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', see Figure 1

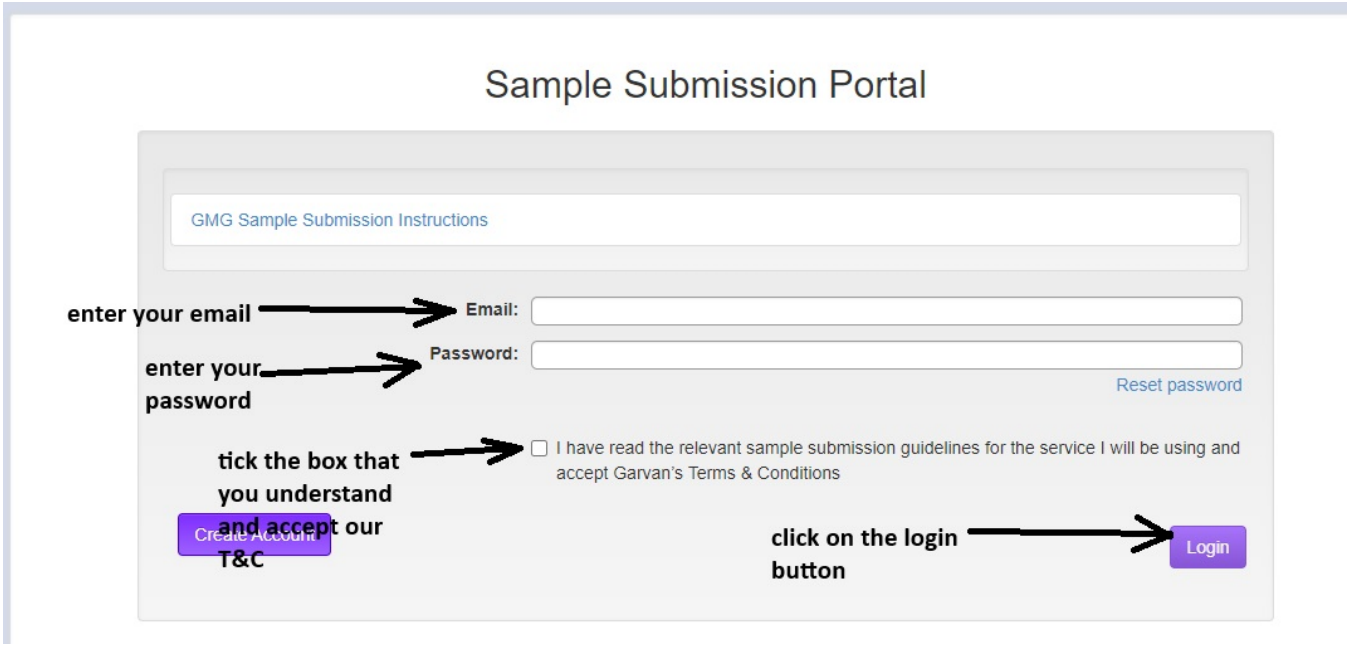


Figure 1: Login screen

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

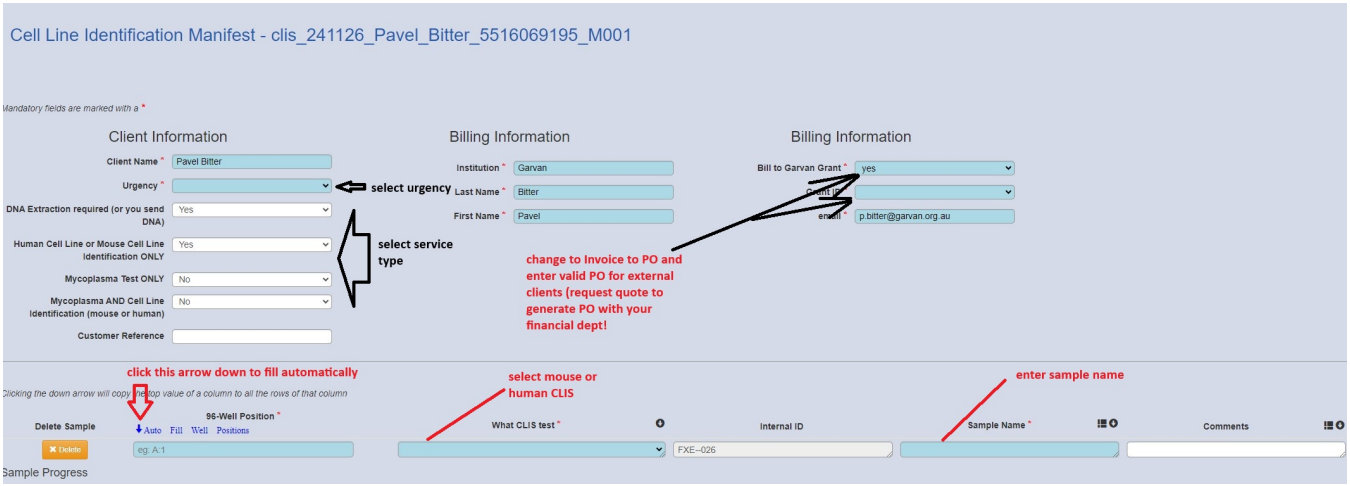


Figure 4: manifest

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. Ideally, you spin down your cells in a labelled Eppendorf tube. There should be a tiny white cell pellet visible at minimum. Then take off the supernatant until there is only the cell pellet left. Send this tube with the cell pellet in an Australian Post Express envelope at the address below uncooled (room temperature is fine).

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. Send the DNA tube with the DNA in an Australian Post Express envelope at the address below uncooled (room temperature is fine).

Supernatant

For Mycoplasma testing please supply 1ml of supernatant (or cells with supernatant). Ideally you want to send this supernatant cooled to our facility at 4C.

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. Ideally, you spin down your cells in a labelled Eppendorf tube. There should be a tiny white cell pellet visible at minimum. Then take off the supernatant until there is only the cell pellet left. Send this tube with the cell pellet in an Australian Post Express envelope at the address below uncooled (room temperature is fine).

Shipping Address:

Please address your samples to:

Garvan Institute / GMG

Loading Dock West Street (off Burton Street)

Darlinghurst, NSW, 2010 Cell-Line Identification Service reception tray

Dock Times: 8am to 4pm

Phone: 02 9295 8640

Or Sample Drop off in person:

Samples can be dropped off in the corridor in front of room 8.05 Garvan level 8, there is a sample reception fridge and a sample reception freezer. They are both accessible 24/7 .

There is also a -80C freezer labelled "GMG -80 Freezer" in front of room 8.05 (next to the back of the middle lift, level 8, in the corridor).

Pricing

Pricing information is available on our website at GMG Prices Cell Line Authentication.

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.

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NATA accreditation according to standard ISO17025 (biological)

Accreditation No: 18464



Figure 5: logo