

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 1 OF 14
------------------------------	---	-----------------

Differential Extraction from Semen Stains or Swabs utilizing the QIAcube and EZ1

Sample size for the extraction should be approximately 1/3 of a swab or a 3x3 mm cutting of a stain. This extraction is applicable for casework samples suspected of containing semen.

1. LIMS Pre-Processing
 - a. In the **Analytical Testing » Test Batches** tram stop, select the appropriate extraction assay and Click **Edit**
Note: If you are creating a new extraction test batch use the **New Test Batch** tram stop followed by the create new test batch wizard. In that wizard include the following information: description, functional group, analysis, batch configuration, and test batch type (case test batch).
 - b. If necessary, click **Add Unknowns** and select any samples that need to be included on the test batch. Controls are present in the batch configuration. If additional controls are needed, click **Add QC Samples**
 - c. **Select All Input Samples » click Add Output Sample » 🔍 » Auto Diff » click Select and Return » click Ok » click Create**
2. Review the batch setup and complete the Batch Set Up Review performed by tab.
3. Obtain labeled cuttings in 1.5 mL Eppendorf tubes. Compare your sample labels and tube tops to the input sample list in LIMS, and confirm that you have the correct samples.
4. Fill out the performed by tab for Incubation. This will add the date and time to the extraction negatives for the batch.
5. Obtain two 1.5 mL Eppendorf tubes for your extraction negatives, and label them with the associated **input** LIMS labels and tube tops labels.
6. Retrieve reagents for epithelial cell digestion and record the lot numbers in LIMS. Select the ATL buffer aliquot and QiaProK reagents and click “Calculate amount.” Use the volumes listed in the “Needed Amount” column to prepare the master mix (LIMS will calculate 1.2 x the number of samples). The amount of each reagent for one sample is listed below.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

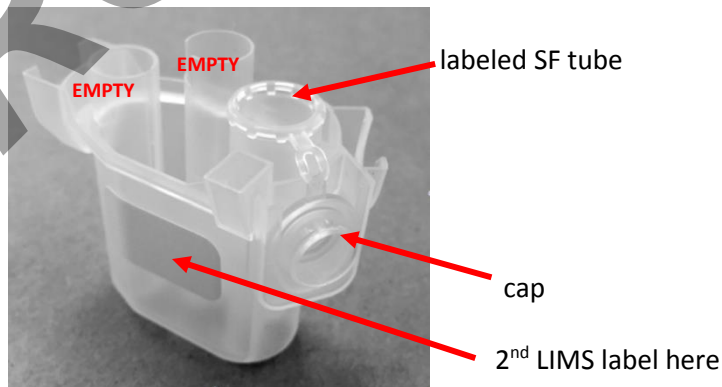
FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 2 OF 14
------------------------------	---	-----------------

Epithelial Cell Digestion master mix (per sample)		
Diluted ATL (μ l)	Proteinase K (Qiagen) (μ l)	Total
480	20	500

7. Add 500 μ l master mix to each of the samples and negative controls.
8. Incubate at 56°C for 1.5 hours (and no longer than 1.75 hours) at 900rpm in a thermomixer. Record the thermomixer temperature and usage log for the instrument in LIMS.
9. Prepare your sample tubes:
 - a. Print your labels. For the entire protocol you will need:
 - i. One copy of the **input** sample labels
 - ii. Two copies of the **output EC** sample labels
 - iii. Three copies of the **output SF** sample labels
 - b. Obtain your tubes and label them:
 - i. Spin baskets and 1.5 mL collection tubes – **input** labels
 - ii. Rotor adapters – **output SF** labels
 - iii. 1.5 mL Qiagen snap cap tubes – **output SF** labels
 - iv. 2.0 mL Qiagen screw cap tubes – **output EC** labels (place the label below the ridges on the side of the tube)
 - c. The 1.5 mL Qiagen snap cap tubes with the SF labels will go inside of the rotor adapters. Bend the cap of each tube back and insert it into the cap holder in position L3 (see diagram below).



10. QIAcube setup:
 - a. Fill out the instrument usage log for the QIAcube in LIMS. Fill out the performed by tab for Separation and Lysis.
 - b. Check that the waste drawer is empty and the liner is clean (can be wiped with 70% ethanol if needed).
 - c. Fill both tip racks with Disposable Filter-Tips, 1000ul, wide bore.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE
11/28/2016

APPROVED BY
NUCLEAR DNA TECHNICAL LEADER

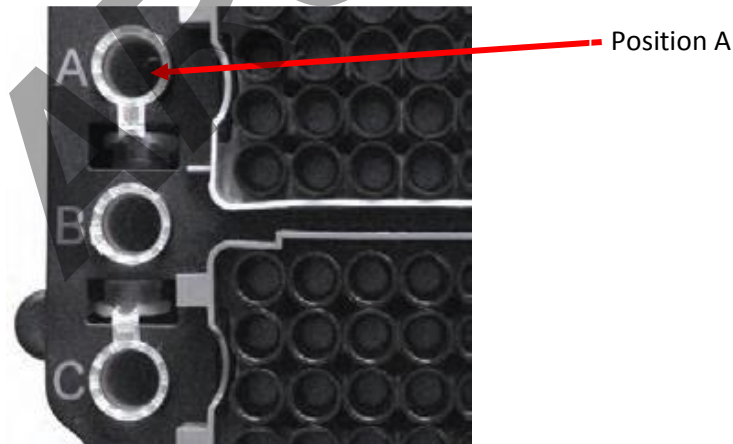
PAGE
3 OF 14

- d. Retrieve reagents for the sperm lysis buffer and record lot numbers in LIMS. Prepare buffer in a 2 mL screw cap tube – see the table below for minimum volumes required for this protocol:

NOTE: G2 buffer_AutoDiff reagent comes in 2 sizes: 11mL and 60mL bottles. Either size may be used for the sperm lysis buffer and the 30mL reagent bottle as described below.

Sperm Lysis Buffer reagents			
# samples	G2 buffer_AutoDiff (µL)	Qiagen ProK (µL)	1M DTT (µL)
3	398	27	106
4	506	34	135
5	623	42	166
6	750	50	200
7	863	58	230
8	975	65	260
9	1106	74	295
10	1219	81	325
(11 or) 12	1470	98	392

- e. Once the sperm lysis buffer is prepared, seat the tube on the QIAcube worktable in Position A.



- f. Retrieve and record lot number for G2 buffer_AutoDiff. Aliquot buffer G2 into a 30ml reagent bottle and place in Reagent Bottle Rack position 1. The minimum amount of buffer needed based on the number of samples is listed in the table

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

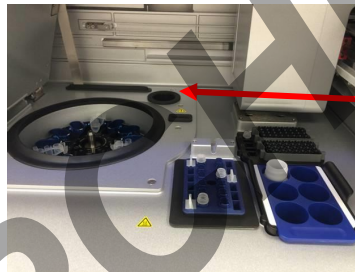
DATE EFFECTIVE
11/28/2016

APPROVED BY
NUCLEAR DNA TECHNICAL LEADER

PAGE
4 OF 14

below. Do not fill the bottle above the fill line on the side of the bottle. Make sure to pop any bubbles that may have formed covering the mouth of the reagent bottle using a clean pipette tip.

G2 minimum buffer amounts	
# samples	G2 buffer (mL)
3	8.68
4	10.74
5	12.8
6	14.86
7	16.92
8	18.98
9	21.04
10	23.1
(11 or) 12	27.22



Reagent bottle rack position 1

- g. Referring to the “QIACube Loading chart,” (Appendix A) place sample plugs into the QIACube shaker for each neg and epithelial cell fraction. **ONLY PLACE PLUGS IN APPROPRIATE LOCATIONS BASED ON THE NUMBER OF SAMPLES.**



sample plugs placed in these slots

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

© NYC OFFICE OF CHIEF MEDICAL EXAMINER

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 5 OF 14
------------------------------	---	-----------------

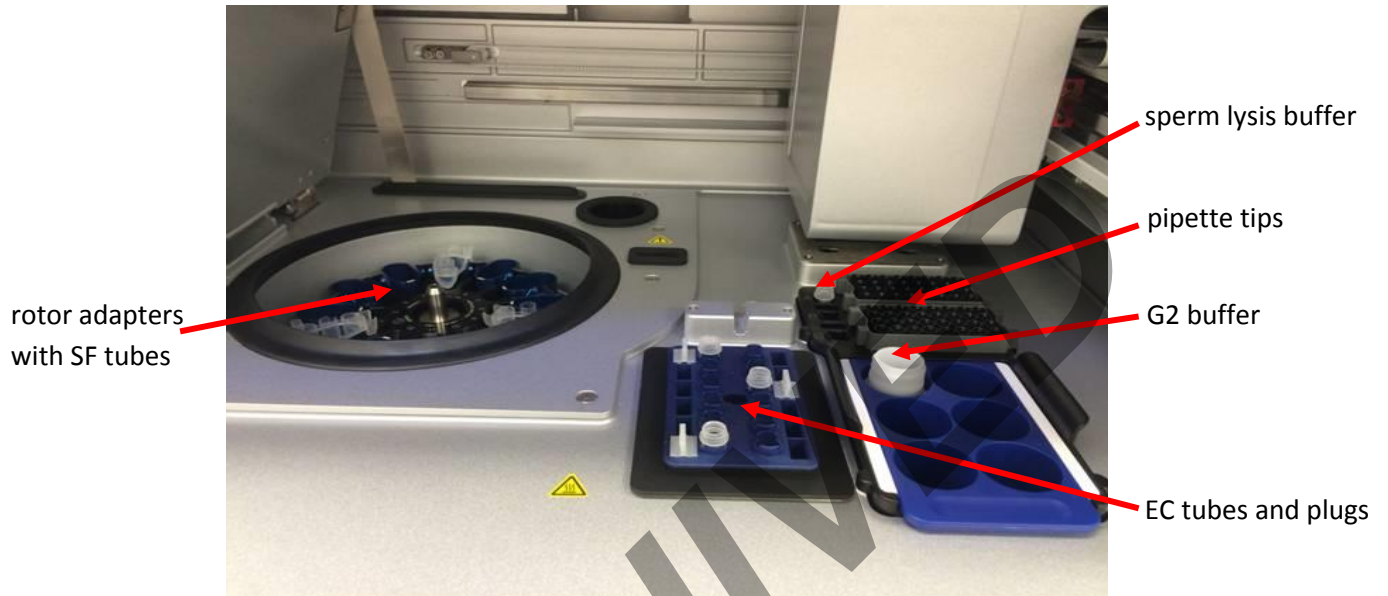
11. After the incubation from step 8 is done, spin down the original samples briefly to remove condensation from the tube caps.
12. **Tube Transfer WITNESS:** Have a witness verify three sets of tubes:
 - a. Original incubation tube (**input** sample labels and tube top)
 - b. Spin basket tube (**input** sample labels)
 - c. Rotor setup (**output** SF sample labels on outside of rotor adapter)
13. Prepare 10% bleach, distilled water, and 70% alcohol in three 50ml conical tubes. Clean a pair of forceps by dipping the forceps in each of the three tubes briefly and then drying with a fresh Kimwipe. For each sample, transfer the substrate using the forceps to its associated spin basket tube. Pipette mix the sample lysate within the incubation tube a few times to disturb any sperm pellet that may have formed, and then pipette the entire lysate volume (~500ul) over the top of the substrate in the spin basket. Close the tube top over the spin basket. Repeat this step for each sample, cleaning and drying the forceps between each sample.
14. Spin the substrates in spin baskets at 13,200 rpm to 15,000 rpm for 2 minutes.
15. Using clean and dry forceps, remove and discard the spin baskets (including the swab remains – see NOTE) taking care to avoid bubbles at the rim of the open tube. **NOTE: Refer to Appendix B if it is necessary for a particular case or sample to retain the substrate remains for potential future testing.** Clean and dry forceps between each sample.
16. Transfer the lysate from the spin basket collection tube, pipette mixing as needed, to its corresponding SF sample tube within the QIAcube rotor adapter.
17. **QIAcube Setup WITNESS:** Obtain a witness to verify samples and loading pattern on the QIAcube. Refer to “QIAcube Loading Chart” (Appendix A) for correct tube positioning based on sample number.
 - a. Load the rotor adapter containing the SF sample into the QIAcube centrifuge, reading the SF LIMS label and rotor position for that sample. Next, load the corresponding EC sample tube into the QIAcube shaker, reading the EC LIMS label and shaker position for that sample. Repeat for all samples. Check to make sure that tubes are pressed all the way down. If the batch size is 11 samples, additional blank tubes containing water may be placed in the rotor adapter and the shaker in the 12th slots.
 - b. The witness should also check that all sample and reagent bottle caps are removed, tips are full, sample plugs are in place in the shaker, and robot setup is correct for the corresponding sample number.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 6 OF 14
------------------------------	---	-----------------



ARCHIVED

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

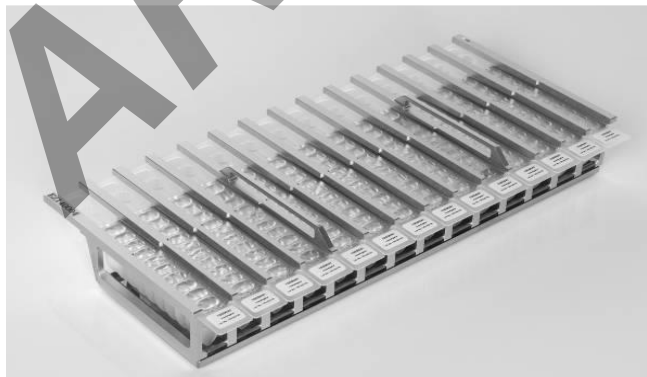
© NYC OFFICE OF CHIEF MEDICAL EXAMINER

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 7 OF 14
------------------------------	---	-----------------

18. Close the instrument door and start the separation protocol on the QIAcube:
 - a. From the main menu, select “Pipetting Separation and Lysis 12A”
 - i. Can choose this protocol from “Last” if it is available.
 - ii. Otherwise, choose “DNA” → “Pipetting” → “Epithelial and Sperm Cell” → “Separation and Lysis 12A”
 - b. Press “Start”
 - c. The screen will display instructions to ensure the QIAcube has been loaded properly. After checking each step, press “Next” until the final step, and then press “Start.”
 - d. Run time for protocol 12A is ~52 minutes for a full set of 12 samples.
19. During the QIAcube protocol 12A, set up the EZ1 for the ECs.
20. EZ1 setup for ECs:
 - a. Complete the usage log in LIMS for the instrument. Fill out the performed by tab for EC Purification.
 - b. Remove both the tube rack and cartridge rack from the EZ1.
 - c. Obtain reagent cartridges and record the lot number in LIMS. (Note – more than one lot may be used if there are not enough individual cartridges available for your full batch. Please indicate in the batch comments the additional lot number and for which samples it was used). Invert reagent cartridges twice to mix the magnetic particles. Then tap the cartridges to deposit the reagents at the bottoms of their wells. Check that the magnetic particles are re-suspended.
 - d. Slide EZ1 reagent cartridges into the cartridge rack, one cartridge for each sample being run. The cartridge label side should be at the blunt end of the rack, closest to the tube rack when loaded in to the instrument. Place rack in EZ1.



Reagent cartridge rack
with cartridges loaded

- e. Label Qiagen 1.5ml screw cap elution tubes with **output** EC sample LIMS labels and labeled tube tops.
- f. Assemble EZ1 tips and tip holders. Place them in row 2 of the EZ1 tube rack.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

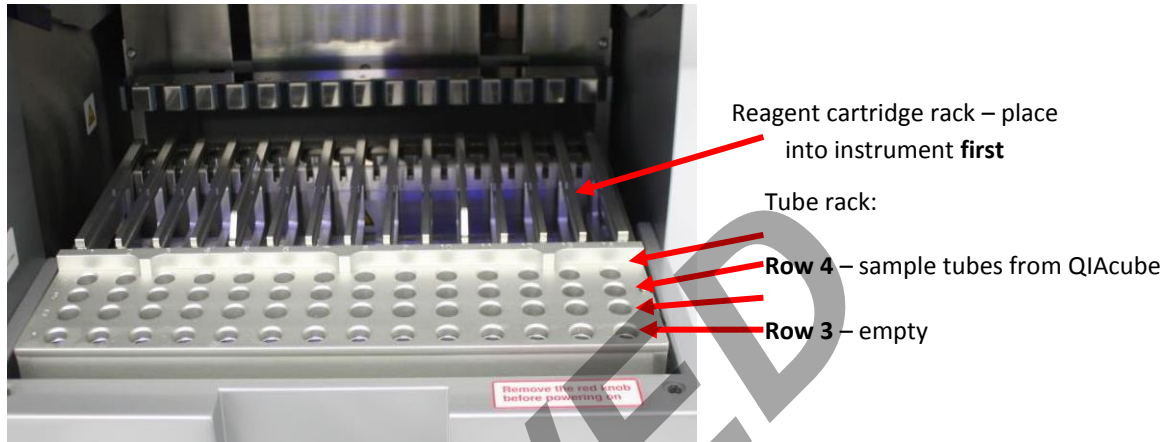
DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 8 OF 14
------------------------------	---	-----------------

21. At the conclusion of protocol “separation and Lysis 12 A” on the QIAcube, the screen will then give instructions on how to clean the QIAcube. Press “Next” after each step until the main menu appears on the screen. Open the QIAcube instrument door and take out the EC fraction samples from the QIAcube shaker, capping each sample with a tube cap as it is removed.
22. Refill the tip racks on the QIAcube with disposable Filter-Tips and ensure buffers are in place and uncapped. Empty the waste drawer.
23. Close the instrument door and start the sperm washing protocol on the QIAcube:
 - a. From the main menu, select “Pipetting Separation and Lysis 12B”
 - i. Can choose this protocol from “Last” if it is available
 - ii. Otherwise, choose “DNA” → “Pipetting” → “Epithelial and Sperm Cell” → “Separation and Lysis 12B”
 - b. Press “Start”
 - c. The screen will display instructions to ensure the QIAcube has been loaded properly. After checking each step, press “Next” until the final step, and then press “Start.”
 - d. Run time for this protocol is ~48 minutes for a set of 12 samples.
24. While the QIAcube is running, prepare the EC samples for the EZ1.
25. Record lot numbers for MTL and carrier RNA into LIMS. Add 400µl of MTL buffer, and 1µl carrier RNA (1µg/µl) to each EC fraction eneg and sample obtained from the QIAcube. Precipitate may form in the tube with the addition of the MTL buffer.
26. **EZ1 EC Setup WITNESS:** Have a witness verify the samples and loading of the EC enegs and samples on to the EZ1.
 - a. Load the 2ml EC sample tubes into row 4 of the EZ1 tube rack, reading the LIMS label and removing the screw cap as you load each sample.
 - b. Next, load the labeled 1.5mL EC sample elution tubes in to row 1 of the EZ1 tube rack, reading the LIMS label and tube top and removing the screw cap as you load each sample.
 - c. Place tube rack into the EZ1. **Make sure that the tube rack is loaded onto the instrument after the cartridge rack.**
 - d. Witness should verify that all samples, reagents and racks are loaded appropriately on the instrument.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 9 OF 14
------------------------------	---	-----------------



EZ1 Worktable

27. Run the EZ1 protocol for purification of the EC fractions:
 - a. If needed, press “ESC” to get to the main menu.
 - b. From the main menu press “Start” to begin a run.
 - c. When asked if you would like to create a run report, press “ESC” to select no.
 - d. For EC fractions, press “3” to select the large volume protocol
 - e. Press “2” to select elution in TE.
 - f. Press “1” to select the 40uL elution volume.
 - g. The screen will display instructions to ensure the EZ1 has been loaded properly. After checking each step, press “ENT” until the final step, and then press “Start.”
 - h. The protocol run time is ~18 minutes
28. After the protocol is completed, press “ENT” to continue.
29. Open the instrument door and remove the tube rack. Remove the 1.5mL EC elution tubes, capping each sample with the labeled tube top. Discard all the used cartridges, lysate tubes, tip-holders and tips.
30. The EZ1 instrument can now be set up for the SF purification.
31. EZ1 setup for SFs:
 - a. Complete the usage log in LIMS for the instrument. Fill out the performed by tab for SF Purification.
 - b. Remove both the tube rack and cartridge rack from the EZ1.
 - c. Invert reagent cartridges twice to mix the magnetic particles. Then tap the cartridges to deposit the reagents at the bottoms of their wells. Check that the magnetic particles are re-suspended.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 10 OF 14
------------------------------	---	------------------

- d. Slide EZ1 reagent cartridges into the cartridge rack, one cartridge for each sample being run. The cartridge label side should be at the blunt end of the rack, closest to the tube rack when loaded in to the instrument. Place rack in EZ1.
 - e. Label Qiagen 1.5ml screw cap elution tubes and caps with **output SF** sample LIMS labels and labeled tube tops.
 - f. Assemble EZ1 tips and tip holders. Place them in row 2 of the EZ1 tube rack.
32. After the “Separation and Lysis 12 B” protocol is complete on the QIAcube, the sperm fractions will be found in the 1.5ml tubes in the rotor adapters. Remove the tubes from each rotor adapter, closing the cap as you remove each sample. Discard the rotor adapters.
33. Vortex the sperm fraction samples for 5 seconds. Incubate at 70°C for 10 minutes at 900rpm shaking in a thermomixer. Complete the usage log for the instrument and record the thermomixer temperature in LIMS. (The QIAcube may be cleaned during this incubation, or after the SFs go on to the EZ1 – refer to step 39.)
34. Vortex the samples vigorously for 10 seconds after the incubation. Briefly spin down the samples in a centrifuge.
35. Add 1µl of carrier RNA to each sample.
36. Holding the lid closed with your thumb, cut through the tube cap connector for each SF tube.
37. **EZ1 SF Setup WITNESS:** Have a witness verify the samples and loading of the SF enegs and samples on to the EZ1:
- a. Read the SF sample LIMS label, and remove and discard the lid with a tube opener. Place the tubes with sperm fraction into row 4 of the EZ1 tube rack.
 - b. Next, load the empty labeled 1.5mL SF sample elution tubes into row 1 of the EZ1 tube rack, reading the LIMS label and tube top, removing the screw cap as you load each sample.
 - c. Place tube rack into the EZ1. **Make sure that tube rack is loaded onto the instrument after the cartridge rack.**
 - d. Witness should verify that all samples, reagents and racks are loaded appropriately on the instrument.
38. Close the instrument door and start the protocol for SF purification.
- a. From the main menu, press “Start” to begin a run.
 - b. When asked if you would like to create a run report, press “ESC” to select no.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 11 OF 14
------------------------------	---	------------------

- c. For SF fractions, press “1” to select the trace protocol.
 - d. Press “2” to select elution in TE.
 - e. Press “1” to select the 40uL elution volume.
 - f. The screen will display instructions to ensure the EZ1 has been loaded properly. After checking each step, press “ENT” until the final step, and then press “Start.”
 - g. The run time for this protocol is ~18 minutes.
39. Clean the QIAcube instrument:
- a. **DO NOT USE BLEACH ON THE INSTRUMENT, ONLY 70% ETOH WITH LINT FREE WIPES. NEVER SPRAY ETHANOL DIRECTLY ON THE INSTRUMENT.**
 - b. Empty the waste drawer and check that the liner is clean.
 - c. Remove but **DO NOT DISCARD THE SAMPLE PLUGS.**
 - d. Discard the sperm lysis buffer tube. The G2 buffer may be capped and stored on the instrument deck. Remove pipette tip racks and consolidate any partial racks of tips for future use.
 - e. Wipe down the entire inside of the QIAcube instrument using a lint-free wipe with 70% EtOH, including the waste drawer.
40. After the SF run is complete on the EZ1, press “ENT” to continue.
41. Open the instrument door and remove the tube rack. Remove 1.5mL SF elution tubes, capping each sample with its associated labeled tube top. Discard all the used cartridges, lysate tubes, tip-holders and tips.
42. Clean the EZ1 instrument:
- a. **DO NOT USE BLEACH ON THE INSTRUMENT, ONLY 70% ETOH WITH LINT FREE WIPES. NEVER SPRAY ETHANOL DIRECTLY ON THE INSTRUMENT.**
 - b. Remove reagent cartridges and any waste; discard appropriately.
 - c. Wipe down the inside of the instrument using a lint free wipe and 70% EtOH.
 - d. Close the EZ1 door.
 - e. Follow the prompts on the screen to start a UV run, setting the time to 20 minutes.
43. Select all output samples in the test batch in LIMS, and click **Data Entry**. Complete the data entry for all samples within LIMS. Pass/Fail should be indicated for both the QIAcube and EZ1 runs for each sample.
44. In the data entry screen, all samples can be assigned a storage location in the next available storage box. Store the extracts at 2° to 8°C or frozen.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 12 OF 14
------------------------------	---	------------------

45. Complete the LIMS test batch by filling the performed by tab for Extraction Run Review. Select all output samples and click **Review**. Complete the review of each sample and schedule any additional tests as needed.

ARCHIVED

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

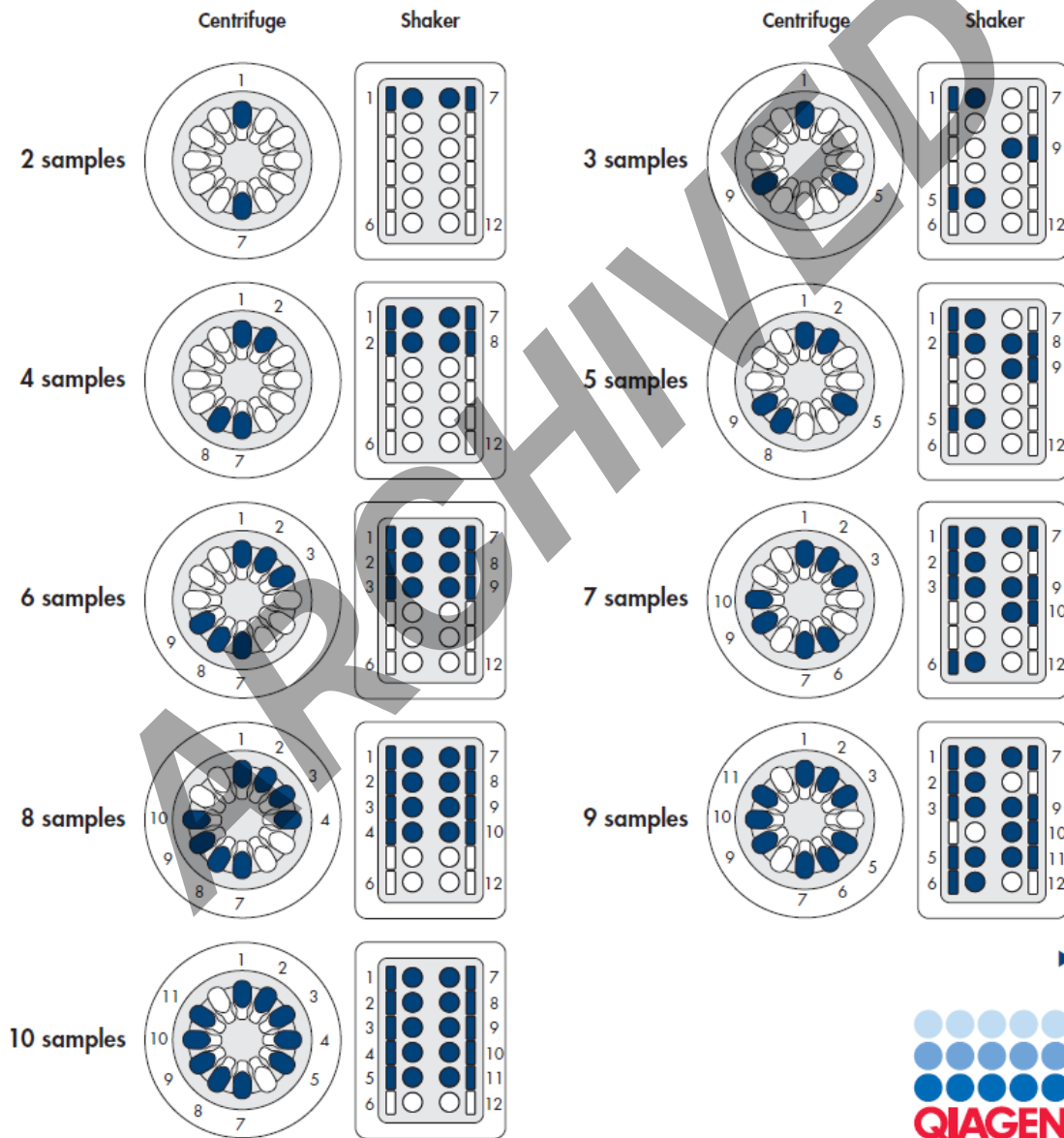
DATE EFFECTIVE
11/28/2016

APPROVED BY
NUCLEAR DNA TECHNICAL LEADER

PAGE
13 OF 14

Appendix A: QIAcube Loading Chart

The chart below describes how to correctly load the QIAcube centrifuge and shaker if fewer than 12 samples are to be processed in one run. Please note, if only 11 samples are on the batch, a blank must be added to fill the 12th slot.



Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

© NYC OFFICE OF CHIEF MEDICAL EXAMINER

FORENSIC BIOLOGY PROTOCOLS FOR FORENSIC STR ANALYSIS

DIFFERENTIAL EXTRACTION FROM SEMEN STAINS OR SWABS UTILIZING THE QIAGEN QIACUBE AND QIAGEN EZ1 INSTRUMENTS

DATE EFFECTIVE 11/28/2016	APPROVED BY NUCLEAR DNA TECHNICAL LEADER	PAGE 14 OF 14
------------------------------	---	------------------

Appendix B: Retaining a substrate remains

In the event that a substrate needs to be retained, follow these steps after Step 15 of the SOP:

1. Go to **Analytical Testing >> Manage Sample**.
2. On the Search by Query list click 'Test Batch Input Samples'.
3. Search using the test batch ID.
4. Select the sample which will be retained and click [Un-Dispose].
5. With the sample selected, click [Assign Storage].
6. Associate the sample with the next available extract storage cyrobox and location.
7. Back in the **Manage Sample** page with the sample still selected click [Print Label] on the Side Bar.
8. Affix this label to a clean, 1.5 mL tube that the substrate will be stored in.
9. During the spin basket step (Step 16 of the SOP) place the substrate, using clean forceps, into the labeled 1.5 mL tube.
10. Store the substrate at 2° to 8°C, or frozen.