Protocol for Shipping Plates to the Microbiome Core

Version: 2021

Summary:

This protocol is a guide for users from **outside** the University of Michigan on packaging and shipping either bead plates or plates of purified DNA to the Microbiome Core.

Please click here if you are returning Qiagen MagAttract bead plates to the Core for DNA isolation services.

Please click here if you are mailing Eppendorf twin.tec skirted 96-well plates* with purified DNA for either community analysis or genome sequencing.

*Please use Eppendorf twin.tec skirt 96-well plates as our EpMotion liquid handlers are set up to only use this type of plate.

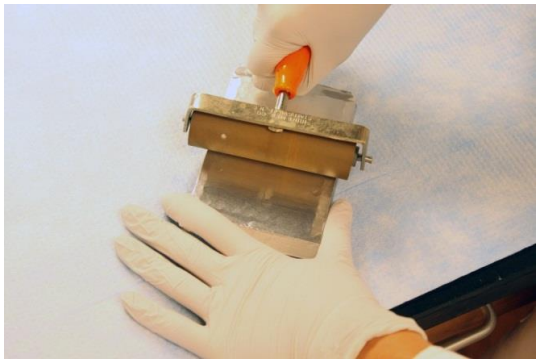
Loading & Shipping Protocol for Bead Plates:

1. Briefly centrifuge (i.e. 2 minutes @ 1200g) the **PowerMag Glass Bead plate** to collect beads at the bottom of the well. In a clean hood, add a maximum of 0.25g or 250 µL of sample to the **PowerMag Glass Bead plate** and seal with the provided rubber plate mat. ***Reserve at least three wells on each bead plate for controls (H10, H11 and H12).*** Therefore, the maximum number of samples per plate is 93. Use our electronic plate map to keep track of your samples. **Clearly label plates with PI, Reference ID, plate number and date.**

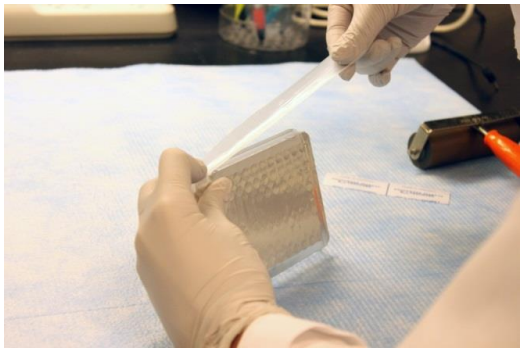
> ***IMPORTANT****: Always wear appropriate PPE when handing biological samples. Ensure lab coat and gloves are clean to reduce contamination.*

2. Fill out submission form.
3. Send shipment tracking information to microbiomecore@umich.edu.
4. Please use the following packing directions to prepare plates for shipping:

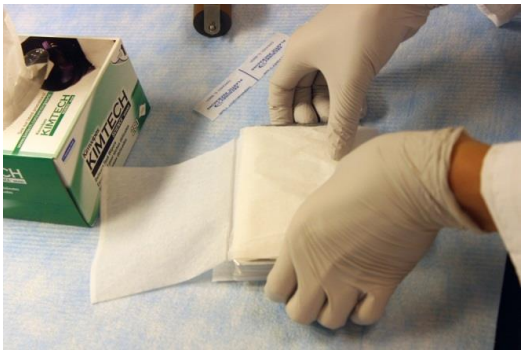
Step 1: Ensure the plates are labeled with PI, Reference ID, Plate number and date.
Step 2: Use a roller and press firmly to secure mat to plate.



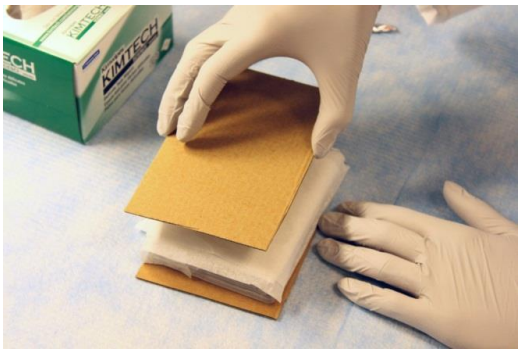
Step 3: Secure the outer edges of the plate by wrapping parafilm around the perimeter of the plate.



Step 4: Wrap plate with kim wipes to absorb any spillage or condensation from the plate during transport.

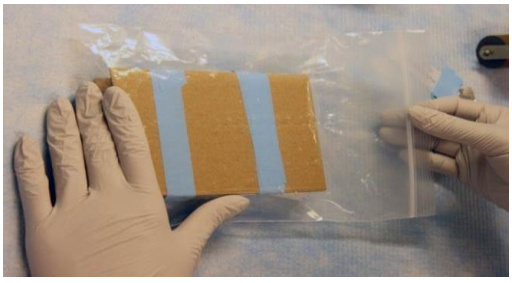


Step 5: Cut two pieces of cardboard the approximate size of the plate. Place the plate between the two pieces. This will help prevent damage during transport. Plates must be sandwiched between two pieces of cardboard prior to transport, not doing this may result in damage to the plates or seals.



Step 6: Use tape to secure the plate between the cardboard.

Step 7: Each plate must be secured in its own cardboard sandwich and sealed in individual bags.



Step 8: Plates should be shipped on dry ice. Please fill empty space within the Styrofoam shipping container with packing material to prevent contents from shifting during transport. International shipping should be done through a courier service. Please refer to federal regulations regarding the shipping of biological specimens on dry ice. ***Please include reference ID on package documentation.***

Deliver on dry ice to:

Microbiome Core
University of Michigan Medical School
Internal Medicine/Infectious Diseases
1500 MSRB1, SPC-5666
1150 W. Medical Center Drive
Ann Arbor, MI 48109-5666

Loading & Shipping Protocol for Client-Isolated DNA Samples:

1. In a clean hood, add 20 µL of DNA to each well of the twin.tec plates. Submit samples with concentration between 1-5 ng/µL. DNA should be quantified by fluorescence based detection such as the Qubit or Picogreen from Life Technologies. **DO NOT USE NANODROP.** Additional charges might apply if we need to dilute your samples to this concentration. ***We can quantify your samples for an additional charge if you can't quantify them.***

2. Reserve at least two wells (H11 and H12) in the full-skirted plate for PCR controls. Therefore, the maximum number of samples per plate is 94. Use our plate map template to keep track of your samples. Seal with sterile foil seal. Clearly label plates with PI, Reference ID, Plate number and date.

   > ***IMPORTANT:*** *Seal plates very well to reduce evaporation and cross contamination between wells.*

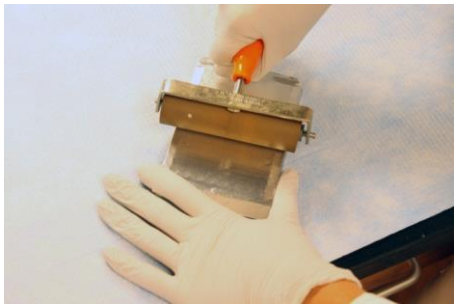
3. Fill out a submission form.

4. Send shipment tracking information to microbiomecore@umich.edu.

5. Please use the following packing directions to prepare plates for shipping:

Step 1: Ensure the plates are labeled with PI, Reference ID, Plate number and date.

Step 2: Use a roller and press firmly to secure the seal to the plate.



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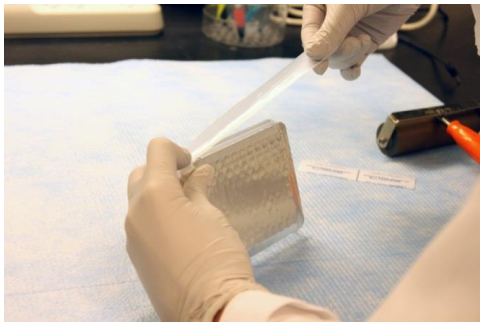

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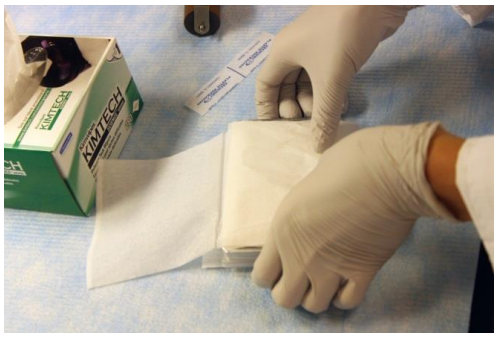

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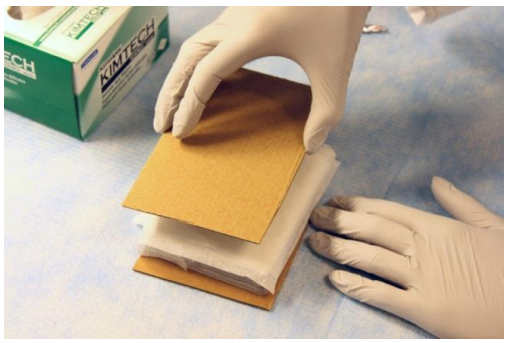

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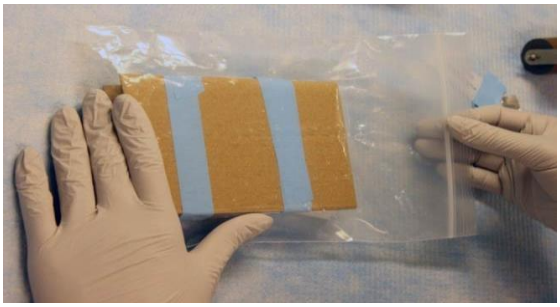

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