

Nucleic Acid Extraction FAQ

Nucleic Acid Extraction: Placing an order

What Extraction services does the facility provide?

The facility provides two types of Nucleic Acid Extractions.

gDNA — The user provides tissue, cells, or blood to the facility. The facility performs the extractions and quantifies the genomic DNA.

Total RNA — The user provides tissue, cells, or blood to the facility. The facility performs the extractions, and quantifies the RNA.

How do I place an order?

1. Login to iLab.
2. Find the 'Request for Services' tab, and then locate 'Sample Submission and Laboratory Services' heading, open the VCC DNA Analysis Facility folder.
3. Select the [Nucleic Acid Extraction] - gDNA Extraction (per sample) or the [Nucleic Acid Extraction] - RNA-cells (per sample) or [Nucleic Acid Extraction] - RNA-tissue and blood (per sample) and fill out the necessary information on the order form. ****Note:** Please adjust the quantity field in both locations on the order form.

The screenshot shows the '1) Forms and Request Details' section of the iLab interface. At the top, there is a 'Request Name' field. Below it, a summary row displays: 'May 14 02:34 PM [Nucleic Acid Extraction] - gDNA Extraction (per sample) VCC DNA Analysis Facility' with a 'Quantity' of 1.0, a price of '\$18.87', a 'Billing Status' of 'Not Ready To', and a 'Work Status' of 'Proposed'. A 'View Form' button is visible. The main form area contains an 'ATTENTION' message: 'Please adjust the Quantity above to reflect the number of samples you are submitting for this order. Fill out all information below, SAVE the completed form, and then SUBMIT the form. Thank you'. Below this, there are several required fields: 'Number of Samples' (with a text input field and an arrow pointing to it), 'Extraction Type' (with radio buttons for 'gDNA Blood', 'gDNA Tissue', and 'gDNA Cells'), 'Tissue Type' (with a text input field), 'Size/Weight/#of cells' (with a text input field), and 'Sample Names' (with a text input field). There is also an 'Additional Comments' section with a large text area. A 'Save Progress' button is located on the right side of the form.

4. When you have completed filling out the service request, please press 'save completed form'



5. Remember to press 'submit request to core'



What information will I need to provide when I place an order?

Please read the iLab order form thoroughly. All of the information that we need to process your order in a timely fashion is contained in the order form. Please choose the correct order form for the type of extraction that you need. If you have questions, please contact the facility staff.

How do I print a copy of my service request?

After your service request has been submitted, locate the pencil icon on the right hand side of the screen. We suggest that you print to the web format.



Where do I put my samples?

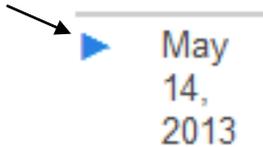
Your frozen samples should be put in the -80 freezer in Room 305 HSRF. Please label all tops of sample tubes and the sample box should have your P.I.'s last name, your initials, and the date. Special accommodations can be made for critical sample drop-off (i.e. fresh samples). Please speak to the facility staff in advance for this circumstance.

When will my samples be extracted and how will I be notified?

Turn-around is usually 2-4 days. You will receive an email from iLab when your samples are ready. We sometimes edit this message to have specific remarks about how your samples ran, so please look at this message!

What information will be attached to my iLab request?

The facility will generate a pdf that describes the extraction method that was used on your samples and it will also have a NanoDrop trace with the quantitation. You will receive an email from iLab letting you know that your request is completed and your pdf description is available. Please login to iLab and navigate to your service request. To find your pdf, open your service request by clicking the blue arrow.



Your pdf file will be attached to your service request under the heading “Attachments and URL’s.”

Where will my samples be when they are done?

Your RNA samples will be in the -80 freezer in Room 305 HSRF. They will be in the box/rack that you brought them in with your own label. Please retrieve your samples as soon as you are notified that they are complete. Due to space constraints we will expunge any samples that have been unclaimed after two months (See [DNA Analysis Facility Policy on Sample Drop-off and Storage](#)). A 2uL aliquot of each RNA sample will be made so you can submit these tubes to the Microarray facility for RNA Quality assessment on the Agilent BioAnalyzer.

DNA samples will be placed in the Fragment Analysis refrigerator.

What sample volumes/weight do you recommend?

Blood: 150uL
Cells: 100K-800K
Tissue: 5mg-50mg

Updated 5/14/13