

## **DNA Analysis and Microarray Facilities Sample submission, storage, and retrieval Policy**

### **Sequencing:**

Templates and primers for sequencing are to be placed in the Investigator's box in the "Sequence Freezer" located in 305 HSRF. Please be sure the tubes are labeled with the same name as indicated on the order form. We will return templates and primers to the Investigator's box after the cycle sequence reaction has been completed. If all of the template or primer is used for the reactions the empty tubes will be thrown away. Once data has been received, it is the responsibility of the user to retrieve or discard their samples. Primers that will be used for future sequencing can remain in the box. When you drop off your samples, if you notice that the box is getting full, we ask you to take back your old templates, or to ask your lab mates to do the same. If the lab has grown to the point where a second box is needed we are happy to provide another, but not if the box is full because no one is removing old samples.

### **Fragment Analysis:**

Samples for Fragment Analysis are to be placed on the top shelf of the "Fragment Analysis" refrigerator located in 305 HSRF. They should be in a rack, box, or a 96 well plate that is clearly labeled with the user's name, the Investigator's name and the date. These samples will be returned to the bottom shelf of the same refrigerator after they have been run. Once data has been received, it is the responsibility of the user to retrieve or discard their samples. Samples that are more than 2 months old will be discarded by the DNA Facility Staff at their discretion and without notice to the user.

### **Real-time qPCR:**

Primers and Probe-Primers sets should be placed in the Investigators Box in the "TaqMan Freezer" located in 305 HSRF. cDNA samples should be in a box (not an open rack) and clearly labeled with the user's name, the Investigator's name and the date. These should be placed on the shelf in front of or near to the Investigator's Probe/Primer box. These samples will be returned to the door of the "TaqMan Freezer" after the qPCR reaction has been set up. Once data has been received, it is the responsibility of the user to retrieve or discard their cDNA. Samples that are more than 2 months old will be discarded by the DNA Facility staff at their discretion and without notice to the user.

RNA for PCR Array plates should be in a box (not an open rack) and clearly labeled with the user's name, the Investigator's name and the date and be placed in the "TaqMan Freezer" located in 305 HSRF. The PCR Array plates should also be clearly labeled with the Investigator's name. The RNA will be returned to the door of the "TaqMan Freezer" after the plates have been set up. **We recommend that you keep the stock of your RNA sample in your own lab and just provide us with an adequate aliquot.** Samples that are more than 2 months old will be discarded by the DNA Facility staff at their discretion and without notice to the user.

Total RNA or enriched small RNA for microRNA Array plates should be in a box (not an open rack) and clearly labeled with the user's name, the Investigator's name and the date. These will be stored in the -80 freezer in the main lab located in 305A HSRF. Please have a staff member to help you put the samples in the freezer. These samples will be returned to the -80 Freezer after the plates have been set up. **We recommend that you keep the stock of your RNA sample in your own lab and just provide us with an adequate aliquot.** Samples that are more than 2

months old will be discarded by the DNA Facility staff at their discretion and without notice to the user.

gDNA for genotyping should be in a box (not an open rack) and clearly labeled with the user's name, the Investigator's name and the date. These should be placed on the top shelf of the "Fragment Analysis" refrigerator located in 305 HSRF. They will be returned to the top shelf. Once data has been received, it is the responsibility of the user to retrieve or discard their samples. Samples that are more than 2 months old will be discarded by the DNA Facility staff at their discretion and without notice to the user.

### **Nucleic Acid Extraction:**

Samples brought to the facility for DNA or RNA extraction should be placed in a freezer or the refrigerator depending on sample type. Please see Meghan when dropping off samples so she can show you where to put them. You will be notified after the extraction is completed. gDNA samples will be placed on the top shelf of the Fragment Analysis refrigerator. RNA samples will be placed in the -80 freezer located in 305A HSRF. RNA stocks will be in 1.5ml labeled microcentrifuge tubes and a 2ul aliquot will be stored in 0.5 ml. microcentrifuge tubes for RNA quality assessment, if desired. If the RNA extracted by the facility needs to be assessed for integrity, please pick up RNA from -80 freezer in 305A HSRF with staff assistance and follow the procedures for RNA quality assessment (Bioanalyzer Analysis). Once notification has been sent, it is the responsibility of the user to retrieve or discard their samples. Samples that are more than 2 months old will be discarded by the DNA Facility staff at their discretion and without notice to the user. If the DNA or RNA is to be used in another service provided by the facility, it is the responsibility of the user to transfer the samples to the correct location and place an order for that service.

### **Qualitative Assessment using the Bioanalyzer:**

Samples brought to the microarray facility for total RNA, mRNA, cDNA, or DNA quality assessment should be in a rack or box labelled with PI name and placed in the -20 freezer labeled "Microarray" located in 305 HSRF. **DO NOT BRING YOUR STOCKS.** Please bring a 2ul aliquot in a 0.5 ml. microcentrifuge tube that is labeled on the top of the tube and corresponds exactly with what is written on the order form. Make sure RNA or DNA is at the proper concentration range for the chip analysis requested. All unused aliquots will be tossed away after the assessment is completed and the data uploaded to your iLab account.

### **Microarray Target Preparation: RNA or DNA**

Samples for target preps for new expression profiling projects should be submitted as 100ng total RNA at a concentration of 20ng/ul (for lower concentrations see the Facility staff). Samples for ongoing expression studies using the standard Affymetrix target prep should be submitted as 3 ug of total RNA at a concentration  $\geq 250$ ng/ul. genomic DNA for mapping studies should be submitted as 500ng total DNA at a concentration of 50ng/ul. It is critical that this DNA be resuspended in T<sub>10</sub>E<sub>0.1</sub> (see staff if you need some of this reagent). Regardless of sample type, place samples with tops labeled in rack or box with PI name in the Microarray -20 freezer located in 305 HSRF. Make sure appropriate order forms are submitted and sample names are matched exactly between the order form and labeled tube. **DO NOT SUBMIT YOUR STOCKS.** RNA or DNA left over from target preps will be stored for six months and will be tossed by the facility staff at their discretion without prior notification.