## CELL AUTHENTICATION TESTING SERVICE

## SAMPLE PREPARATION INSTRUCTIONS

- Note: Cells should be spotted at a target density of 1 x 10<sup>6</sup> cells/mL on FTA<sup>™</sup> paper. Cell counting is recommended as cells spotted at a density less than 0.8 x 10<sup>6</sup> cells/mL may not yield acceptable results.
- 1. Fill out a separate Cell Authentication Sample Submission Form for each sample submitted. Be sure the Barcode Number on the top of the Sample Submission Form matches the Barcode Number on the Indicating FTA<sup>™</sup> Micro Card (Sample Collection Card).
- 2. Prepare the samples one at a time at an optimal target cell density of 1 x 10<sup>6</sup> cells/mL.
  - a. For adherent cells: Scrape the cells into the existing culture media and suspend. Important: Do not treat cells with trypsin or EDTA as these agents disrupt mycoplasma.
  - **b.** For suspension cells: Harvest and count the cells. If cell density is less than 0.8 x 10<sup>6</sup> cells/mL, centrifuge cells and resuspend them in a volume of existing cell culture media that will result in a cell density of 1 x 10<sup>6</sup> cells/mL.
- 3. Before handling the Sample Collection Card, thoroughly clean the work surface. With gloved hands, carefully open the Sample Collection Kit and remove the Sample Collection Card.
- 4. Clearly label the Sample Collection Card with the cell line name/designation. If sending multiple cell lines use a separate card for each cell line and make sure the information on the card matches the information on the Sample Submission Form.
- 5. Carefully mix and spot 40 µl of the cell suspension prepared in step 2 above at 1 x 10<sup>6</sup> cells/ml in the center of the circle on the inside of the Sample Collection Card.
- 6. Allow the Sample Collection Card to air dry in a laminar flow hood at room temperature (recommended drying time is at least 15 minutes).
- 7. When the Sample Collection Card is dry, place it and one desiccant pack (provided with the Kit) in the Multibarrier Pouch. Important: To avoid cross-contamination, use one Multibarrier Pouch per sample being submitted.
- 8. Be sure to completely close the Multibarrier Pouch to preserve and protect the sample.
- 9. Repeat this process for each sample being submitted for testing, manipulating only one cell line at a time to avoid cross-contamination.
- 10. When the cell lines have been spotted and sealed in separate Multibarrier Pouches, place them and the completed corresponding Sample Submission Forms into the pre-addressed Return Envelope(s). If space allows, you may place multiple Multibarrier Pouches into one Return Envelope (be sure to include the Sample Submission Form(s)).
- 11. Affix appropriate postage and place sealed, pre-addressed Return Envelope(s) in the mail. If using an overnight service, please send to the address listed on the pre-addressed Return Envelope. Important: For International Customers, please add the words "FTA Sample Papers" to the item description on your air bill labels to avoid delays when mailing your samples.

## Checklist

Before mailing your sample, did you?

Complete the Submission Form, be sure to complete the hazard statement

Spot the cells in the Sample Card and place the card in the Multibarrier Pouch

Include the Submission Form and Multibarrier Pouch containing FTA Sample Card in the pre-addressed Return Envelope

If mailing more than one sample, please be sure to match the FTA Card barcode number with the Submission Form barcode number

Add words "FTA Sample Papers" to item description on Air Waybill labels

Mail the pre-addressed Return Envelope

Continues on back

**KEEP THIS PORTION FOR YOUR RECORDS.** Not For Medical Diagnostic Use. **Cell Authentication Service – Mycoplasma Testing** 

703.365.2700

703.365.2701



Place Barcode Label

Thank you for placing an online order for the Mycoplasma PCR Testing Service. Please read this form in its entirety and follow all steps accurately.

	Peace of mind in 3 easy steps					
1	The Mycoplasma PCR Testing Results will be emailed by ATCC to the email address provided below. Customer Information (All fields are required. Please print information to ensure it is legible)					
	Name					
	Institution/Company					
	Address					
	City Stat	te Zip code		Country		
	(Please print clearly; authentication resul	lts will be sent to the email a	address above)			
	Phone			Ext		
	(Include Country Code)					
2	Prepare your sample according to the Sample Preparation Instructions found on the back of this form. Enter the Cell Line Information and Sign the Hazard Statement below.					
	Cell Line Information					
	Please verify that the barcode number or	n your sample card matches	the barcode number on	this form for each sa	mple.	
	Cell Line Name/Designation		_ Catalog/Item # (If any)	)		
	Hazard Statement					
	ATCC does not accept cultures infected w cell line being submitted is free of hazard			sma PCR testing. To tl	he best of my knowledge	the
	Print Name					
	Signature			Date		
3	Mail your sample and this completed form	m in the pre-addressed Retu	rn Envelope included wi	thin the kit.		
	<b>IMPORTANT:</b> For International Customers, please add the words "FTA Sample Papers" in the item description on your Air Waybill to avoid delays when mailing your samples. If including more than one sample, please fill out a separate Cell Authentication Testing Service Mycoplasma Submission Form for each sample submitted.					
KEEP	THIS PORTION FOR YOUR RECORDS					
Dates	sample submitted	_			Place Barcode Labe	I
Name	<u>.</u>	_ E-mail				
Mycopla	asmaTesting-0719-03					

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