



## Processing Item Information Sheet (PIIS)

### “Microbial DNA Extraction from Saliva” Scheme [DNASAL24]

This sheet contains all the information on the **Saliva 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: Saliva from a healthy donor.
- Packaging: Omnigene.Oral OM-501 tube.
- Date of Preparation: September 2024.
- Testing of Biological Hazard: Not applicable.
- Biosafety level: All operations have been conducted in a BSL 2 environment.
- Homogeneity and Stability Information: Homogeneity of the Processing Item will be controlled in September 2024. Stability of the Processing Item is at least 1 year at Room Temperature (data from Omnigene.Oral OM-501 tube manufacturer).

### Instructions to Prepare the Processing Item for Extraction

- Any storage requirement between receipt and processing date: Store at room temperature. 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 **Microbial DNA** from the Processing Item following your **usual routine DNA extraction method**.
- You will be asked to report information under the following scheme: **Microbial DNA Extraction from Saliva**.
- Please be ready to enter the following information:
  - Kit used;
  - Extraction method (salting out, magnetic bead-based, silica membrane-based, unsure, other);
  - Volume of saliva used for DNA extraction (ml) (**saliva + stabilizer**);
  - Use of RNase;
  - Elution buffer composition (elution buffer from the kit, water, TE, AE, other) and elution volume ( $\mu$ l);
  - Extraction equipment.

## What to Submit

- Once you have extracted DNA from the saliva (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 (DNASAL24). **Make sure to properly close the tube to avoid evaporation or leakage.**
- IBBL requires a **minimum of 30  $\mu$ l** 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  
1B Rue Louis Rech  
L-3555 Dudelange  
LUXEMBOURG  
Phone: +352 26970-521  
Email: [biorepository@ibbl.lu](mailto:biorepository@ibbl.lu)

- The extracted DNA can be temporarily stored at  $-80^{\circ}\text{C}$  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 “Microbial DNA Extraction from Saliva” Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.

## Timelines

<i>Shipment of the extracted DNA to IBBL</i>	<i>Data Submission</i>	<i>Data analysis &amp; Report preparation</i>	<i>Reports available</i>
<b>Before</b> 10 NOV 2024	17 NOV 2024, <b>latest</b>	20 NOV 2024– 31 JAN 2025	March 2025

In case of doubts in the completion phase, please contact IBBL at [ISBERPT@ibbl.lu](mailto:ISBERPT@ibbl.lu)