SAMPLE PREPARATION INSTRUCTIONS

Note: Cells should be spotted at a target density of $1 \times 10^6$ cells/mL on FTA™ paper. Cell counting is recommended as cells spotted at a density less than $0.8 \times 10^6$ cells/mL may not yield acceptable results.

1. 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 Indicating FTA™ Micro Card (Sample Collection Card).

2. Prepare the samples one at a time at an optimal target cell density of $1 \times 10^6$ cells/mL.
   a. 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.
   b. For suspension cells: Harvest and count the cells. If cell density is less than $0.8 \times 10^6$ cells/mL, centrifuge cells and resuspend them in a volume of existing cell culture media that will result in a cell density of $1 \times 10^6$ cells/mL.

3. 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.

4. 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.

5. Carefully mix and spot 40 µl of the cell suspension prepared in step 2 above at $1 \times 10^6$ cells/mL in the center of the circle on the inside of the Sample Collection Card.

6. 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.

8. Be sure to completely close the Multibarrier Pouch to preserve and protect the sample.

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

**Peace of mind in 3 easy steps**

1. **The Mycoplasma PCR Testing Results will be emailed by ATCC to the email address provided below.**
   
   **Customer Information (All fields are required. Please print information to ensure it is legible)**
   
   Name
   
   Institution/Company
   
   Address
   
   City    State    Zip code    Country
   
   Email
   
   (Please print clearly; authentication results will be sent to the email address above)
   
   Phone
   
   Ext.
   
   (Include Country Code)

2. **Prepare your sample according to the Sample Preparation Instructions found on the back of this form. Enter the Cell Line Information and Sign the Hazard Statement below.**

   **Cell Line Information**
   
   Please verify that the barcode number on your sample card matches the barcode number on this form for each sample.
   
   Cell Line Name/Designation
   
   Catalog/Item # (If any)

   **Hazard Statement**
   
   ATCC does not accept cultures infected with HIV or Biosafety Level 3 or 4 agents for Mycoplasma PCR testing. To the best of my knowledge the cell line being submitted is free of hazardous materials, agents, and carcinogens.

   Print Name
   
   Signature
   
   Date

3. **Mail your sample and this completed form in the pre-addressed Return Envelope included within the kit.**

   **IMPORTANT:** For International Customers, please add the words “FTA Sample Papers” in the item description on your Air Waybill to avoid delays when mailing your samples. If including more than one sample, please fill out a separate Cell Authentication Testing Service Mycoplasma Submission Form for each sample submitted.

**KEEP THIS PORTION FOR YOUR RECORDS**

Date sample submitted

Name    E-mail