



Genomic Unit - Microarray

Instructions

Definition of the experimental design & quotation

The Genomic Unit 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 for the experimental design of interest.

Placement of a Purchasing Order

The Customer will be requested to place a purchasing order for the quotation received from the Cogentech administration. Only after receipt of the purchasing order the Genomic Unit will start samples processing. Acceptance of the quotation is considered binding.

Experimental Request Form

The Sample Submission Form should be filled out with the information pertinent to the samples to be analyzed and sent via email to genomicunit@kogentech.it

In accordance with the Italian law for the protection of privacy, human biological samples being shipped to the Genomic Unit 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 Genomic 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 if suitable for further processing. At the end of the experimental processing, residual sample aliquots 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.

Sample shipment

Shipment of the samples (RNA or DNA) must be carried out in accordance with UN3373 standard (European regulation of transport of biological samples) and at a controlled temperature (i.e. either on dry ice or refrigerated using cooling elements) to preserve them from degradation. In case of dry ice shipment, please verify that a UN1845 DRY ICE label has been applied on the package.

We kindly ask you to prepare the shipment at the beginning of the week in order to avoid that packages containing biological samples remain with the shipping company during the weekend.

The shipment should be addressed to:

Genomic Unit c/o Cogentech

Via Adamello 16

20139 Milano

Delivery of experimental results

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

The Genomic Unit will maintain a digital copy of experimental results (.DAT e .CEL files) for six months. After this period the retrieval of the experimental results is not guaranteed, therefore customers are advised to download and store their data as soon as possible.

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

For additional information, please contact us at: genomicunit@kogentech.it

Additional notes

Any reagents purchased by Customers and shipped to the facility will be kept until their expiry date, then discarded with no prior notification.

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