LUXEMBOURG INSTITUTE OF HEALTH | INTEGRATED BIOBANK OF LUXEMBOURG IBBL

Processing Item Information Sheet (PIIS)

"DNA Extraction from Frozen Tissue" Scheme [DNAFRT23]

This sheet contains all the information on the **Frozen Tissue Processing Item** that you should be aware of to conduct the above mentioned Scheme. **Please read carefully before performing any operation on the provided sample.**

Processing Item Description

- Source material: Pig liver.
- Preparation: Preparation of cores of 10-20 mg, starting from semi-liquid pig liver homogenate, using the CryoExtract®.
- Date of Preparation: July 2021. Cores will be prepared from June to August 2023.
- Testing of Biological Hazard: Not applicable.
- Biosafety level: All operations have been conducted in a BSL 2 environment.
- Homogeneity and Stability Information: Homogeneity and Stability of the Processing Item will be controlled from June to August 2023.

Instructions to Prepare the Processing Item for Extraction

- Any storage requirement between receipt and processing date: Store at **-80°C**. DNA extraction should be performed within 1 week of receipt.

Particular Handling/Safety Requirements

- Potential risks of Processing Item: Exempt of infectious risk.
- Individual protection equipment required: Standard laboratory equipment (laboratory coat, gloves).
- In case of puncture or cuts: Wash thoroughly with water and then disinfect during 10 minutes.
- In case of contact with the eye: Wash thoroughly with water or physiologic serum during 5 minutes.
- In case of contact with the mucus membranes and skin: Wash thoroughly with water.
- Measures to take in case of accidental spillage: Use disinfectant and thoroughly clean the effected surface.
- Waste elimination procedures: Waste generated by healthcare activities, to eliminate in incinerable plastic containers.

Scheme Specifications

- Please extract **Genomic DNA** from the Processing Item following your **usual routine DNA extraction method**.
- You will be asked to report information under the following scheme: **DNA Extraction from Frozen Tissue**.
- Please be ready to enter the following information:
    - Homogenisation method (Equipment-based, Manual), Type of equipment, Homogenisation temperature, Settings;
    - Kit used (Manufacturer, Name of kit, Catalog Number);
    - Extraction method (salting out, magnetic bead-based, silica membrane-based, trizol, unsure, other);
    - Weight of core used for the extraction;
    - Use of RNase, Use of proteinase K;
    - Elution buffer (elution buffer from the kit, water, TE, AE, other) and elution volume (µl).

What to Submit

- Once you have extracted DNA from the frozen tissue (according to your extraction method), you pipet all the extracted DNA in the provided labelled Matrix 0.5 ml. The tube is already labelled with your Laboratory Number and the name of the Scheme (DNAFRT23). **Make sure to properly close the tube to avoid evaporation or leakage.**
- IBBL requires a **minimum of 30 µl** of extract to perform the downstream analyses planned.
- As soon as extracted, the DNA tube must be shipped to the following address, by using the courier of your choice:

  IBBL, PT Programme
  Biorepository – Laura GEORGES/Margaux HENRY
  1B Rue Louis Rech
  L-3555 Dudelange
  LUXEMBOURG
  Phone: +352 26970-521
  Email: biorepository@ibbl.lu

- The extracted DNA can be temporarily stored at -80°C before shipment. In that case, the extracted DNA must be shipped to IBBL on dry ice.
- Please note that IBBL cannot receive your sample on Saturdays nor Sundays.
- Your data must be submitted online on the PT website http://biospecimenpt.ibbl.lu/ using the login information (Laboratory Number and Password) provided to you via email after the registration to the "DNA Extraction from Frozen Tissue" Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.

Timelines

Shipment of the extracted DNA to IBBL	***Data Submission***	***Data analysis & Report preparation***	***Reports available***
Before 10 NOV 2023	17 NOV 2023, **latest**	20 NOV 2023– 31 JAN 2024	29 FEB 2024

In case of doubts in the completion phase, please contact IBBL at ISBERPT@ibbl.lu