

## Shipping package check list, Sample Collection instructions and Shipping Procedure for PGS

### Sample Collection instructions and Shipping Procedure

- Embryo biopsy should follow the standard procedure of In Vitro Fertilization Laboratory (IVF). It is done in IVF lab by embryologists. Each embryo should be returned back to culture immediately after biopsy finished. Only single cell/small sample from each embryos were left in the biopsy dish to be collected to small PCR tubes for genetic testing.
- On the day before biopsy, you should contact PacGenomics lab to receive the biopsy sample collection kit. It consists a Styrofoam shipping box, and inside the box there are a PCR tube rack box, some DNA free small PCR tubes in a small bag and 1ml Cell Processing Solution (CPS) in a vial. All these items are inside a plastic bag.
- Sample collection procedure should be done under a stereomicroscope in a laminar flow hood with airflow on high. The warming plate of the microscope stage should be turned off. **Always wearing surgical cap, mask and sterile gloves when you handle PCR tubes.** Open the biopsy kit and take the content of the kit inside a laminar flow hood to continue.

#### 4. Sample labeling

##### 4.1 Primary Sample Container Labeling:

Two identifiers must be labeled on the sample collection PCR tube.

Example of label on the sample collection PCR tube	<b>2-JS</b>
Explanation	<ul style="list-style-type: none"> <li><b>2</b> Indicates sample number <u>2</u></li> <li><b>JS</b> indicates the initials of patient <b>J</b>ohn <b>S</b>mith</li> </ul>

If we have two samples on the same day where patients have the same initials, the sample should be labeled with a third identifier to distinguish between the two samples.

##### 4.2 Secondary Sample Container Labeling:

Patient name: Last _____ First _____ Patient DOB: _____ Biopsy date: _____  Day of embryo biopsied: <input type="checkbox"/> Day 3 biopsy <input type="checkbox"/> Day 4 biopsy <input type="checkbox"/> Day 5 biopsy <input type="checkbox"/> Day ___ biopsy  For fresh transfer or Cryopreservation: <input type="checkbox"/> For fresh transfer, the date of transfer is _____ <input type="checkbox"/> For cryopreservation.
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The above label should be attached on surface of the PCR tube rack box and filled by the person who loads the embryo samples into the PCR tubes.

- Use a P-10 pipettor and a sterile filter tip to add 2µl of Cell Processing Solution (CPS) into the bottom of the each labeled PCR tubes. Before and after you add 2ul of CPS, the PCR tubes should always be kept capped.
- For each biopsied cell, prepare three 50µl drops of CPS into a new dish such as a Falcon 3001. Pre-load CPS into the stripper tip, tip size should be ≤ 150µm. Pick-up the first cell from the biopsy dish. Gently wash 2-3 times in each of the 3 drops of CPS.
- After the final wash, load the cell at the tip. Dispense the cell into the 2µl of CPS at the bottom of the PCR tube with a minimum amount of wash solution. Check to ensure the cell has been dispensed into the PCR tube.
- Dispense the extra wash solution in the stripper tip to the blank control tube and labeled it if necessary.
- Before picking up the second cell, use a new drop of CPS, pick up the CPS and discard the CPS at least 3 times to wash the tip if you do not change to a new tip.
- Stripper tip should be changed to a new one in case of cell retention or lysis in the pipette (in this case you are not sure the cell goes to the PCR tube).
- Repeat the above procedure until all the biopsied cells are placed into their corresponding labeled PCR tubes.
- Secure the cell-loaded PCR tubes and blank control tubes in the PCR rack (make sure no movement of every tube). When finished, close the PCR rack. Put the rack inside its plastic bag. Then keep it inside the -20°C freezer until the courier comes for pick-up.
- Finish paper work: fill the sample cell collection form required by PacGenomics.
- When the courier arrives, pack the sample box into a Styrofoam box with dry ice. Put a copy of paperwork inside the package but outside of Styrofoam box.
- Fax biopsy paper and shipping tracking number to us at [818-936-0511](tel:818-936-0511). Or call PacGenomics laboratory at [818-597-1938](tel:818-597-1938) or e-mail [info@PacGenomics.com](mailto:info@PacGenomics.com) regarding the shipment.
- You can also send the package using FEDEX priority overnight shipping if you can get 5 LB dry ice inside the package to:

Attn: Dr. Man Li

PacGenomics

28222 Agoura Road, suite 200/201; Agoura Hills, CA 91301.

### PGS package kit check list

Package goes to IVF clinic		Package goes to PacGenomics	
Inside shipping box	<input type="checkbox"/> CPS (cell processing solution) <input type="checkbox"/> PCR tubes <input type="checkbox"/> PCR tube rack and Box	Forms	<input type="checkbox"/> Requisition form (signed) <input type="checkbox"/> Consent form (signed) <input type="checkbox"/> HIPAA Privacy Rule Consent (signed) <input type="checkbox"/> Sample Cell collection form (signed) <input type="checkbox"/> Copy of biopsy record
		Inside shipping box	<input type="checkbox"/> PCR tubes loaded with cells <input type="checkbox"/> PCR tube rack and Box <input type="checkbox"/> Dry ice pack