

## DAISY Clinic Visit: DNA to BDC Sample Processing

Materials	<p>Cryovial Tray  Etched Cryovials: 2ml, 0.5ml, 0.5ml Amber, 2ml Amber  Cryomarkers  Transfer Pipettes  Yellow Pipette Tips  Blue Pipette Tips  Adjustable Volume Pipettes  Blood Sample collected in foil-wrapped Purple Top (plasma tube)  Clinic Visit and Sample Tracking form  Daisy tracking folder  DNA to BDC Tracking sheet  LabID sticker</p>
Procedure	<ol style="list-style-type: none"> <li>1. Check clinic comments field of the Clinic Visit and Sample Tracking form to determine if DNA to BDC is needed: <ul style="list-style-type: none"> <li>• <b>Date DNA Sample Sent to BDC:</b> if no date is listed, DNA should be collected</li> <li>• <b>Collect an Additional Purple top for DNA to BDC (subject ID),</b> means DNA should be collected</li> </ul> </li> <li>2. Spin Blood samples according to manufacturer's recommendations: <ul style="list-style-type: none"> <li>• Purple Top tubes; 10 minutes at 3000 rpm (may be spun with CPT tube at 4000 rpm)</li> </ul> </li> <li>3. Make a hole in the foil of foil-wrapped Purple Top tube immediately before aliquoting from it using hemostats. Be sure that the hole is large enough that the plasma, buffy coat, and red blood cell layers can be seen to ensure the removal of the correct sample type</li> <li>4. Using the adjustable volume and transfer pipettes, and beginning with the first Purple Top tube, transfer 500<math>\mu</math>L of plasma into each 8s Cryovial</li> <li>5. Transfer 1500<math>\mu</math>L into each of the first two 10s Cryovials, and transfer the remaining plasma into 2s Cryovials <ul style="list-style-type: none"> <li>• If needed, up to four additional 2s Cryovials can be created to hold excess storage</li> <li>• Fill as many 2s Cryovials with 1000<math>\mu</math>L as possible. If needed, the 2s Cryovials can be filled to a maximum volume of 1500<math>\mu</math>L, do not discard any plasma!</li> </ul> </li> <li>6. Remove the Buffy Coat from one of the Purple Top tubes and place it in the 3 Cryovial, discard this Purple Top tube <ul style="list-style-type: none"> <li>• If only one Purple Top tube has been provided for the full DAISY visit, discontinue DNA procedure, clinic will attempt to collect DNA again at the next visit</li> </ul> </li> <li>7. Place a LabID sticker (same number as assigned to visit) around the top of the remaining Purple Top tube, check to make sure that the subject ID is written on the Purple Top tube as well</li> <li>8. Place the Purple Top tube in blue rack on the bottom level of the lab refrigerator door Place a LabID sticker, Subject ID, and Date Collected on the DNA to BDC Tracking sheet found in the DAISY tracking folder</li> <li>9. Write DNA to BDC in the comments space of the Clinic Visit and Sample Tracking form</li> </ol>

	10. Track DNA/BDC in Samples Sent and in the comments field of the Visit Data in the database when entering the chart 11. Continue to Step 23 of the Blood Sample Processing procedure
	<i>Updated 06/16/2020</i>