

PROCEDURE: Mailing Samples for Human DNA Fingerprinting

Specimen Requirement

Human samples for DNA fingerprinting can be submitted in the form of culture swabs, isolated DNA, cells stored in liquid nitrogen, or live cells.

Requisition form

- Each sample must be accompanied by its own Test Requisition Form. The test requisition form can be downloaded at http://www.clgenetics.com/CLC_REQUEST.pdf

CAUTION

- All personnel preparing samples for DNA fingerprinting should wear gloves to reduce the possibility of contamination with their own DNA.

To Send Culture Swabs from adherent cell cultures

- Wearing gloves, remove media from live cell culture.
- Insert sterile cotton swab applicator (FISHER cat# 23-400-124) into the culture dish and scrape off a 1” by 1” area of cells
- Place the swab in a sterile 1.5mL microcentrifuge tube and break off the shaft 0.25” above the swab.
- Close the lid and label the tube with a unique cell line identifier.
- Prepare a duplicate swab and place in a separate 1.5mL microcentrifuge tube and label with a unique cell line identified.
- When ready to ship, fill out a requisition form for each sample and place the form and both tubes in a ziplock bag, wrap in bubble wrap and place in a small mailing envelope or container.
- Store at 4C until ready to ship.
- Ship the samples with a completed requisition to Cell Line Genetics at the mailing address listed below. Ship using a 2 day delivery service
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date (with tracking number if possible).

To send Suspension Cell Culture

- Transfer approximately 1 million cells to a 1.5mL microcentrifuge tube.
- Label the tube with a unique cell line identifier, seal with parafilm, and place in a ziplock bag. Wrap the bag in bubble wrap.
- Place the sample and a filled out requisition form in a small mailing envelope or container.
- Store at 4C until ready to ship.
- Ship the samples to Cell Line Genetics at the mailing address listed below. Ship using a 2 day delivery service
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date (with tracking number if possible).

To Send Cells Frozen in Liquid Nitrogen

- Contact Cell Line Genetics for instructions

To Send Isolated DNA

- Extract genomic DNA by routine methods and resuspend DNA in water or TE buffer. **CAUTION** – Use of aerosol tips is highly recommended to reduce cross culture contamination during pipetting.
- Place at least 30uL of eluted DNA in a microcentrifuge tube. (at a concentration of at least 10ng/uL).
- Make sure the top is tightly closed, and seal with parafilm.
- Place the sample in bubble wrap inside a sealed plastic bag. Place the bag and requisition form in a small mailing envelope or container.
- Ship the samples to Cell Line Genetics at the mailing address listed below. Ship using a 2 day delivery service
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date (with tracking number if possible).

Mailing Address

Attention Jared Finger
Cell Line Genetics
510 Charmany Drive, Suite 254
Madison, WI 53719

Contact Information

Jared Finger
Laboratory Manager
608-441-8164
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