

## AccuPRO-ID™ Bacterial Identification Sample Preparation & Shipping Instructions

Customer is responsible for preparing and shipping all samples for microbial identification in accordance with the instructions below for shipment to Accugenix.

### Prepare samples using either one of two methods:

- 1) Direct Sample Preparation
- 2) Ethanol Extract Sample Preparation

### 1) Direct Sample Preparation and Shipping Instructions-

NOTE: Both temperature and time are critical factors that will affect results using the Direct method. Samples should not be exposed to or stored at temperatures below Room Temperature. The total time of sample preparation to arrival at Accugenix should not exceed 48 hours.

#### Sample Preparation:

Prepare organisms on agar plates (media independent). Send fresh culture (up to 24 hours or when visible growth is obtained for slow-growing organisms). Do not store samples for any length of time below room temperature. Sample plates stored below room temperature will reduce result quality. These plates will require sub-culturing, thus impacting turnaround time (TAT) of results.

Bacterial identification can only be performed with pure colonies. The customer may ship plates with more than one colony type, provided that the colony (or colonies) to be identified is (are) well separated from other organisms. The organisms to be identified should be clearly marked and listed individually on the ID Request Form to ensure testing will not be delayed.

For each sample submitted for identification, please provide **date and time** of sample inoculation. This information is important in determining if the sample will require a sub-culture. You can enter the inoculation date and time the ID Request Form for each sample.

#### Recommended shipping preparation:



*Wrap sample plates in parafilm*



*Enclose in primary container*



*Enclose in insulated secondary container*

1. Ship samples at ambient temperature (DO NOT USE DRY ICE, ICE PACK, BLUE ICE OR GEL PACKS). If samples are shipped below ambient temperature, it will delay the sample identification process and requested turnaround time (TAT).
2. Triple containment is recommended
  - a. Wrap plates in Parafilm to prevent the lids from coming off.
  - b. Place samples in primary container (protects secondary container if samples are damaged)
  - c. Place samples in secondary container- preferably an **insulated container** to protect samples from temperature fluctuations.
  - d. Add bubble wrap or packing material to secure package from shifting during transit.
3. Include a completed AccuPRO-ID™ Identification Request Form for Accugenix services.
4. Ship package(s) for **overnight** delivery to Accugenix. This will ensure that cultures will arrive within 48 hours after initial subculture.

## 2) Ethanol Extract Sample Preparation and Shipping Instructions-

**Materials:** (comparable materials may be substituted)

- 1) 1.5 mL sterile Eppendorf Safe-Lock microcentrifuge tube (Eppendorf Part # 022363212)
- 2) Sterile, Molecular Grade (Nuclease Free) Water (TekNova Part # W3350)
- 3) Ethanol, absolute, 200 Proof for Molecular Biology (Sigma Aldrich Part # E7023-500mL)

### Sample Preparation:



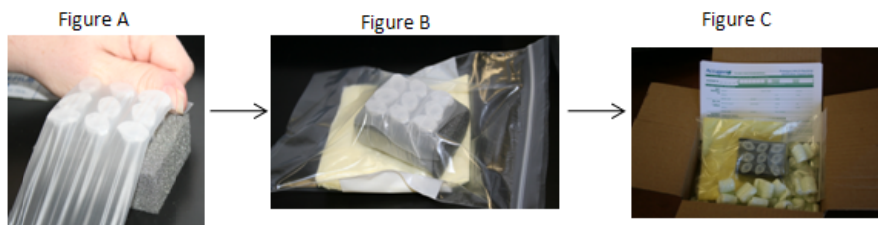
- 1) Always use cultures that are 24-48 hours old. For slow growing organisms, harvest as soon as there is visual growth.
- 2) DO NOT refrigerate the plates prior to the preparation of Ethanol Extracts.
- 3) Label a 1.5 mL sterile Eppendorf Safe-Lock microcentrifuge tube (Part # 022363212) for each sample and add 300 µL of sterile, nuclease free water.

U.S. based Customers

- a. If biomass is limited and less than a loop full is available for preparation, suspend as much organism as possible in 100  $\mu\text{L}$  of sterile, nuclease free water and add 300  $\mu\text{L}$  of pure ethanol.
- 4) Harvest a 1  $\mu\text{L}$  loop of bacteria and evenly suspend the organism in the water.
- 5) Add 900  $\mu\text{L}$  of pure ethanol to each suspension, secure the caps and gently mix.
- 6) Ensure tubes are securely closed.
- 7) Samples are now prepared for shipping to Accugenix.

**Recommended shipping preparation:**

Ship samples at ambient temperature. Do not send extract samples on dry ice, ice packs or gel packs (it is not necessary). Ethanol extract prepared samples are not affected by temperature fluctuations.



- 1 Triple containment is recommended
  - a. Parafilm micro-centrifuge tubes (individually, or placed in a rack) to prevent the caps from opening during transit (see Figure A).
  - b. Place samples in primary container (protects secondary container if samples are damaged) (see Figure B).
  - c. Place absorbent material in the primary container and seal the container (see Figure B).
  - d. Place samples in secondary container-shipping box (see Figure C)
  - e. Add bubble wrap or Styrofoam peanuts to secure package from shifting during transit (see Figure C).
- 2 Include a completed AccuPRO-ID™ Identification Request Form for Accugenix services inside the shipping box (see Figure C).
- 3 Ship package(s) to Accugenix based on your preferences. Ethanol extracted samples are not time sensitive.

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