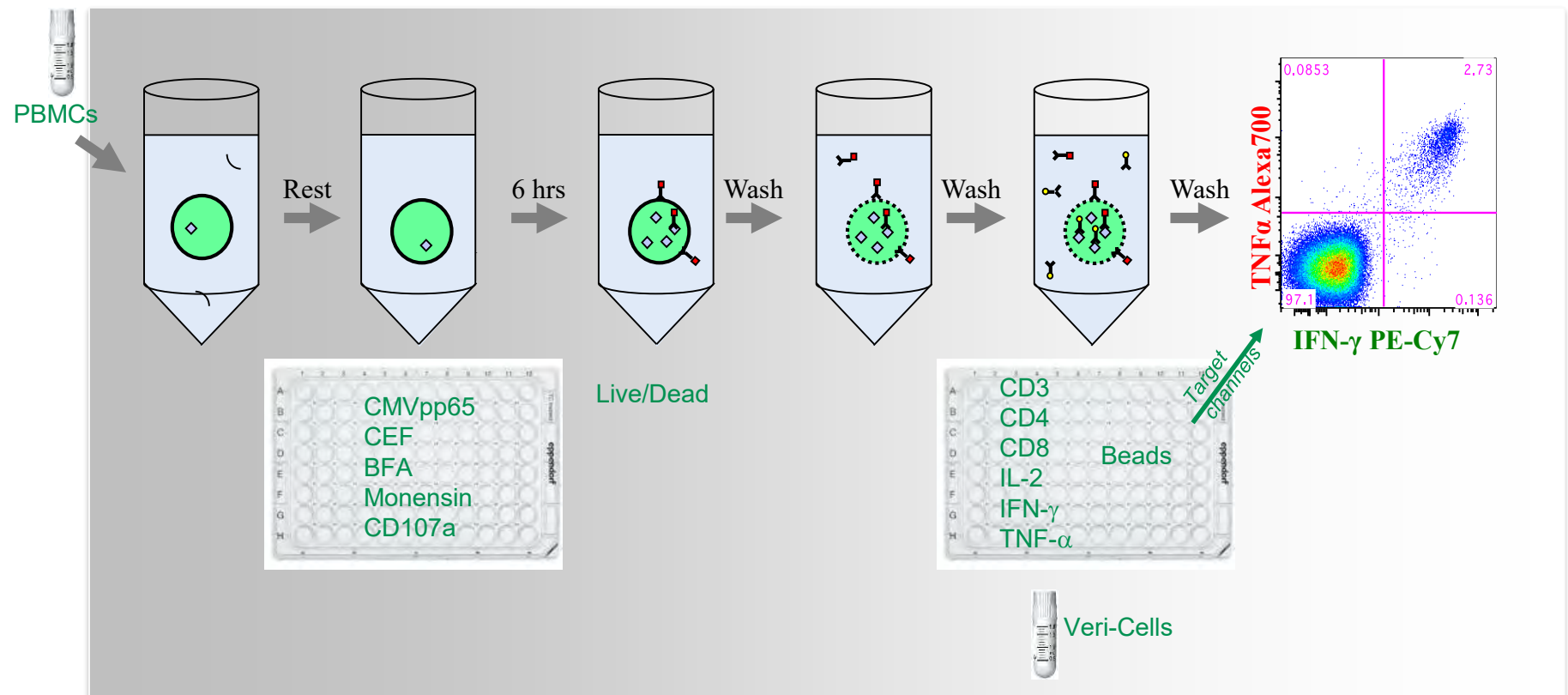
EQAPOL EQAP Program Goal

- The goal of a proficiency program, traditionally, is to assess performance of an assay
- The goal of the EQAPOL EQAP is to help sites improve the performance of their own assay
 - Standardized EQAPOL assay - required
 - Graded
 - Site-specific report
 - Site Choice assay - *optional*
 - Not graded
 - One report

Introduction to 8-color ICS Flow Cytometry Program

- The program promotes improvement through a combination of proficiency testing, *controls, questionnaire, remediation, and training.
 - *Instrument
 - *Staining
- EQAPOL assesses a site's ability to perform and analyze an 8C ICS Flow panel.
- Grading criteria
 - Harmonized across EQAPOL Programs
 - Designed to capture performance in key points of the assay, enabling the identification of technical problems (Site-Specific Comments)

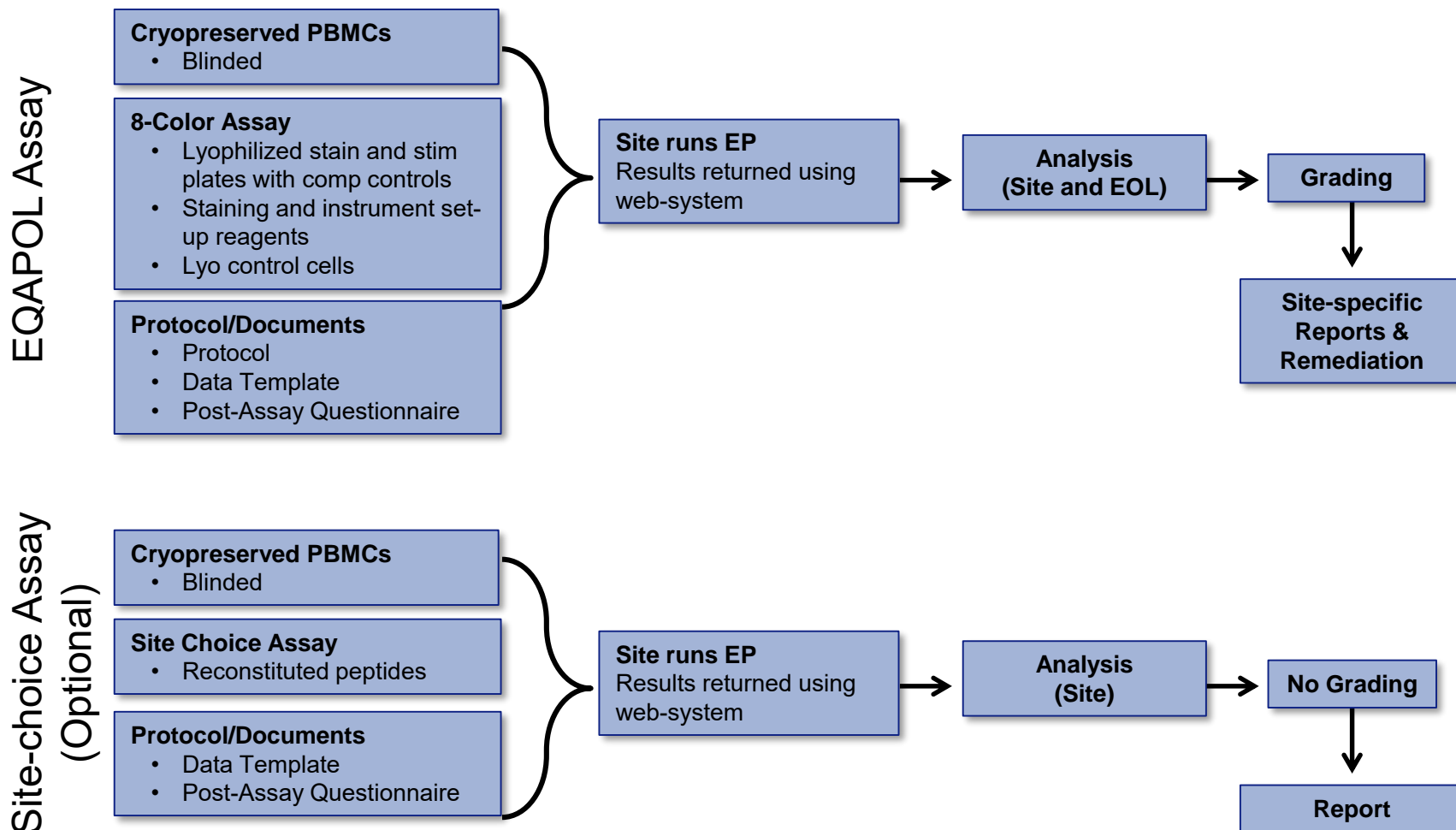
EQAPOL ICS Assay Overview



EQAPOL ICS EQAP Grading Categories

- Timeliness
- PBMCs
 - Viability
 - Recovery
- Protocol Adherence
 - Instrument setup
 - Annotation and Gating
- Deviation of EOLm analyzed data from consensus (assay)
- Deviation of EOLm and Site analyzed data (analysis)

EQAPOL Flow Cytometry EQA Approach



Assay Items supplied by EQAPOL

- EQAPOL Assay:
 - Pre-qualified PBMCs
 - Lyophilized Stain and Stimulation plates, including controls
 - Staining and instrument set-up reagents
 - Veri-Cells
 - lyophilized control cells – stim & unstim, stained with zombie dye
 - Protocol, with target channels & gating strategy
 - Data reporting template
- Site Choice Assay:
 - PBMCs
 - Reconstituted Peptide
 - Data reporting template

Stimulation Plate Layout Example

| | | Stimulation Plate | | | | | | | | | | | |
|-----------------------------|----------|-------------------|---|-------------------------------|-----------------------------|-----------|---|------------|---|---|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Add Donor 1 to Row A | A | PTI | | PTI + CMV | | PTI + CEF | | | | | | | |
| | B | | | | | | | | | | | | |
| Add Donor 2 to Row C | C | PTI | | PTI + CMV | | PTI + CEF | | | | | | | |
| | D | | | | | | | | | | | | |
| Add Donor 3 to Row E | E | PTI | | PTI + CMV | | PTI + CEF | | | | | | | |
| | F | | | | | | | | | | | | |
| | G | PTI | | Unstim Veri-Cells with Zombie | Unstim Veri-Cells No Zombie | | | | | | | | |
| | H | PTI | | Stim Veri-Cells with Zombie | Stim Veri-Cells No Zombie | | | | | | | | |
| | | PTI | | PTI + CMV | | PTI + CEF | | Veri-Cells | | | | | |

Note 1: Cells should be added to rows A, C, and E as well as wells G1 and H1 at the time of stimulation according to the protocol and plate layout.

Note 2: LyoCells should be added to wells G3 and H3 on the stimulation plate during the staining portion of the EQAPOL 8cICS assay according to the protocol and plate layout. LyoCells are stimulated and lyophilized and do not need to go through the stimulation part of the EQAPOL 8cICS assay.

Stain Plate Layout Example

| | 8C mAb Stain Plate | | | | | | | | | | | |
|---|--------------------|---|---|----------------|---|---|---|---|-----------|-----------------|--------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| A | | | | | | | | | | | | |
| B | | | | | | | | | | | | |
| C | | | | | | | | | | | | |
| D | | | | | | | | | | | | |
| E | | | | | | | | | TNFa FITC | | CD107a PE | |
| F | | | | | | | | | | CD8 PerCP-Cy5.5 | | CD4 PE-Cy7 |
| G | | | | | | | | | IFNg APC | | CD3 APC-F750 | |
| H | | | | | | | | | | IL2 BV421 | | |
| | mAb cocktail | | | Unstained PBMC | | | | | | | | |

Note 1: The mAb cocktail in wells A1, A3, A5, C1, C3, C5, E1, E3, E5, G3, and H3 on the staining plate should be added to the corresponding wells on the stimulation plate according to the EQAPOL 8cICS protocol.

Note 2: Individual mAb for the compensation beads should be transferred to 12x75 tubes according to the EQAPOL 8cICS protocol.

Easy-pierce Seal - reduces loss of lyopellet due to static electricity

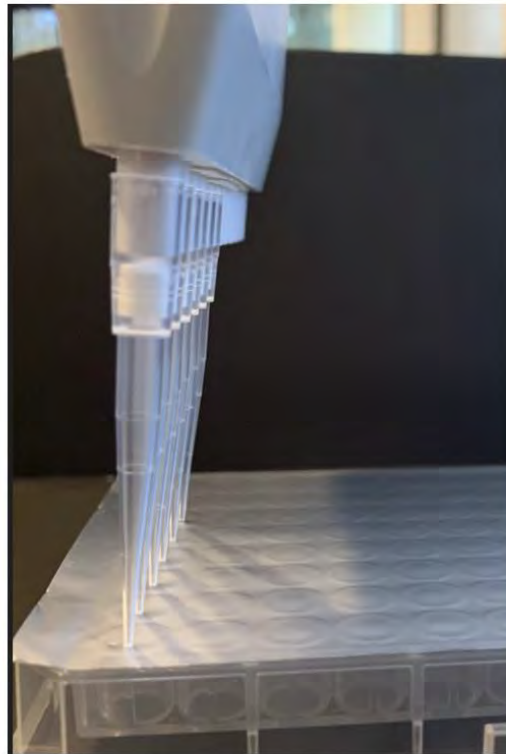
Out of package



Reconstituted



BAD Piercing Angle

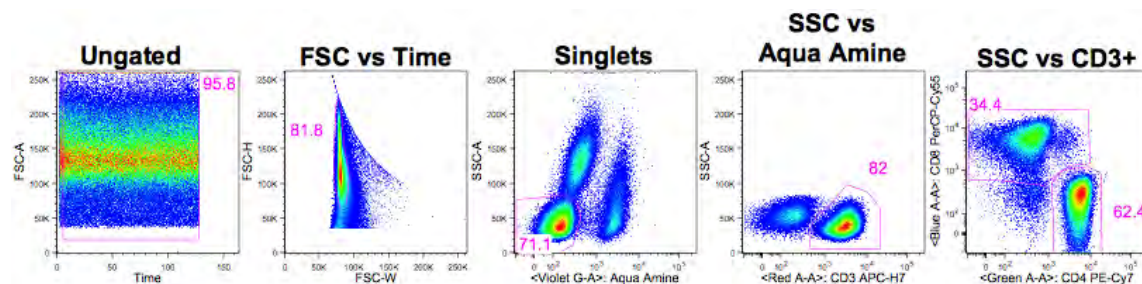


GOOD Piercing Angle



EQAPOL 8-color ICS Gating scheme

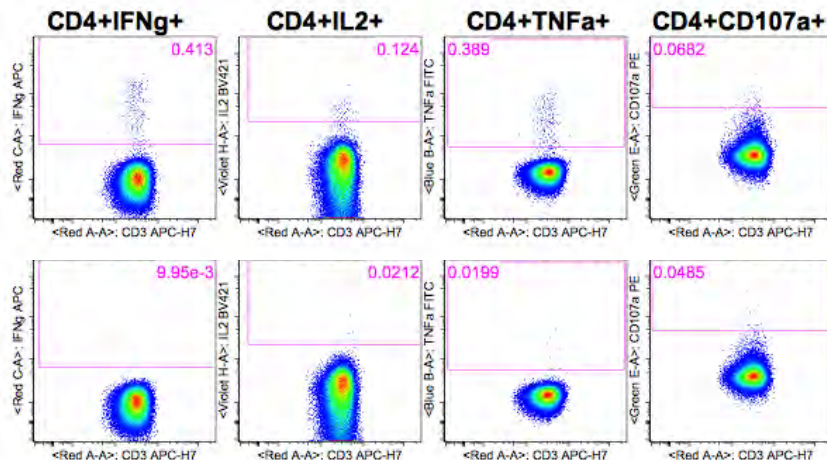
- Manually check/modify compensation
- Uniform gating
- Exclude acquisition errors
- Include CD3, CD4, CD8 dim+
- Set cytokine gates above “halo” of negative
- Use backgating



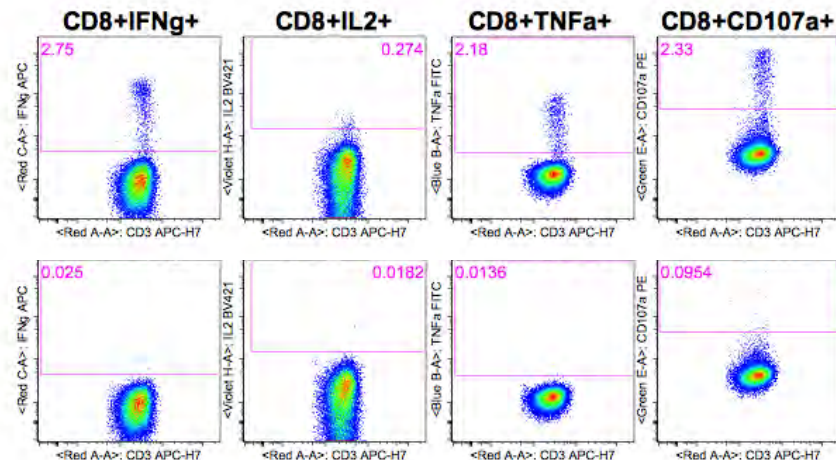
Gated on CD4+

CMVpp5
+ PTI

PTI only



Gated on CD8+



Site choice – up to site, harmonize reportables

Enter Exact
FCS File
Name

Change
GID Name

| vs | % Singlets | % Aqua-SSClo | % CD3+ SSC | % CD4+CD8- | % CD4+CD8- CD107+ | % CD4+CD8- IFNγ+ | % CD4+CD8- IL2+ | % CD4+CD8- TNFα+ | % CD4-CD8+ | % CD4-CD8+ CD107+ | % CD4-CD8+ IFNγ+ | % CD4-CD8+ IL2+ | % CD4-CD8+ TNFα+ |
|----|------------|--------------|------------|------------|----------------------|---------------------|--------------------|---------------------|------------|----------------------|---------------------|--------------------|---------------------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | n/a | | | | n/a | | | | | n/a | | | |
| | n/a | | | | n/a | | | | | n/a | | | |

Example of Completed Template

| File Name | GID | Stimulus | Well ID | Total Event Count | % Time vs FSC | % Singlets | % Aqua-SSC _{lo} | % CD3+ SSC % |
|----------------------|--------------|-----------|---------|-------------------|---------------|------------|--------------------------|--------------|
| 008_G6901X4Z_07_A01 | G6901X4Z_07 | PTI | A01 | 214,000 | 100 | 80.40 | 94.20 | 89.00 |
| 008_G6901X4Z_07_A03 | G6901X4Z_07 | PTI + CMV | A03 | 221,000 | 100 | 78.50 | 92.60 | 89.50 |
| 008_G6901X4Z_07_A05 | G6901X4Z_07 | PTI + CEF | A05 | 218,000 | 100 | 79.40 | 92.90 | 88.80 |
| 008_EENB070Z4_07_C01 | EENB070Z4_07 | PTI | C01 | 262,000 | 100 | 82.00 | 88.80 | 76.00 |
| 008_EENB070Z4_07_C03 | EENB070Z4_07 | PTI + CMV | C03 | 271,000 | 100 | 81.10 | 88.00 | 75.40 |
| 008_EENB070Z4_07_C05 | EENB070Z4_07 | PTI + CEF | C05 | 259,000 | 100 | 82.80 | 89.30 | 77.10 |
| 008_J69038D1_07_E01 | J69038D1_07 | PTI | E01 | 270,000 | 100 | 79.80 | 79.50 | 83.80 |
| 008_J69038D1_07_E03 | J69038D1_07 | PTI + CMV | E03 | 261,000 | 100 | 79.20 | 84.70 | 83.00 |
| 008_J69038D1_07_E05 | J69038D1_07 | PTI + CEF | E05 | 254,000 | 100 | 80.10 | 85.10 | 83.40 |
| 008_Lyo cell_G3 | Lyo Cell | Unstim | G03 | 276,000 | 100 | 80.90 | n/a | 78.10 |
| 008_Lyo cell_H3 | Lyo Cell | Stim | H03 | 261,000 | 100 | 87.40 | n/a | 79.00 |

| % Aqua-SSC _{lo} | % CD3+ SSC | % CD4+CD8- | % CD4+CD8-CD107+ | % CD4+CD8-IFNg+ | % CD4+CD8-IL2+ | % CD4+CD8-TNFa+ | % CD4-CD8+ | % CD4-CD8+CD107+ | % CD4-CD8+IFNg+ | % CD4-CD8+IL2+ | % CD4-CD8+TNFa+ |
|--------------------------|------------|------------|------------------|-----------------|----------------|-----------------|------------|------------------|-----------------|----------------|-----------------|
| 94.20 | 89.00 | 61.50 | 0.05 | 0.06 | 0.19 | 0.06 | 23.70 | 0.05 | 0.11 | 0.15 | 0.02 |
| 92.60 | 89.50 | 61.60 | 0.04 | 0.04 | 0.16 | 0.08 | 23.40 | 0.04 | 0.04 | 0.12 | 0.01 |
| 92.90 | 88.80 | 61.60 | 0.04 | 0.02 | 0.25 | 0.07 | 23.80 | 1.05 | 1.11 | 0.33 | 1.01 |
| 88.80 | 76.00 | 49.30 | 0.10 | 0.03 | 0.11 | 0.10 | 45.50 | 0.12 | 0.05 | 0.07 | 0.04 |
| 88.00 | 75.40 | 49.10 | 0.12 | 0.13 | 0.13 | 0.17 | 45.40 | 3.45 | 4.77 | 0.32 | 3.82 |
| 89.30 | 77.10 | 49.30 | 0.09 | 0.06 | 0.15 | 0.06 | 45.40 | 3.17 | 4.51 | 0.41 | 3.34 |
| 79.50 | 83.80 | 40.90 | 0.13 | 0.02 | 0.19 | 0.06 | 51.60 | 0.14 | 0.01 | 0.13 | 0.04 |
| 84.70 | 83.00 | 41.00 | 1.37 | 1.98 | 0.97 | 2.03 | 50.70 | 0.71 | 0.45 | 0.08 | 0.18 |
| 85.10 | 83.40 | 41.20 | 0.13 | 0.02 | 0.07 | 0.05 | 50.00 | 0.41 | 0.33 | 0.07 | 0.14 |
| n/a | 78.10 | 61.50 | n/a | 0.21 | 2.55 | 1.67 | 26.40 | n/a | 0.01 | 0.17 | 0.10 |
| n/a | 79.00 | 60.10 | n/a | 6.89 | 8.59 | 6.99 | 28.80 | n/a | 13.40 | 7.14 | 9.37 |


- **Empty cells are not permitted.**
 - Assay Not Reliable (ANR) – assay performed & results are not consistent/reliable for reporting
 - Assay Not Done (AND) – assay not performed & no data to report
 - Not Applicable (n/a) -


Initiating an EP

- EPs are scheduled twice per year about six months apart
- EQAPOL will alert sites of a send-out date AT LEAST three weeks in advance
 - Sites may request a delay in shipment due to holidays, etc.
- Sites will be alerted when their EP ships.
- Results are due within 4 weeks of EP receipt.

EQAPOL Web-based System: Log In

<https://eqapolapp.dhvi.duke.edu>

 **EQAPOL** External Quality Assurance Program Oversight Laboratory
An NIH, NIAID, DAIDS Program

 **Duke** Human Vaccine Institute


Sign In

Email

Password [Forgot/Reset your password](#)

[Sign in with DHE credentials](#)

EQAPOL is a U.S. Government information System. Use of the system indicates consent to monitoring, recording, and auditing. Unauthorized use is prohibited and subject to criminal and civil penalties.

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Eqapol Prod1 - 2.13.0

Select “Flow Cytometry” from the Menu



The screenshot shows the EQAPOL (External Quality Assurance Program Oversight Laboratory) website. The header includes the EQAPOL logo and text: "External Quality Assurance Program Oversight Laboratory An NIH, NIAID, DAIDS Program". To the right is the Duke Human Vaccine Institute logo. A navigation bar contains "Programs" and "Administration" dropdown menus, along with links for "toddch@gmail.com", "Site Info", and "Log Out". The main content area features a "Choose A Program" section with two options: "ELISpot" and "Flow Cytometry 8-Color". A red arrow points to "Flow Cytometry 8-Color". The footer includes "Contact Us", "powered by SCIMED SOLUTIONS", and "Eqapol Prod1 - 2.19.1".

EQAPOL External Quality Assurance Program Oversight Laboratory
An NIH, NIAID, DAIDS Program

Duke Human Vaccine Institute

Programs Administration toddch@gmail.com | Site Info | Log Out

Choose A Program

[ELISpot](#)

[Flow Cytometry 8-Color](#)

Contact Us powered by SCIMED SOLUTIONS Eqapol Prod1 - 2.19.1

*** Some options will not be available for your site*

Select “EP12” from Flow Cytometry Program Page

Flow Cytometry 8-Color

On behalf of EQAPOL , we want to thank you for participating in the EQAPOL Flow Cytometry program. This page will enable your site to access both active and completed External Proficiency (EP) rounds by selecting your site listed under the EP of interest. Please note that documents in the "Completed EPs" are available for viewing/download only; they cannot be edited.

Should you encounter any problems while working with the EQAPOL web-based system, please contact us at EQAPOL@duke.edu for assistance.

Best regards,

The EQAPOL Flow Cytometry Team

Upcoming EPs

[EP 12](#)



Completed EPs

[EP 4](#)

[EP 5](#)

[EP 6](#)

[EP 6 Site Choice](#)

[EP 7](#)

[EP 7 Site Choice](#)

[EP 8](#)

[EP 8 Site Choice](#)

[EP 9](#)

[EP 9 Site Choice](#)

[EP 10](#)

[EP 10 Site Choice](#)

[EP 11 Site Choice](#)

[EP 11](#)

[EP DAA](#)

**** Some options will not be available for your site**

Select your Site under the Current EP

Flow Cytometry 8-Color EP 9 (Active)

We appreciate your participation in EQAPOL Flow Cytometry 8-Color ICS External Proficiency 9 (EP9). Please follow the instructions below to complete EP9:

1. Download the provided protocol, instructions, and Appendices below to perform the 8-Color ICS assay using the EQAPOL-provided kit and samples. Do not deviate from the protocol.
2. Once you have completed the assay, please navigate to the "Results" tab to complete the post-assay questionnaire.
 - Answers will not be final until you select the "Submit" button at the end of the survey.
3. Download the Excel template below and complete the template using the instructions provided in the protocol.
4. Navigate to the "Results" tab and upload your completed Excel template as a "Results Spreadsheet."
5. Navigate to the "Results" tab and upload your final FlowJo analysis file as a "Jo File" or "wsp File" according to the protocol.
6. Navigate to the "Results" tab and upload your Cytometer Configuration file as a "csv File" or "jpg File" according to the protocol.
7. Navigate to the "Results" tab and upload your CST Baseline Report as a "csv File" according to the protocol.
8. Navigate to the "Results" tab and upload your CST Performance Report as a "csv File" according to the protocol.
9. After you have uploaded your results you can either "Save" or "Submit" them. Once the Excel is uploaded, you can save or submit your results. By pressing "Save" you will save a copy of the file to the system, but it will not be recorded as final until you "Submit" the document. Selecting "Submit" will both save your file and submit it as final.
10. Navigate to the "Results" tab and select the link for the Questionnaire and complete the questionnaire.
11. Select the link for Reflow below. Upload your FCS files in the folder titled "EP9."
12. Once your files are submitted you will not be able to add or edit files unless you contact us at EQAPOL@duke.edu.

www.eqapol-reflow.com

<https://vimeo.com/167328566>

Should you have any questions about EP9 or need assistance with the web-based system, please do not hesitate to contact us.

The EQAPOL Flow Cytometry Team

[eqapol_ep9_appendix_a_final.pdf](#)
[eqapol_ep9_appendix_b_final.pdf](#)
[eqapolep9_8cics_protocol_final.pdf](#)
[eqapolep9_reflow_protocol_final.pdf](#)
[eqapolep9_site_8cics.xlsx](#)

Snapshot of EP status

Kit: [EP9](#)

| Site | Assay Run | Send-Out | Questionnaire | Results | Reports |
|-------------------|-----------|---|-------------------------|---|----------------------------------|
| EQAPOL [REDACTED] | 1 | Received 05/24/2016, Received 05/24/2016, Received 05/24/2016 | Submitted 06/20/2016 | Submitted 06/20/2016 Imported 06/21/2016 | Report Available |

Only sites for which you are a part of will display on this page

Navigating Your Site's Home Page

The screenshot shows the home page for the EQAPOL Flow Cytometry 8-Color EP 9 assay. The page title is "Flow Cytometry 8-Color EP 9 - EQAPOL" and the assay is identified as "Assay Run 1". A navigation bar contains six tabs: INSTRUCTIONS, SEND-OUT, RESULTS, CENTRALIZED ANALYSIS, REPORTS, and COMMUNICATION/FEEDBACK. The INSTRUCTIONS tab is currently selected. The main content area provides instructions for completing the assay, including downloading protocols and uploading results. Red arrows point from external text boxes to specific elements on the page: "Shipment Information" points to the SEND-OUT tab; "Report tab will appear after EP results are available" points to the REPORTS tab; "Discussion between Site and EQAPOL" points to the COMMUNICATION/FEEDBACK tab; "Download Protocol and Template" points to the INSTRUCTIONS tab; and "Upload Results (XLS template) and Take Survey" points to the RESULTS tab.

Shipment Information

Report tab will appear after EP results are available

Discussion between Site and EQAPOL

Flow Cytometry 8-Color EP 9 - EQAPOL

Assay Run 1

INSTRUCTIONS SEND-OUT RESULTS CENTRALIZED ANALYSIS REPORTS COMMUNICATION/FEEDBACK

We appreciate your participation in EQAPOL Flow Cytometry 8-Color ICS External Proficiency 9 (EP9). Please follow the instructions below to complete EP9:

1. Download the provided protocol, instructions, and appendices below to perform the 8-Color ICS assay using the EQAPOL-provided kit and samples. Do not deviate from the protocol.
2. Complete the assay, and upload your final FlowJo analysis file as a "jo File" or "wsp File" according to the protocol.
3. Upload the assay, and upload your final FlowJo analysis file as a "jo File" or "wsp File" according to the protocol.
4. Upload the assay, and upload your final FlowJo analysis file as a "jo File" or "wsp File" according to the protocol.
5. Upload the assay, and upload your final FlowJo analysis file as a "jo File" or "wsp File" according to the protocol.
6. Navigate to the "Results" tab and upload your Cytometer Configuration file as a "csv File" or "jpg File" according to the protocol.
7. Navigate to the "Results" tab and upload your CST Baseline Report as a "csv File" according to the protocol.
8. Navigate to the "Results" tab and upload your CST Performance Report as a "csv File" according to the protocol.

Download Protocol and Template

Upload Results (XLS template) and Take Survey

EP Shipment – EQAPOL Assay

- **Three shipments with packing manifests**
 - **Wet ice shipment** containing the reagents for stimulation, staining and instrument set-up.
 - Store materials at 2-8°C
 - **Cryoshipper** containing the PBMCs
 - Store PBMCs in LN₂
 - **Dry ice shipment** containing the Zombie viability dye
 - Store dye at -20°C
- **Data Logger**
 - Upon receipt deactivate the data loggers according to the protocol and return to EQAPOL using the provided shipping envelope and waybill
- **Assay Protocol**
 - Thoroughly familiarize yourself with all aspects of the EP-specific protocol in advance of performing the assay. This is necessary as the assay may vary slightly from your current Flow Cytometry procedures and from previous EPs.
 - Protocol documents include gating instruction appendix, results template and instructions for using ReFlow
- **Return LN₂ Shipper immediately upon receipt**

EP Shipment – Site Choice Assay

- **Site choice shipment includes:**
 - **Cryoshipper** containing 3 vials of PBMCs and data logger
 - Store PBMCs in LN₂
 - Follow printed instructions for returning data logger
 - **Reconstituted peptides**
 - One 15μL vial of CEF and one 15μL vial of CMVpp65
 - Store at -80 °C

Acknowledge Receipt of Shipments

Shipment
Information

Flow Cytometry 8-Color EP 9 - EQAPOL

INSTRUCTIONS

SEND-OUT

RESULTS

CENTRALIZED ANALYSIS

We appreciate your participation in EQAPOL Flow Cytometry 8 EP9:

Change "Shipment Issues" to "Yes" to note any shipping issues and select "Received"

Shipment #11740

Shipped: 12/10/2014 05:12 PM

Courier: Fedex

Tracking # 772166719609

Documents [eqapol_elispot_ep8_site](#) [batch_1267.xls](#)

| Item | Global Spec ID | Quantity | Volume |
|-----------|----------------|----------|----------------|
| Reagent A | 09252014 | 1 | 200.0 µL |
| Reagent B | 09252014 | 1 | 200.0 µL |
| Reagent C | 09252014 | 1 | 200.0 µL |
| Sample 1 | J69059VN-36 | 1 | 20000000.0 CEL |
| Sample 1 | J69059VN-37 | 1 | 20000000.0 CEL |
| Sample 1 | J69059VN-38 | 1 | 20000000.0 CEL |
| Sample 2 | E69027ST-20 | 1 | 20000000.0 CEL |
| Sample 2 | E69027ST-21 | 1 | 20000000.0 CEL |
| Sample 2 | E69027ST-22 | 1 | 20000000.0 CEL |
| Sample 3 | F69080LX-11 | 1 | |
| Sample 3 | F69080LX-12 | 1 | |
| Sample 3 | F69080LX-13 | 1 | |

Received at:

Shipment issues: None

Please describe the issues with your shipment:

Enter date in "Received at" when your shipment arrives then choose "Update Shipment" below

Update Shipment

Requesting a New Shipment

- If your shipment had an error, please contact EQAPOL to receive a new kit.
 - The site timeline will be reset based on the new shipment.
- If your site had a technical error that you believe will impact your results, EQAPOL may be able to replace your kit.
 - The site timeline will not be reset based on the new shipment at the discretion of the PI.
- Please contact us if you need to extend your deadline for extenuating circumstances.

Upload Completed Documents: Select “Results”

INSTRUCTIONS SEND-OUT RESULTS CENTRALIZED ANALYSIS REPORTS COMMUNICATION/FEEDBACK

Questionnaire [Fill out the Questionnaire](#)

| | | |
|-------------------------|-------------|----------------|
| Results spreadsheet | Choose File | No file chosen |
| Baseline report | Choose File | No file chosen |
| Cytometer configuration | Choose File | No file chosen |
| FlowJo file | Choose File | No file chosen |
| Performance report | Choose File | No file chosen |
| Additional files | Choose File | No file chosen |

[Add Document](#)

Comments [Add Comment](#)

There are no comments

[Save](#) [Submit](#) [Cancel](#)

Save: will enable you to delete and upload new documents if needed. Results will not be final

Submit: will indicate you are done with the EP. Documents can no longer be uploaded without contacting EQAPOL

Document “saved” Example

Flow Cytometry 8-Color EP DAA - EQAPOL - EQAPOL Guest User Site Assay Run 1

INSTRUCTIONS **SEND-OUT** **RESULTS** **CENTRALIZED ANALYSIS** **REPORTS** **COMMUNICATION/FEEDBACK**

Results spreadsheet [eqapolepDAA_000_8cics.xlsx](#) Remove 

Additional files

Choose File No file chosen

 Add Document

Comments [Add Comment](#)

There are no comments

 Save  Submit  Cancel

 Back to EP DAA  Back to Flow Cytometry 8-Color

Contact Us powered by **SCIMED SOLUTIONS** Eqapol Test - 2.19.3.rc-17

- “Remove” and “Save” will remove all files selected
- The results sheet will require the proper formatting in order to be successfully imported by EQAPOL

Document “Submitted” Example

Flow Cytometry 8-Color EP DAA - EQAPOL - EQAPOL Guest User Site Assay Run 1

INSTRUCTIONS **SEND-OUT** **RESULTS** **CENTRALIZED ANALYSIS** **REPORTS** **COMMUNICATION/FEEDBACK**

Submitted: 11/18/2016 03:52 PM by andrea.pappas@duke.edu.dev.null

Replace No file chosen
[eqapolepDAA_000_8cics.xlsx](#)

Results spreadsheet

Comments [Add Comment](#)

There are no comments

[Back to EP DAA](#) [Back to Flow Cytometry 8-Color](#)

Contact Us

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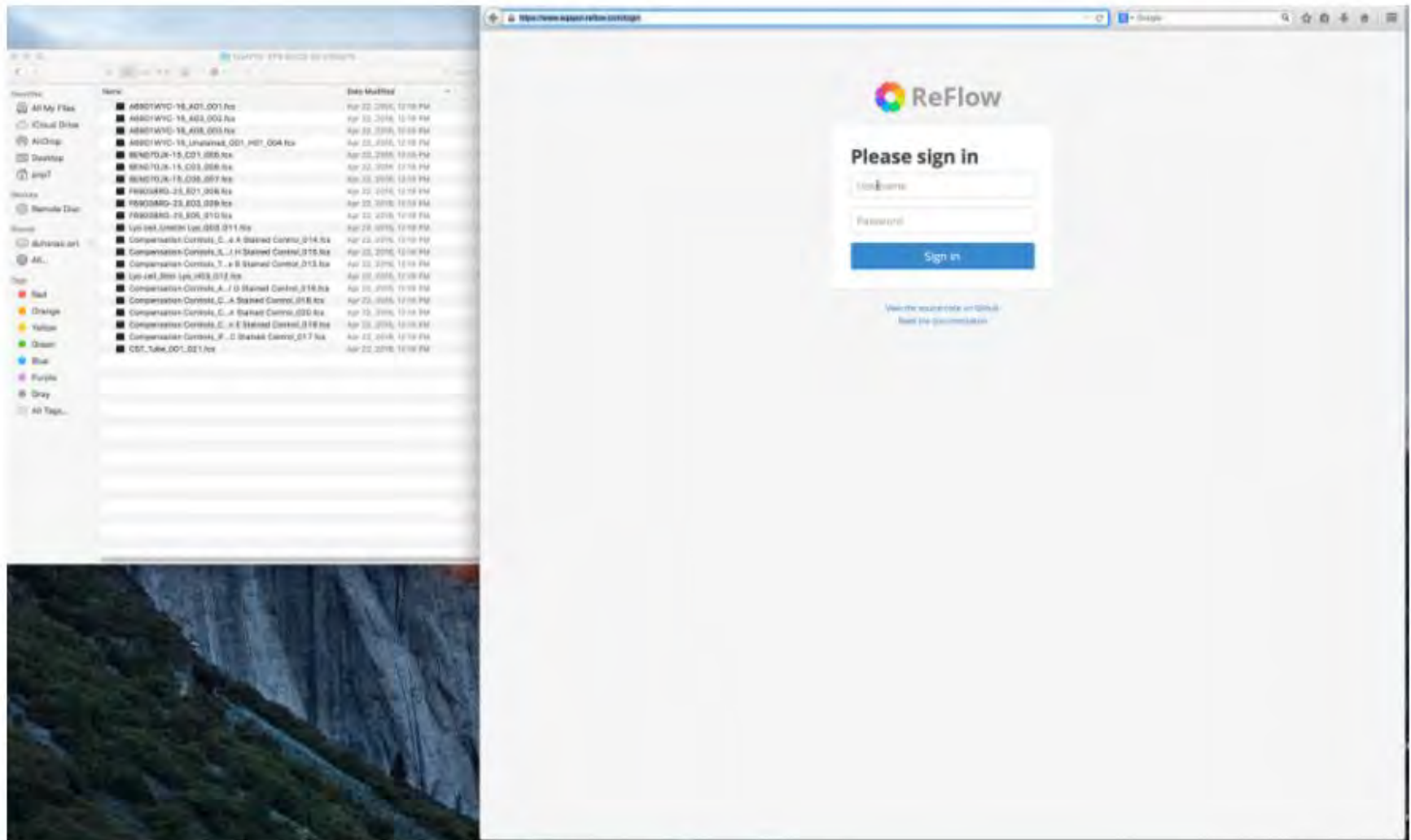
Eqapol Test - 2.19.3.rc-17

- Submitted documents are final and can only be viewed by sites
- To make any changes contact us (EQAPOL@duke.edu)

ReFlow

- Purpose: standardize data annotation to enable templated centralized analysis
 - Two places one might label parameters in FCS files
 - Instrument configuration
 - Parameter labels
 - Instruments with varying optical platforms create FCS files with inherent differences in instrument configuration metadata
- Web-based application for uploading and downloading FCS files and metadata (www.eqapol-reflow.com)
- Validates annotation against panel specifications
- Exports original and "cleaned" data files
 - Cleaned files used for EOLm

Using ReFlow to Submit FCS files



Example of Properly Annotated FCS Files

| Site # | GID_VID | Well ID | Name |
|--------|-------------|---------|--|
| | | | 012_EEN070Z4_10_012_Unstained_015.fcs |
| 012 | EEN070Z4_10 | C01 | 012.fcs |
| | | | 012_EEN070Z4_10_C03_013.fcs |
| | | | 012_EEN070Z4_10_C05_014.fcs |
| | | | 012_G6901X4Z_10_A01_009.fcs |
| | | | 012_G6901X4Z_10_A03_010.fcs |
| | | | 012_G6901X4Z_10_A05_011.fcs |
| | | | 012_J69038D1_10_E01_016.fcs |
| | | | 012_J69038D1_10_E03_017.fcs |
| | | | 012_J69038D1_10_E05_018.fcs |
| | | | 012_Lyo cell_G3_019.fcs |
| | | | 012_Lyo cell_H3_020.fcs |
| | | | Compensation Controls_APC Stained Control_001.fcs |
| | | | Compensation Controls_APC-H7 Stained Control_002.fcs |
| | | | Compensation Controls_Aqua Amine Stained Control_006.fcs |
| | | | Compensation Controls_BV421 Stained Control_005.fcs |
| | | | Compensation Controls_FITC Stained Control_003.fcs |
| | | | Compensation Controls_PE Stained Control_007.fcs |
| | | | Compensation Controls_PE-Cy7 Stained Control_008.fcs |
| | | | Compensation Controls_PerCP-Cy55 Stained Control_004.fcs |

- Site, GID, and Well ID annotation used during EOLm to identify site, sample, and stimulation, respectively.
- Improper annotation may lead to out-of-range values for SA & points deducted

Submitting Data on the Web System

| Summary of Documents and files to be uploaded to the EQAPOL Website | | |
|---|---|--------------------|
| File to be uploaded | File Name | Location to Upload |
| Excel template | EQAPOLEP#_Site#_8CICS.xls | EQAPOL Website |
| FlowJo Analysis document | EQAPOLEP#_Site#_8CICS.jo (or EQAPOEP9_Site#_8CICS.wsp for PC users) | EQAPOL Website |
| Cytometer Configuration | EQAPOLEP#_Site#_8clCSconfig.csv (or EQAPOLEP#_Site#_8CICSconfig.jpg) | EQAPOL Website |
| Assay questionnaire | No name, but must be completed | EQAPOL Website |
| *9 Sample FCS files | Site#_GGGGGGG_GG_WWW | ReFlow |
| *2 Lyo Cell FCS files | Site#_Veri Cell_WWW | ReFlow |
| *8 Compensation FCS files | Compensation Controls_Stained Controls (may vary based on FACSDiva version) | ReFlow |
| *1 Instrument set-up FCS file | Site#_Unstained | ReFlow |
| 1 CST Baseline Report .csv file | EQAPOLEP#_Site#_Baseline report.csv | EQAPOL Website |
| **1 CST Performance report .csv file | EQAPOLEP#_Site#_Performance report.csv | EQAPOL Website |

Assay Assessment

- EQAPOL analyzes data from sites provided via XLS template and questionnaire.
- EQAPOL EOL performs a manual centralized analysis of data files from sites, termed EOLm
- Grading is based on site-reported data and EOLm data, using consensus standards (i.e., not gold standard laboratory)
- EOL reviews each out-of-bounds value, in addition to other relevant materials submitted, to provide detailed “Site-Specific Comments” to improve site performance
- Sites receive a score out of 100 per EP

Grading Flow Cytometry Performance

| Acceptability Criteria Used for Grading Flow Cytometry | | | | |
|--|------------------------------|--|------------|--|
| Criteria | Criteria (sub-category) | Target | Max Points | Grading Criteria |
| Timeliness | | All Valid Files Submitted on or before pre-determined Due Date | 10 | 10 points deducted for late results submission |
| PBMC Processing | Cell Viability % | ≥80% | 3 | 1 point deducted if less than 80% |
| | Cell Recovery % | Between 70-120% | 3 | 1 point deducted if outside of range |
| Protocol Adherence | Instrument Set-up | Scatter and Fluorescence Targets are inside range per Protocol | 6 | 0.545 deducted for each channel outside of range |
| | Data Collection and Analysis | Proper Data Annotation and Gating Strategy Used | 5 | 5 points deducted for deviations |
| Deviation of EOLm analyzed data from consensus | | EOLm value is within 95 CI boundaries of EOLm consensus mean | 45 | 1 point per outlier |
| Deviation of EOLm and site analyzed data | | Deviation of site reported vs EOLm is within 95 CI boundaries of the mean difference | 28 | 1 point per outlier |

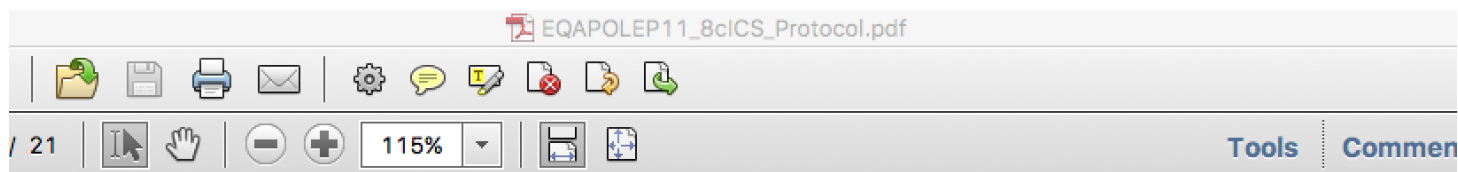
| EQAPOL Performance Ranges | |
|---------------------------|-------------|
| Overall Performance Score | Performance |
| 91-100 | Excellent |
| 75-90 | Good |
| 66-74 | Fair |
| 0-65 | Poor |

Scores triggering remediation

Reports

- Once the EP is closed and the Centralized Analysis is completed, site reports will be made available in the EQAPOL web system. Sites are alerted via email when reports have been uploaded.
- A new tab “Reports” will appear with the report file available for download.
- A Site Choice Report will be available to sites who participated in the site choice component, however the report does not include a numerical score or grade.
- The reports will summarize the results and provide your site with a numerical score and grade category.
- Remediation calls are held with sites that receive a Fair or Poor score to help troubleshoot potential issues.

List of recommendations included in protocol based on common problems



1. Key Points

- 1.1. Verify cytometer performance PRIOR to starting the assay.
- 1.2. Follow the thawing/resting and cell counting portions of the protocol as instructed.
- 1.3. Use the instructions provided to properly annotate data (parameter labels and file names).
- 1.4. Using the samples and target channel instructions provided to calibrate your cytometer. Record target channel values achieved in case you are asked to provide evidence that the channels are within range at the time of sample acquisition.
- 1.5. Collect 120,000 – 150,000 viable CD3+ lymphocytes.
- 1.6. Follow the instructions provided for gating your FCS files, ensuring that all viable lymphocytes are included in the viable lymphocyte gate, dead cells are excluded from the viable lymphocyte gate, responding dim cells (CD3+, CD4+, and CD8+) are included in their respective gates, cytokine gates are placed just above the “halo” of the negative or non-responding cells, and that gates are uniform within a single donor
- 1.7. The EOL strongly recommends that sites check and manually adjust compensation as needed.
- 1.8. Backgate to maximize positive responses and minimize negative responses.

List of helpful references

Description of EQAPOL program

- Staats JS, Enzor JH, Sanchez AM, Rountree W, Chan C, Jaimes M, Chan RC, Gaur A, Denny TN, Weinhold KJ. [Toward development of a comprehensive external quality assurance program for polyfunctional intracellular cytokine staining assays.](#) J Immunol Methods. 2014 Jul;409:44-53. PMC4138230

Tips on gating ICS data

- McNeil LK, Price L, Britten CM, et al. A Harmonized Approach to Intracellular Cytokine Staining Gating: [Results from an International Multiconsortia Proficiency Panel Conducted by the Cancer Immunotherapy Consortium \(CIC/CRI\).](#) [Cytometry Part A: the journal of the International Society for Analytical Cytology.](#) 2013;83(8):728-738. PMC4443815

FAQs

- Are reagents tittered?
 - A: Yes, EQAPOL Assay reagents have been optimized and tested across multiple instruments as part of developing the EQAPOL Assay.
 - For the Site Choice Assay, it is highly recommended that each site titer their reagents for use in their own lab.
- Does EQAPOL provide target channels and beads to establish target channels?
 - A: Yes, EQAPOL provides stained compensation beads & Target Channels for use in the EQAPOL Assay. Target channels are provided in the Protocol.
- Do sites need to run CST for each EP?
 - A: Yes, each site needs to run CST before each EP and submit the associated Performance Report as part of the data submission for the EQAPOL Assay.
- Is it possible for more than one operator to participate in an EP?
 - A: Not currently but is being discussed internally
- Is it possible to receive additional kits to run EP samples across multiple instruments?
 - A: Not currently but is being discussed internally
- Is there a specific panel for Site Choice?
 - A: No, as long as your Site Choice panel includes at least 2 of the cytokines (CD107a, IFN- γ , IL-2, or TNF- α), you can use any panel you would like for Site Choice.

FAQs (continued)

- What controls are used?
 - A: An “Unstained” control is prepared as part of the EQAPOL standard ICS assay. The Unstained control is created by the site with the PBMCs provided and is used to set the EQAPOL specific Target Channels for FSC and SSC provided in the EQAPOL ICS assay protocol.
 - An Unstim (PTI only) control well is stained for each donor in the EQAPOL assay. The Unstim control contain cells that are negative for functional markers induced during the 6hr stimulation, but may include residual functional positive cells from any on-going endogenous response that was present at the time of sample collection. The Unstim control should be used to set the cytokine gates for each specific donor by placing the positive region just above the “halo” of the negative cells. When backgating, the Unstim control may be used to minimize the negative response.
 - To keep costs reasonably low, the FMO or Isotype controls are not included as part of the EQAPOL ICS assay; however, they may be useful for sites who wish to observe negative cells in the presence of an endogenous response (or spillover caused by spreading error resulting from sub-optimal panel design) during your on-going research studies.
 - If a site elects to participate in the EQAPOL Site Choice ICS assay, then they should determine the best controls for their individual assay.
- Should sites screen their FBS?
 - A: The EOL highly recommends that each site screen several lots of FBS prior to purchasing to ensure low backgrounds and highest magnitude of responses are observed with each new lot.
- What type of compensation is used?
 - A: Pre-stained lyophilized compensation beads are provided for each fluorescent detector as part of each EQAPOL ICS assay stain plate. If a site elects to participate in the EQAPOL Site Choice ICS assay, then the site should determine the optimal compensation controls to be used. Compensation controls should be used to generate a compensation matrix, either on-line (at the time of acquisition) or off-line (after acquisition). The compensation matrix should be verified manually for accuracy and we highly recommend that any compensation errors corrected prior to analysis.
- What is the timeline for reports being generated and posted?
 - A: DAA and EP reports are generally posted within 6 weeks of completion. For EP specific reports, data from all sites must be submitted prior to analysis. This sometimes results in a significant delay of report generation.

Troubleshooting, Support, Questions

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