

PGD COLLECTION GUIDE

Please read carefully the notes on the reverse of this form before submitting samples.

KIT CONTENTS

1. **ONE** ThermoSafe® Insulated Shipper
2. **ONE** 96-place PCR Rack
3. **TWELVE** Single PCR tubes
4. **ONE** Biohazard Specimen Transport bag with absorbent material (Kimwipe®)
5. **ONE** Cryo Container containing aliquot of 1x PBS (with 1% PVP) for cell washing
6. **TWO** PolarPack® Foam Brick refrigerant packs

[✓] STEP-BY-STEP INSTRUCTIONS

- [] 1. Remove 96-place PCR rack, containing twelve individual PCR tubes, from collection kit and place on a flat sterile working surface.

- [] 2. For each cell, label one PCR tube with the patient initials and cell number. Transcribe the tube label onto the *Sample Submission Form* in the same order.



- [] 3. Prepare sufficient aliquots of growth medium and the supplied PBS for cell washing into separate Petri Dishes for **each** cell. Please refer to BlueGnome's *Single cell washing and handling* guide available at www.mountsinaiservices.com (click on PGS Test Ordering)

For each cell:

- [] 4. Wash single cell in the prepared Petri Dish containing growth medium and PBS from Step 3.

- [] 5. Open corresponding labelled PCR tube for the cell and carefully transfer the cell along with 2.5µl of the PBS to the base of the tube*. Close tube and verify tube label and cell match the information provided on the Sample Submission Form. Discard Petri dish.

** One of the most common causes of amplification failure is the cell sticking to the side of the tube and not being in the PBS buffer. Another cause of amplification failure is the transfer of inhibiting salts during cell collection. Please try to minimize the transfer of more than 2.5µl of PBS into the PCR tube*

- [] 6. Repeat Steps 4 and 5 for each cell. Ensure that only one PCR tube is open at a time to avoid sample mix-up.

To monitor for contamination, please provide 2.5µl of PBS from one of the last cell washes into one PCR tube labelled *Control (CTRL)*. This will be used as a negative control during testing.

****Freeze Specimens at -20°C (15-20 minutes) prior to ThermoSafe® shipper assembly.**

Transport of Samples

The MSH Cytogenetic lab is open for sample receipt 24 hours a day, Monday through Friday. Frozen samples should be shipped on the provided ice packs (local) or dry ice (outside GTA). Tubes must be firmly secured in the provided 96 well rack with lid and placed in the provided biohazard specimen transport bag with absorbent material (Kimwipe®). Please refer to the provided *PGD Packaging/Shipping Guide*.

All deliveries must be in accordance with the Transportation of Dangerous Goods Act – visit www.saftpak.com

Service and sample delivery

Please complete and fax *Specimen Notification Form* to (416) 586-8882 at least 24 hours prior to scheduled procedure. For blastocyst/trophectoderm samples requiring next day results (STAT), notification must be given at least 5 business days prior to scheduled procedure.

Please call KJV Courier Service (416.398.5155) to schedule a pickup. Ensure that you specify the parcel is a **PGD Transport to Mount Sinai Hospital** as dedicated couriers have been assigned. Early morning pickups should be scheduled the day prior to pickup.

Deliver specimens for analysis to:

Mount Sinai Hospital
Joseph and Wolf Lebovic Health Complex
600 University Avenue, 6th Floor,
Microarray Facility, Suite 6-313
Toronto, ON M5G 1X5

Cancellation Procedure

Should the test be cancelled after notification, please re-fax the original *Specimen Notification Form* to (416) 586-8882 with the word CANCELLED written across the form as soon as possible.

SHIPPING CHECKLIST

- ✓ Fax completed Specimen Notification Form to (416) 586-8882 at least 24 hours prior to procedure
- ✓ Ensure the cells are placed in PBS at the bottom of the PCR tube
- ✓ Freeze specimens prior to assembling shipping container
- ✓ Ensure one Control (PBS media) sample is included for each patient
- ✓ Ensure the tubes are racked and remain vertical. Ideally, samples should remain at 4°C from time of biopsy
- ✓ Ship the racked tubes in a specimen transport bag with the provided refrigerant packs
- ✓ Return empty 1X PBS shipping container (gray)
- ✓ Include completed MSH Sample Submission Form