Sample Preparation and Submission Guidelines

SAMPLE PREPARATION

The starting materials can be tissues, cell cultures or total RNA (we do not recommend to send mRNA). In order to construct a cDNA library from the material provided by the customer, the following conditions* must be met:

Tissues or cell cultures sent to VERTIS must be flash frozen in liquid nitrogen or dry ice. Another alternative is to stabilize fresh material in RNAlater (available from Ambion, SIGMA or QIAGEN); please exactly follow the instructions provided by the supplier.

RNA provided has to be of highest quality. A brief description of the RNA isolation method used and the performed quality checks should be included. In each case we strongly recommend a final clean-up of the RNA using commercial available RNA purification kits (e.g. RNeasy spin columns from QIAGEN).

Depending on the method used for cDNA synthesis, different minimum amounts of total RNA are needed:

cDNA Synthesis Method	RNA Requirements
• **True Full-Length** (for preparation of cDNAs with complete 5'-ends)	10 µg
• **Full-Length Enriched** (for generation of long and representative cDNA also from limited amounts of starting material)	10 µg
• **Random Priming** (for generation of uniformly sized cDNAs-fragments spaced throughout the transcripts)	10 µg
• **Micro-Quantity** (for preparation of cDNA when only micro-quantities of starting material are available)	20 ng

If you send tissues or cell cultures, the material supplied must be sufficient to allow preparation of total RNA in corresponding amounts.

*) If RNA or tissue does not meet these conditions, VERTIS will inform the customer immediately. The customer will then provide new material or a signed statement, waiving VERTIS obligation to comply with final product specifications for the resultant library, will be required.

SHIPMENT OF SAMPLES

Shipment of cell cultures and tissues to VERTIS should be either done on dry ice or in RNAlater. RNA dissolved in water has to be sent on dry ice. RNA that has been cleaned-up using a commercially available RNA purification kit (e.g. RNeasy spin columns from QIAGEN), can be shipped in 70% EtOH on frozen cold packs.

SHIPMENT OF PRODUCTS

Products are shipped from Freising, Weihenstephan. Shipping charges are added to your invoice. Within Europe, library products will be sent on dry ice.

For shipment outside of Europe, strategies are offered to minimize shipping costs. Amplified phage libraries can be delivered on frozen cold packs. Alternatively to shipping bacteria glycerol stocks on dry ice, quality checked vector-ligated cDNA ready for transformation can be sent on frozen cold packs. Plasmid libraries transformed in *E.coli* have to be shipped as bacterial glycerol stocks on dry ice.

vertis Biotechnologie AG • Lise-Meitner-Strasse 30 • 85354 Freising-Weihenstephan • Germany
Phone: +49 (0)8161 141 1211 • Fax: +49 (0)8161 141 1212 • info@vertis-biotech.com