



# Microarray Instructions



## Definition of the experimental design & quotation:

The Microarray Service staff will discuss the project together with the researcher (Customer) to provide support with the experimental design and the selection of the appropriate Affymetrix GeneChip arrays.

Subsequently, the administrative staff of Cogentech will provide the Customer with a commercial quotation relative to the experimental design discussed with the Microarray Service.

## Placement of a Purchasing Order:

The Customer will need to place a purchasing order with reference to the specific quotation received from the Cogentech administration. Only after receipt of the purchasing order the Microarray Service will start with the processing of the samples. Acceptance of a quotation is to be considered binding.

## Experimental Request Form:

The "Request Form" should be filled out with the information pertinent to the samples to be analyzed and then send via email to [genomicunit@cogentech.it](mailto:genomicunit@cogentech.it)

In accordance with the Italian law for the protection of privacy, human biological samples being shipped to the Microarray Service should be stripped of any personal information potentially leading to the identification of subject whose sample will be analyzed (name, surname, birthdate, etc.). A unique "RequestID" code will be associated with the sample and transmitted to the Customer by the Microarray Unit.

## Biological samples:

In order to process the samples correctly, we need at least 500ng of total RNA (or DNA) per sample.

For gene expression experiments, we suggest to include DNase treatment after extraction of the total RNA to avoid potential contamination with genomic DNA. We have obtained good results using QIAGEN RNEasy Micro Plus columns, which allow DNase treatment and cleanup in a single step, but kits from other vendors may be used as well.

Upon receipt, the quantity and the integrity of the delivered material will be evaluated to assess whether the samples are suitable for further processing.

## Sample shipment:

Shipment of the samples (RNA or DNA) must be carried out at a controlled temperature (i.e. either on dry ice or refrigerated using cooling elements) to preserve them from degradation.

The shipment should be addressed to:

**Cogentech**

Microarray Service

Via Adamello 16

20139 Milano

Please avoid that the packages containing the biological samples remain with the shipping company during the weekend.

At the end of the experimental processing, residual aliquots of the samples will be stored at a controlled temperature for **six** months after which they will be discarded. The Customer can retrieve residual material within this timeframe, but must cover the cost of eventual shipment.

## Delivery of the experimental results:

Results from the Microarray experiment are made available to the Customer in electronic format, using a web-based delivery system.

The Microarray Unit will maintain a digital copy of experimental results (.DAT e .CEL files) for **twelve** months. After this period the retrieval of the experimental results is not guaranteed.

We require the use of an Institutional email account for communications with Cogentech.

For additional information, please contact us at: [genomicunit@cogentech.it](mailto:genomicunit@cogentech.it)

By accessing the services offered by the Cogentech Microarray Service the Customer is accepting the terms and conditions described in this document.