# **CELL AUTHENTICATION TESTING SERVICE** MYCOPLASMA TESTING

#### SAMPLE PREPARATION INSTRUCTIONS

Cells should be spotted at a target density of 1 x 10<sup>6</sup> cells/mL on FTA™ paper. Cell counting is recommended as cells spotted at a density less than 0.8 x 10<sup>6</sup> cells/mL may not yield acceptable results.

- Fill out a separate Cell Authentication Sample Submission Form for each sample submitted. Be sure the Barcode Number on the top of the Sample Submission Form matches the Barcode Number on the Sample Collection Card.
- Prepare the samples one at a time at an optimal target cell density of 1 x 10<sup>6</sup> cells/mL.
  - For adherent cells: Scrape the cells into the existing culture media and suspend. Important: Do not treat cells with trypsin or EDTA as these agents disrupt mycoplasma. Once the cells are suspended, follow step 2b to count the cells and obtain the optimal target cell density.
  - For suspension cells: Harvest and count the cells. If cell density is less than 0.8 x 10<sup>6</sup> cells/mL, centrifuge the cells and resuspend them in a volume of existing cell culture media that will result in a cell density of 1 x  $10^6$  cells/mL.
- Before handling the Sample Collection Card, thoroughly clean the work surface. With gloved hands, carefully open the Sample Collection Kit and remove the Sample Collection Card.
- Clearly label the Sample Collection Card with the cell line name/designation. If sending multiple cell lines, use a separate card for each cell line and make sure the information on the card matches the information on the Sample Submission Form.
- Carefully mix and spot 40 µL of the cell suspension prepared in step 2 above at 1 x 106 cells/mL in the center of the circle on the inside of the Sample Collection Card.
- Allow the Sample Collection Card to air dry in a laminar flow hood at room temperature (recommended drying time is at least 15 minutes).
- 7. When the Sample Collection Card is dry, place it and one desiccant pack (provided with the Kit) in the Multibarrier Pouch. Important: To avoid cross-contamination, use one Multibarrier Pouch per sample being submitted.
- Be sure to completely close the Multibarrier Pouch to preserve and protect the sample.
- Repeat this process for each sample being submitted for testing, manipulating only one cell line at a time to avoid cross-contamination.
- 10. When the cell lines have been spotted and sealed in separate Multibarrier Pouches, place them and the completed corresponding Sample Submission Forms into the pre-addressed Return Envelope(s). If space allows, you may place multiple Multibarrier Pouches into one Return Envelope (be sure to include the Sample Submission Form(s)).
- 11. Affix appropriate postage and place sealed, pre-addressed Return Envelope(s) in the mail. If using an overnight service, please send to the address listed on the pre-addressed Return Envelope. Important: For International Customers, please add the words "FTA Sample Papers" to the item description on your Air waybill labels to avoid delays when mailing your samples.

Checklist
Before mailing your sample, did you?
Complete the Submission Form, be sure to complete the hazard statement
Spot the cells in the Sample Card and place the card in the Multibarrier Pouch
☐ Include the Submission Form and Multibarrier Pouch containing FTA Sample Card in the pre-addressed Return Envelope
☐ If mailing more than one sample, please be sure to match the FTA Card barcode number with the Submission Form barcode number
Add words "FTA Sample Papers" to item description on Air waybill labels
Mail the pre-addressed Return Envelope
Continues on back

KEEP THIS PORTION FOR YOUR RECORDS. Not For Medical Diagnostic Use.

Cell Authentication Service – Mycoplasma Testing



703.365.2700



703.365.2701

✓ sales@atcc.org



www.atcc.org

### **SAMPLE SUBMISSION FORM**

Thank you for placing an order for the Mycoplasma PCR Testing Service. Please read this form in its entirety and follow all steps accurately.

# Place Barcode Label

## Peace of mind in 3 easy steps

1)	, .	e emailed by ATCC to the email address provided. Please print information to ensure it is legible		
	Name			
	Institution/Company			
	Address			_
	City	State Zip code	Country	
	Email			
	(Please print clearly; authentication results			
	Phone		Ext.	•
2	(Include Country Code)  Prepare your sample according to the Samp	ole Preparation Instructions found on the back o	of this form. Enter the cell line inf	ormation and sign the hazard
	statement below (REQUIRED).			- -
	Cell Line Information			
	Please verify that the barcode number on your control of the barcode number of the bar	our sample card matches the barcode number	g/Item# (if any)	
	Hazard Statement			
	best of my knowledge the			
	Print Name			
	Signature		Date	
3	Mail your sample and this completed form in the pre-addressed Return Envelope included within the kit.			
	<b>IMPORTANT:</b> For International Customers, mailing your samples. If including more that each sample submitted.			
KEEP T	HIS PORTION FOR YOUR RECORDS			
Date sa	ample submitted	_		Place Barcode Label
Name		_ E-mail		

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