

Processing Item Information Sheet (PIIS)

“Microbial DNA Extraction from Saliva” 2017_R1 Scheme

This sheet contains all the information on the **Saliva Processing Item** that you should be aware of to conduct the above mentioned Scheme. **Please read carefully before performing any operation on the provided sample.**

Processing Item Description

- Source material: Saliva from a healthy donor.
- Packaging: Omnigene.Oral OM-501 tube.
- Date of Preparation: July 2017.
- Testing of Biological Hazard: Not applicable.
- Biosafety level: All operations have been conducted in a BSL 2 environment.
- Homogeneity and Stability Information: Homogeneity of the Processing Item was controlled and confirmed in July 2017. Stability of the Processing Item is at least 1 year at Room Temperature (data from Omnigene.Oral OM-501 tube manufacturer).

Instructions to Prepare the Processing Item for Extraction

- Any storage requirement between receipt and processing date: Store at room temperature. DNA extraction should be performed within 1 week of receipt.

Particular Handling/Safety Requirements

- Potential risks of Processing Item: Exempt of infectious risk.
- Individual protection equipment required: Standard laboratory equipment (laboratory coat, gloves).
- In case of puncture or cuts: Abundantly wash with water and then disinfect during 10 minutes.
- In case of projection in the eye: Abundantly wash with water or physiologic serum during 5 minutes.
- In case of projection on the mucous membranes and skin: Wash with water.
- Measures to take in case of accidental dispersion: Pulverise disinfectant and clean the concerned surface.
- Waste elimination procedures: Waste generated by healthcare activities, to eliminate in incinerable plastic containers.

Scheme Specifications

- Please extract **Microbial DNA** from the Processing Item following your **usual routine DNA extraction method**.
- You will be asked to report information under the following scheme: **Microbial DNA Extraction from Saliva**.
- Please be ready to enter the following information:
 - Kit used (PerkinElmer MSM I®, Norgen Biotek Saliva DNA Isolation Kit, QIAamp DNA Blood Mini Kit, QIAamp DNA Microbiome Kit, Oasis Mini•SAL, Other);
 - Extraction method (salting out, magnetic bead-based, silica membrane-based, unsure, other);
 - Volume of saliva used for DNA extraction (ml) (saliva + stabilizer);
 - Use of RNase;
 - Elution buffer composition (elution buffer from the kit, water, TE, AE, other) and elution volume (µl);
 - Extraction equipment.

What to Submit

- Once you have extracted DNA from the saliva (according to your extraction method), you pipet all the extracted DNA in the provided labelled Matrix 0.5 ml. The tube is already labelled with your Laboratory Number and the name of the Scheme (DNASAL17). **Make sure to properly close the tube to avoid evaporation.**
- As soon as extracted, the DNA tube must **immediately** be shipped, **at room temperature**, to the following address:

IBBL, PT Programme
6 Rue Nicolas Ernest Barblé
L-1210 Luxembourg
LUXEMBOURG

- For the shipment, use at least a **padded envelope** and send your aliquot back to IBBL by **registered mail** or using the **courier** of your choice.
- Please note that IBBL cannot receive your sample on Saturdays nor Sundays.
- Your data must be submitted online on the PT website <http://biospecimenpt.ibbl.lu/> using the login information (Laboratory Number and Password) provided to you via email after the registration to the “Microbial DNA Extraction from Saliva” Scheme.
- Please complete the questionnaire as accurately as possible, adding any relevant detail and comment in the appropriate section.
- Find out more information in the Results Submission Guidelines (<http://www.ibbl.lu/ibbl-bioservices/biospecimen-proficiency-testing/>).

Timelines

<i>Shipment of the extracted DNA to IBBL</i>	<i>Data Submission</i>	<i>Data analysis & Report preparation</i>	<i>Reports available</i>
Immediately after extraction Before 14 OCT 2017	27 OCT 2017, latest	30 OCT 2017 – 30 DEC 2017	15 JAN 2018

In case of doubts in the completion phase, please contact IBBL at ISBERPT@ibbl.lu