

Standard Operating Procedure (SOP) 008V4.0

Transfer of Newly Extracted DNA to Ambient Storage

Date SOP effective: Sep.10, 2015

Author: Theresa Mathieson M.S. Biospecimen Manager

Approved by:

Materials:

DNAsable Alpha Numeric Tube Plate: Biomatrica® 99901-000.

Barcode labels: Brady® Thermatab™ Markers THT-68.

Eppendorf Reference Pipet: 10-100ul (Fisher Cat. No.S304664 or Eppendorf Biotools Cat. No.:22470205/EMD)

Pipet tips: 100ul (Fisher Cat. No.05-403-49 or Eppendorf Cat. No.022491733)

Laboratory Fume Hood:

Dry Storage Cabinet: Biomatrica® 95904-178

Desiccant Biomatrica® 16902-080

Hygrometer: VWR (Cat No. 61161-378)

Methods:

Newly extracted DNA to be aliquoted into ambient storage format is retrieved from the CTSI Specimen Storage Facility (R3 C158) on the IUPUI Campus.

DNAsable®matrix tubes in the Alpha Numeric Tube Plate are labeled as follows:

Starting in position A1 and moving from left to right through position H12, (table 1), four tubes are given the same barcode number thus providing 4 aliquots of the same sample. One Tube Plate can hold 24 DNA samples labeled in this manner.

Barcode labels are placed right under the lip at the top of the tube. If the label is placed any farther down the tube the tube will be too bulky to fit back into the plate. If the labels are longer than the circumference of the tube, they are to be overlapped in such a way that the data matrix barcode remains completely visible.

Theresa Mathieson
10/5/15

Table 1.

	1	2	3	4	5	6	7	8	9	10	11	12
A	Sample 1	Sample 1	Sample 1	Sample 1	Sample 2	Sample 2	Sample 2	Sample 2	Sample 3	Sample 3	Sample 3	Sample 3
B	Sample 4	Sample 4	Sample 4	Sample 4								
C												
D												
E												
F												
G												
H												

DNA samples are ready to transfer once the aliquot tubes are labeled. The caps of 4 aliquot matrix tubes are removed and a DNA sample is mixed by pipetting up and down five or six times. No more than 50 ul of the DNA sample is pipeted into each aliquot tube following the Biomatrix® DNASTable® Handbook and Quick Reference Protocol (1,2). The DNASTable® matrix in a single matrix tube can hold a maximum of 50ul of solution. Left over DNA in solution will be frozen at -80°.

Sample volume for each matrix tube (aliquot) is recorded. By knowing the volume transferred into each aliquot tube, (and the concentration of each sample) the ug amount of DNA in each matrix tube can be calculated.

Once a plate of 96 matrix tubes is completed, the plate of tubes is placed uncapped in a laboratory fume hood for three days to dry. After three days, the tubes are capped and placed into a dry storage cabinet with enough desiccant to keep the humidity level in the cabinet at or below 20%.

References:

- 1)DNAsatble Handbook. March 2013. Biomatrix®The Biostability Company. www.biomatrix.com.
- 2)DNASTable® Sample Stabilization and Reciovery Quick Reference Protocol. January 2012. Biomatrix,Inc.

AShoran
10/5/15