**Appendix 1 HLA Lab Instruction Letter 01-07-2019**

**Re:** **NIH *APOL1* Long-term Kidney Transplantation Outcomes Network (APOLLO) Study**

Dear Colleague:

The donation and transplant community is embarking on an important National Institutes of Health-sponsored project to assess the effects of apolipoprotein L1 gene (*APOL1*) genotypes from organ donors with African ancestry, on transplant outcomes. For more information about this study, please visit: [www.The](http://www.The)ApolloNetwork.org. For the project to be successful, we request your assistance, as follows:

1. **Receipt and Processing of APOLLO Samples:**
	1. OPOs will provide an additional 8.5 mL ACD-A (yellow top) tube, an additional 10 mL clot (red top) tube and a 10 mL tube with urine for every eligible deceased donor with African ancestry that has a kidney recovered for transplantation. These will be distinguished from other samples by additional labeling with the word “APOLLO” Study on each tube.
	2. The most critical task is to collect DNA to ship to the APOLLO Central Lab. Please obtain as much DNA as possible from the extra ACD-A tube (20 μg of DNA recovered would be excellent). This can be isolated using your standard DNA isolation protocol. Transfer the DNA to a 2.0 mL cryovial (provided by APOLLO) or your own 2.0 mL -80°C freezer-safe cryovial.
	3. In the unlikely event an additional ACD tube for the APOLLO project was not received, we request that after you secure the DNA needed for standard donor tissue typing purposes, please secure any residual (preferably at least 250 ng) DNA for APOLLO in the 2.0 mL cryovial.
	4. We also ask you to recover 3-5 mL of serum from the red top tube. Centrifuge and isolate the serum into the 5ml serum cryovial tube provided by APOLLO.
	5. Please label tubes as you typically do, including the donor UNOS number and date of DNA isolation. If you are able to include the DNA concentration and 260/280 ratio on the shipping log, please do so.
	6. Please ensure that DNA and serum samples are each securely placed in a tube sufficient (volume, size and material) to allow for storage in an **ultra-low temp freezer** (-80°C). Please keep them with the tube of urine from that donor in the ultra-low freezer. Samples will be **shipped** via FedEx on dry ice to the APOLLO SDRC Central Lab (see below).

1. **Sample Storage and Shipping:**
	1. Please enter samples data on the “APOLLO Inventory and Shipping Spreadsheet” (**Appendix 3**) kept on your lab shared hard drive. Include a printed copy with each sample shipment.
	2. Please ensure that DNA and serum samples are each securely placed in a tube sufficient (volume, size and material) to allow for storage in an **ultra-low temp freezer** (-80°C). Please keep them with the tube of urine from that donor in the ultra-low freezer. Samples will be **shipped** via FedEx on dry ice to the APOLLO SDRC Central Lab (see below).
	3. Due to the large volume of samples to be received from across the country, we would like to simplify the process by batch shipping of samples, preferably every 3 months from each HLA Lab, if possible. Thus, while stored in your facility, samples must be stored in an ultra-low temp freezer (-80°C) until shipped to the APOLLO SDRC Central Lab at Wake Forest School of Medicine via FedEx. A representative from the APOLLO Central Lab will contact you to arrange shipment. The integrity of these samples is critical and freeze/thaw cycles kept to a minimum.
	4. DNA, urine and serum samples must be shipped to the APOLLO SDRC Central Lab **on dry ice**. The costs of shipping and dry ice will be paid by the APOLLO SDRC Central Lab. If your laboratory is unable to store the samples, more frequent (perhaps immediate) shipping is possible. The APOLLO SDRC Central Lab (Wake Forest) will work with you to make the necessary arrangements.

Thank you.