

Sample transfer protocol from Fralin Biomedical Research Institute at VTC (FBRI) to Fralin Life Sciences Institute (FLSI)

The following protocol is for transporting **DNA AND RNA samples** from FBRI in Roanoke to FLSI at Steger Hall on the VT main campus via the VT Mail Service.

SAMPLE PICKUP at FBRI:

- Sample pickups take place according to the current schedule (Mon. through Fri.).
- FBRI researchers must place their samples in the specified freezer at FBRI before 9 AM on pickup days. Sarah Glenn and Tom Wertalik, Technical/Facility Operations at FBRI, will place the samples in the cooler as specified below.
- The VT Mail Service will transport the sample cooler from FBRI to the GSC on the VT campus in Blacksburg. Upon arrival, he will bring the cooler to the GSC desk in the 2nd floor lobby and call the lab at 231-1229. He will then pick up the empty cooler, which should be waiting at the desk, to return to FBRI on his next visit.
- Only non-hazardous DNA or RNA samples may be transported.
- **FOR RNA Samples: The researcher must contact the GSC (flsi-sangerseq-g@vt.edu) the day before or the morning of the transfer to notify them that there will be RNA samples delivered to FLSI at Steger Hall. Someone needs to be available to accept the samples upon arrival as RNA must be placed in the -80 freezer immediately.**

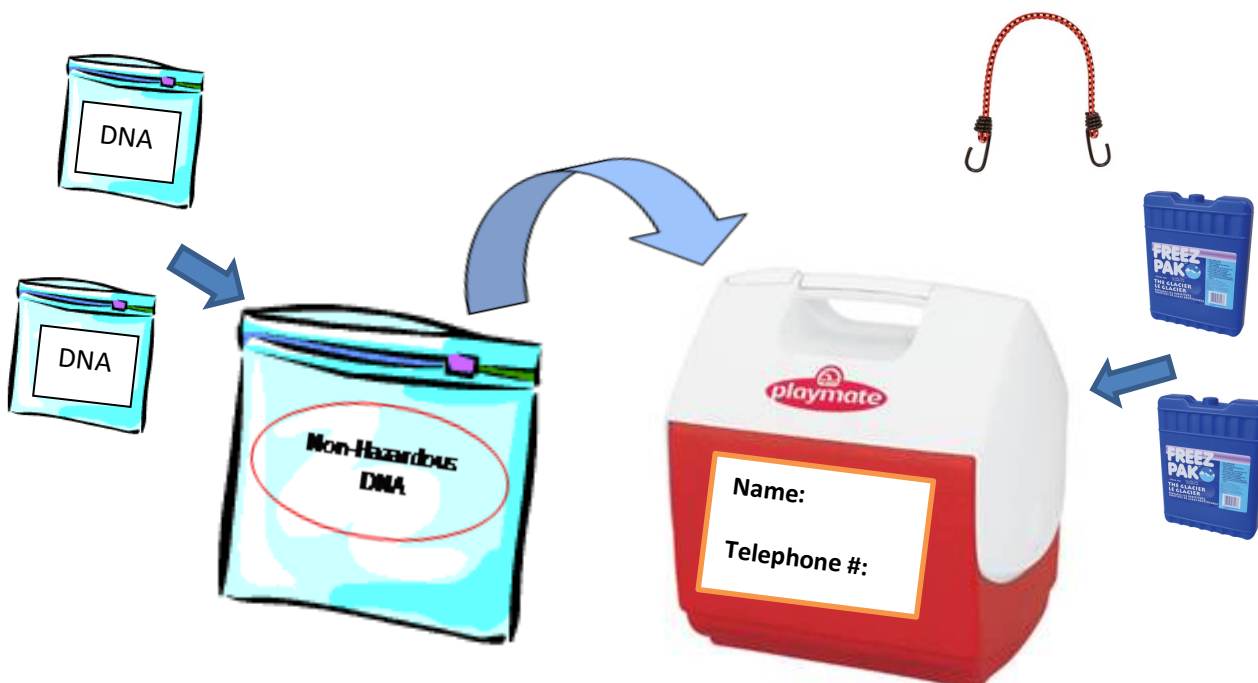
DNA Packing Requirements:

- The freezer packs to be used in the cooler must be stored in a -20° freezer at least 24 hours before use.
- Sample tubes must be individually labeled and the tubes packaged in three levels of containment which is then bound with a bungee cord (as per EHS requirements):

Level 1 = Labeled sample tubes (including the PI's name) go into a ZipLoc plastic bag.

Level 2 = Small plastic bags go into the larger plastic bag labeled as **"Non-Hazardous DNA"**.

Level 3 = The large plastic bag goes into the Playmate Cooler with several freezer packs and the cooler is bound with a Bungee cord. The cooler is labeled with the name and phone numbers of the GSC personnel it is being delivered to.



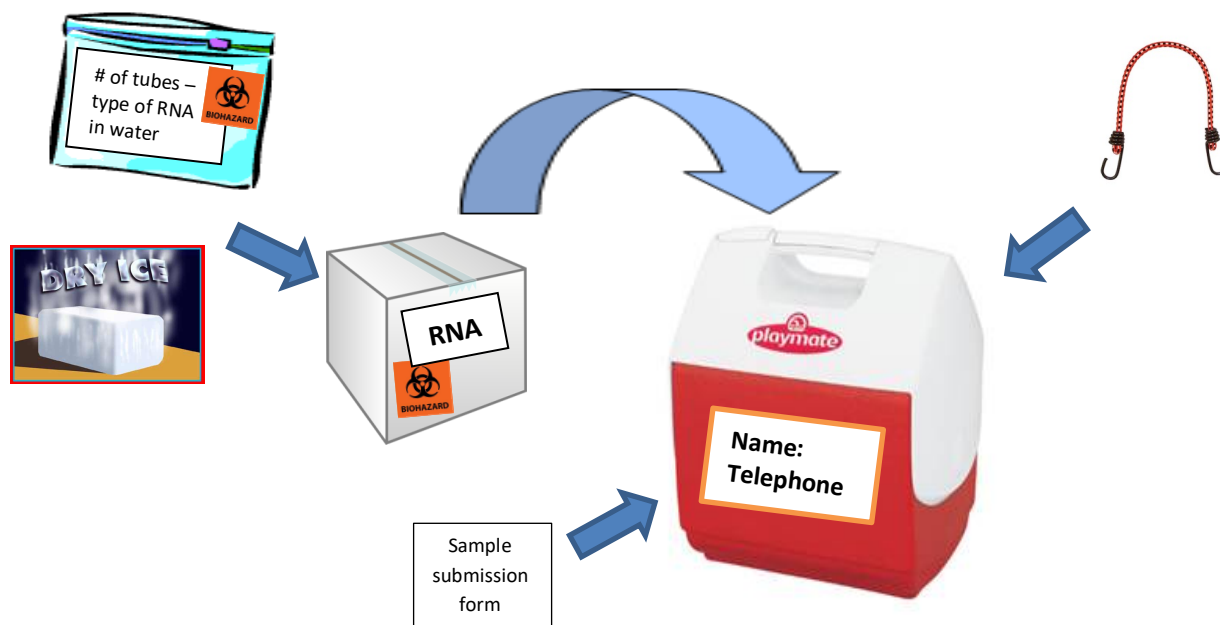
RNA Packing Requirements:

- FBRI researchers must package their samples as described below place the box in the specified freezer at FBRI before 9 AM on pickup days. Someone from FBRI will place the box into the cooler along with any DNA samples and give the cooler to the VT Mail person.
- There must be three levels of containment and the cooler should be bound with a bungee cord (as per EHS requirements):

Level 1 = Labeled sample tubes and absorbent material (enough to absorb all liquid) are placed in a labeled ZipLoc plastic bag. Label the bag with a description of the contents (example: three 0.5 mL tubes containing RNA in water from mouse muscle) and a biohazard sticker. **DO NOT PUT DRY ICE IN BAG!**

Level 2 = Plastic bag with samples goes into a Styrofoam box labeled with “RNA” and a biohazard sticker. Dry ice is added to the box. Place the lid on the box and tape it shut.

Level 3 = The Styrofoam box goes into the **SAME Playmate Cooler** as the DNA samples along with a copy of the sample submission form (or information sheet) and the cooler is bound with a Bungee cord.



SAMPLE DELIVERY from FLSI to the GSC:

- After picking up the samples from FBRI and arriving at Steger Hall at VT, the VT Mail person will bring the cooler to the 2nd floor GSC desk and call the GSC at 231-1229 to let them know of his arrival. He will then pick up an empty cooler setup to return to FBRI on his next visit the following morning.
- After the samples are removed from the cooler, the Playmate cooler will be disinfected by wiping it down with a 10% bleach solution.

INCLEMENT WEATHER:

If the weather is such that Mail Services cannot run, there will be no sample pickups that day. Samples must be returned to the -20° freezer and stored until the next scheduled pickup.

CONTACT LIST:

FBRI:

1. Sarah Glenn (sglenn@vtc.vt.edu) – Associate Director of Facility Development & Technical Operations at Fralin Biomedical Research Institute at VTC
2. Thomas Wertalik (wertalik@vt.edu) – Facility Manager at Fralin Biomedical Research Institute at VTC
3. Andrew Trent (jetrent@vt.edu) - EHS Coordinator at Fralin Biomedical Research Institute at VTC

FLSI:

1. Kris Lee (leek1@vt.edu) – Sanger Sequencing specialist
2. Genomics Sequencing Center (flsi-sangerseq-g@vt.edu) – Email for contacting GSC

SHUTTLE SERVICES

1. Douglas Epps (depps01@vt.edu) - Mail Services Manager