

Please fill out the order confirmation completely and correctly to avoid errors and delays and fax it to Miltenyi Biotec Inc.

**Fax no. +1 530 887 5379.**

If you need assistance, call technical support at 530-367-6227. Please send your samples and a copied order confirmation form to:

**Miltenyi Biotec Inc.**  
 12740 Earhart Avenue  
 Auburn, CA 95602



**CGH Microarray Service  
 Order Confirmation**

**Agilent CGH Microarray Service\***

**1. Which Agilent Microarray should be used for service ?**

**Agilent Genome CGH Microarray**

- 4x44 K (multi-pack format)
- 244 A
- Custom: \_\_\_\_\_

**Species:**

- Human
- Mouse
- Rat

**Quantity of microarrays:** \_\_\_\_\_

**2. What kind of samples are you sending ?**

- Tissue                                       Cells
- Genomic DNA                                 Blood

Estimated amount of tissue, cells, or DNA \_\_\_\_\_

**Species:**

- Human
- Mouse

**Required sample material: 3 µg purified, intact genomic DNA; approx. 1x10<sup>6</sup> cells; 20 mg tissue; or 0.5 mL blood in EDTA buffer**

**Note:** The yield of genomic DNA, which can be extracted from cells or blood, is highly dependant on the source and the treatment of the starting material. The indicated amounts of starting material are a rough estimate of expected genomic DNA amount. Please make sure to send enough material. If less than 3 µg genomic DNA is available, please inquire for amplification options.

**3. Do you provide control DNA?**

- Yes
- No

If not, the control DNA can be provided free of charge by Miltenyi Biotec. Please choose the type of control:

- Male control DNA                                 Female control DNA
- Male and female control DNA mixed in equal amounts

\*Miltenyi Biotec GmbH is a certified Agilent service provider.

#### 4. Hybridization scheme

Please fill out the hybridization scheme to advise which samples have to be labeled with Cy3- or Cy5-dUTP and hybridized against each other. Normally, controls will be Cy3-dUTP-labeled. Ensure, that your storage vessels are labeled carefully and the markings are identical with the hybridization scheme!

Microarray experiment	Cy3-dUTP-labeled sample	Cy5-dUTP-labeled sample
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

#### 5. Order confirmation

Hereby I order for the above listed samples the Microarray Service according to the quote no. \_\_\_\_\_

Institution / Company	
Full name	
Department	
Name of principal investigator	
Address	
Zip code	
Town	
Country	
Phone	
Fax	

**Please note:** As a special service to our customers, excess genomic DNA is stored at Miltenyi Biotec GmbH for three months after completion of Microarray Service. On request, excess genomic DNA shall be sent to the customer for an additional charge.

In case DNA does not pass quality control, the customer can send new samples and will be charged for additional DNA extractions and DNA quality controls.

Has **Purchase Order** been sent? Please fax Purchase Order to this number: **+1 530 887 5379**. Samples cannot be processed without a signed order document.

I/We hereby confirm that the samples submitted to Miltenyi Biotec GmbH for the experiments described above do not contain any infectious material.

Date, signature \_\_\_\_\_



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## Hints for genomic DNA preparation and shipment

- Please ensure that DNA is free of contaminating RNA.
- Do not use an ultraturrax for homogenization of tissue since this may shear the DNA.
- We recommend to use the Puregene® DNA Purification Kit from Fisher Scientific according to manufacturer's advice. Other alcohol-based precipitation kits like the MasterPure™ Complete DNA&RNA Purification Kit (Epicentre Biotechnologies) or silica column based methods like NucleoSpin® Tissue (Macherey-Nagel) may also be used. Trizol® Reagent can also be used, but careful removal of the aqueous phase is critical for the quality of the isolated DNA.
- Storage of DNA at 4 °C.
- Shipment at 4 °C with cool packs.

## Sample processing and shipment instructions

When preparing biological samples, e.g. cultured or primary cells or tissue, work quickly until the sample is quick-frozen in liquid nitrogen.

**Note:** Use appropriate storage vessel, e.g. Eppendorf® micro test tubes or BD Falcon® centrifuge tubes.

**Note:** For sample shipment, use styrofoam box and make sure that a sufficient amount of dry ice (min. 5 kg) for flash-frozen samples is included. Contact your carrier for detailed information.

The following guidelines are designed for the protection of DNA integrity and quantity in samples during processing and shipping for cell (1.), tissue (2.), or whole blood (3.) samples for all CGH Microarray Services.

### 1. Cells

#### Adherent cells

1. Remove cell culture medium by aspiration and wash adherent cells once with cold (4 °C) PBS. Detach cells with trypsin and/or EDTA, stop trypsinization by adding medium, and transfer samples to a suitable tube.
2. Pellet the cells by centrifuging at an appropriate centrifugal force such as 100–500×g for 5 minutes at 4 °C. Carefully aspirate the supernatant leaving behind approx. 10–20 µL.  
(Optionally) Wash cells by adding cold PBS. Spin down the cells for 5 minutes at an appropriate centrifugal force and aspirate supernatant leaving behind approx. 10–20 µL.  
**Note:** Please make sure that cells do not get damaged during centrifugation.
3. Quick-freeze cell pellet by complete submersion in liquid nitrogen for at least 15 seconds.
4. Ship samples on dry ice.

#### Suspension cells

1. Transfer cells to a tube. Pellet the cells by centrifuging at an appropriate centrifugal force such as 100–500×g for 5 minutes at 4 °C. Carefully aspirate the supernatant leaving behind approx. 10–20 µL.  
(Optionally) Wash cells by adding cold PBS. Spin down the cells for 5 minutes at an appropriate centrifugal force and aspirate supernatant leaving behind approx. 10–20 µL.  
**Note:** Please make sure that cells do not get damaged during centrifugation.
2. Quick-freeze cell pellet by complete submersion in liquid nitrogen for at least 15 seconds.
3. Ship samples on dry ice.

### 2. Tissue

Remove fat and other components that do not belong to the sample before quick-freezing the tissue biopsy.

1. Quick-freeze samples immediately in liquid nitrogen and (optional) store them in a refrigerator at –80 °C. If only a part of the sample has to be processed, crush frozen samples under liquid nitrogen or directly cut samples before quick-freezing.
2. Ship samples on dry ice.

**Note:** Frozen samples must not thaw.

### 3. Whole blood samples

1. Collect whole blood into EDTA Vacutainer® tubes (Becton Dickinson). Transfer 300–500 µL aliquots to a fresh tube (e.g. Eppendorf).
2. Freeze the tubes at –70 °C.
3. Ship samples on dry ice.