Mailing Samples for STR Analysis

SPECIMEN REQUIREMENTS

- Samples can be sent as live cultures, isolated DNA, culture swabs, or frozen cells in liquid nitrogen
- Current account holders: Log in at www.CLGenetics.com to place your order.
  Organizations without an account: Visit the same link and select “Sign Up” to register and request access.
- **Place an order**
  Save time: Before ordering, click Cell Lines in the left menu, then My Cell Lines. Enter your cell line information and click + to save it. You can reuse this information for multiple services.
  1. Choose a service and click Add to Cart.
  2. Enter the sample information or select a saved cell line, then click Add to Order.
  3. Repeat for each sample or service. If a sample needs more than one service (such as STR and KT), add each service separately using the same sample name. You can use the saved cell line information for both.
  4. Review your cart to make sure all samples and services are included. Then check out and submit your order.
  5. Print the requisition forms provided after checkout and include them with your shipment.
- **Please note that Cell Line Genetics cannot receive samples on Saturday or Sunday**

LIVE CULTURES

- Passage the cells to a labeled T-25 culture flask as you would under normal conditions. Seed the culture with 600,000 to 800,000 cells. If you are growing cells on a feeder layer or an extracellular matrix, make sure that it is fresh
- Feed the culture as usual. The culture is usually ready to mail two to four days after subculturing, when 70% confluent with large colonies that can be seen macroscopically. The cultures must be actively dividing (in log phase) when you mail them. See Appendix A for example images
- Fill the culture flask to the top with complete media, tighten the cap, and seal with Parafilm
- Label the flask with a unique cell line identifier. Ensure that the sample name on the flask perfectly matches the sample name on your order and requisition form
- Place 25 mL of complete media in a 50 mL tube and seal with Parafilm. Addition of serum at 10–15% in the media may help in the reduction of cells that lift during shipping
- Wrap the T-25 flask and media tube in absorbent paper toweling and place them in separate leak proof plastic bags. Wrap each bag in bubble wrap
- Place culture flasks, media tubes, and printed requisition forms (one per sample) in a small Styrofoam box. Fill the box with bubble wrap or additional absorbent material so that the contents will not move during shipping
- During the winter months, addition of temperature control packaging (ex – Saf-T-Pak Phase Change Material) can help reduce the chance the culture is exposed to low temperatures

- Place the Styrofoam box inside a slightly larger cardboard box and seal with packing tape. **Ship at room temperature. Do not ship on ice or cold packs**
- Ship the package via next-day delivery service to Cell Line Genetics at the mailing address listed below
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date and to provide a tracking number if possible

ISOLATED DNA

- Extract genomic DNA by routine methods and resuspend DNA in water or TE buffer
- Place at least 30 µL of eluted DNA (at a concentration of at least 10 ng/µL) in a microcentrifuge tube
- Label the tube with a unique cell line identifier. Ensure that the sample name on the tube perfectly matches the sample name on your order and requisition form
- 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 the printed requisition form in a small mailing envelope or container
- Ship the package to Cell Line Genetics at the mailing address listed below
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date and to provide a tracking number if possible

CULTURE SWABS

- Wearing gloves, remove media from live cell culture
- Insert a sterile cotton swab applicator into the culture dish and scrape off a 1 inch by 1 inch area of cells
- Place the swab in a sterile 1.5 mL microcentrifuge tube and break off the shaft 1/4 inch above the swab
- Close the lid and label the tube with a unique cell line identifier
- Prepare a duplicate swab, place it in a separate 1.5 mL microcentrifuge tube, and label it with the same identifier. Ensure that the sample name on both tubes perfectly matches the sample name on your order and requisition form
- Store at 4 °C until ready to ship
- When ready to ship, place the printed requisition form and both tubes in a sealed plastic bag, wrap in bubble wrap, and place in a small mailing envelope or container
- Ship the package to Cell Line Genetics at the mailing address listed below
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date and to provide a tracking number if possible

FROZEN CELLS IN LIQUID NITROGEN

- Label the tube of frozen cells with a unique cell line identifier. Ensure that the sample name on the tube perfectly matches the sample name on your order and requisition form
- Place the printed requisition form and the tube of frozen cells into a Styrofoam container filled with dry ice
- Ship the package to Cell Line Genetics at the mailing address listed below
- Contact Cell Line Genetics using the email address listed below to inform us of the expected delivery date and to provide a tracking number if possible

CONTACT INFORMATION

Mailing Address
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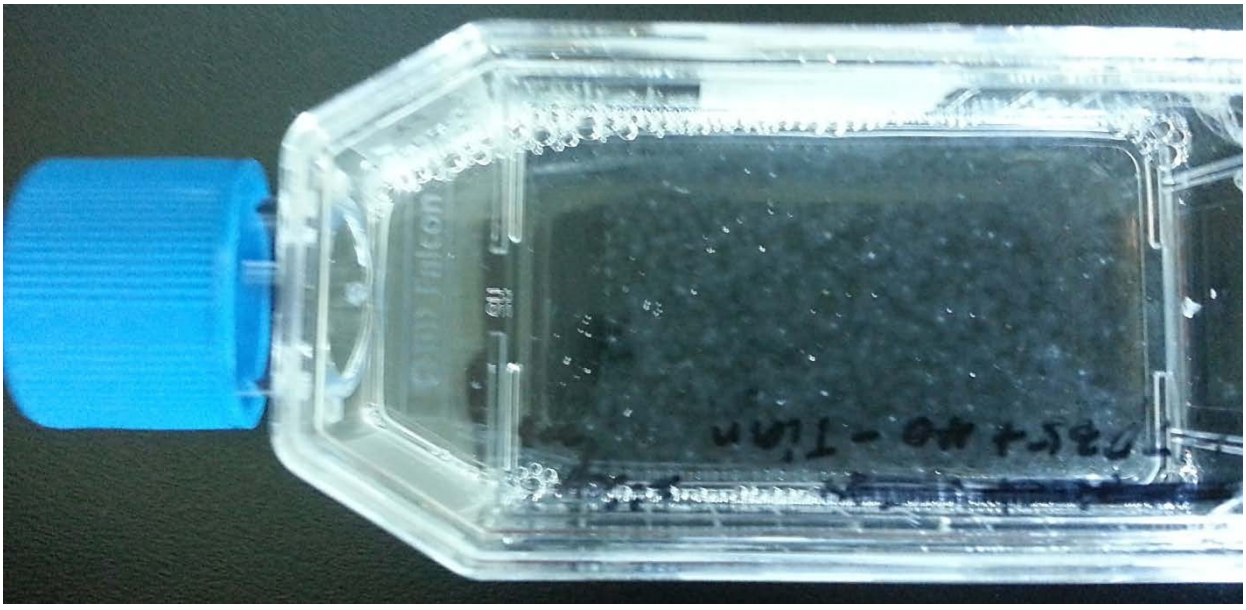
Appendix A – Example Images

iPSC culture in optimal condition for submission – pinpoint-sized colonies visible by the naked eye.



Fibroblast culture in optimal condition for submission – 70% confluent, actively dividing.

