

Cell Line Identification Service Sample Submission Guidelines

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Online Sample Submission Portal

Please use our Sample Submission Portal (MSSS) available at <https://gmg-submit.gimr.garvan.org.au/#/login> to submit samples. Find instructions on how to use the sample submission portal here, https://www.garvan.org.au/research/capabilities/molecular-genetics/documents/qs_15_v1.pdf, and also a short video here, <https://www.youtube.com/watch?v=8eL-JJ8SIGU&feature=youtu.be>. Further information on our services can be found at our website www.garvan.org.au/gmg. New clients need to create an account (please follow instructions after clicking on the 'Create Account' button on the landing page), existing clients log into their account by entering their login details and selecting the button 'Login for non clinical samples', see [Figure 1](#)

Sample Submission Portal

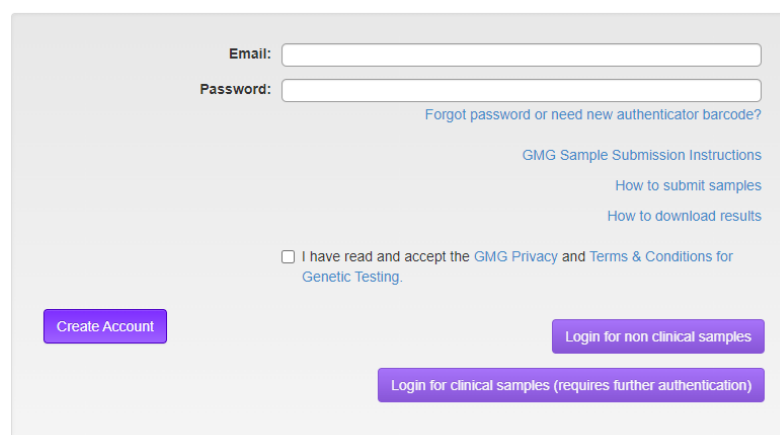


Figure 1: Login screen

The login for non clinical samples leads directly to the account page. A new Manifest for the samples to be submitted can be created by selecting "New Cell Line Identification Manifest" from these options, see [Figure 2](#)



Figure 2: Manifest choice

There will be a popup window in which the number of samples to be submitted is entered, see [Figure 3](#)

Figure 3: CLIS manifest

After clicking the button called "Create Manifest" the popup window will close and a new Manifest page will open, see [Figure 4](#)

Figure 4: manifest

Please enter all information as is shown in the example above. If you have some samples that need only mycoplasma testing and some samples that need only CLIS testing or some samples that need CLIS and mycoplasma please enter separate manifests. Unfortunately, our software cannot work with a mix of samples. Each manifest needs to have samples that are either ALL only CLIS, or ALL CLIS and Mycoplasma or ALL only Mycoplasma.

External clients enter a valid purchase order number in the field for Purchase Order Number, internal clients select the grant they want to use for cost - recovering for this service.

Material for testing

Cells from Cell culture Cell-lines

The PowerPlex18D System and our in-house mouse cell line assay are sensitive to DNA input. 1 to 2ng total genomic DNA is sufficient. Overloading the system with DNA leads to problems in peak differentiation. The cell pellet we need is therefore very small. 2 to 5 million cells will give a DNA concentration after extraction of 10 to 30ng/μL.

Genomic DNA

If DNA was extracted from cells, DNA can also be submitted. The DNA should have been cleaned by a spin column and have a concentration of 10ng/μL.

Supernatant

For Mycoplasma testing please supply 1ml of supernatant (or cells with supernatant).

Labelling of tubes or plates

Sample tubes

Less than 30 samples can be submitted in 1.5mL Eppendorf tubes (*1.5ml "3810 X PCR clean", Catalogue # 0030125.215 Eppendorf*).

More than 30 samples should be submitted in 96 well semi-skirted PCR plates (*Catalogue # HSS9901, BioRad*).

Labelling of samples

Samples need to be labelled according to the sample submission manifest that is submitted online electronically. Ideally, a unique identifying number and the name of the submitting person is written onto the tube with a permanent marker, or the 96well plate is labelled with the name of the submitter and the date of submission.

Sending or Delivering Samples

If sending samples please use couriers or Australian express post and avoid sending over the weekend, send samples in a cooled environment of at least 4C throughout the transport.

Shipping Address:

Please address your samples to:

Garvan Institute / GMG

Loading Dock West Street (off Burton Street)

Darlinghurst, NSW, 2010

or drop your samples off:

Fridge in the Garvan Molecular Genetics facility

in front of room 8.05 (behind the lifts)

Cell-Line Identification Service reception tray

Dock Times: 8am to 4pm

Phone: 02 9295 8640

Pricing

Pricing information is available on our website at [GMG Prices - Molecular Genetics Shop](#).

Results

Once reports for your results have been generated they will be uploaded onto our portal and you can access them in your account. There will be an automated email sent to your designated email address to inform you about the report download path. Results will be available within an approximate turnaround time of 10 working days.

Contact Staff

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NATA accreditation according to standard ISO17025 (biological)

Accreditation No: 18464



Figure 5: logo