



**FOOD SAFETY LABORATORY
CORNELL UNIVERSITY**

Title: Receiving External DNA

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TABLE OF CONTENTS

1.	INTRODUCTION	3
	Purpose	
	Scope	
	Definitions	
	Safety	
2.	MATERIALS	3
3.	PROCEDURE	3
4.	REPORTING AND LABELING	4
5.	TROUBLESHOOTING	4
6.	REFERENCES	4



SECTION 1

INTRODUCTION

1.1 Purpose

The purpose of this document is to provide a procedure for uniform handling and receipt of purified DNA of variable concentrations received by the Food Safety Laboratory from external sources (e.g. government agencies, companies, academic institutions).

1.2 Scope

This SOP applies to the Food Safety Lab, including the Laboratory for Food Microbiology and Pathogenesis of Foodborne Diseases and any experimental procedures conducted by laboratory members at other locations.

1.3 Definitions

External purified DNA: DNA that has been isolated from a bacterial sample at a location outside of the Food Safety Lab and subsequently purified by an external source.

External source: The location outside of the Food Safety Lab that had the DNA in its possession or the location where isolation & purification of the bacterial DNA occurred.

SECTION 2

MATERIALS

70% ethanol or 20% Chlorine bleach
Disposable gloves
Sharpie marker
-20°C Freezer box

SECTION 3

PROCEDURES

I. Receipt of box & confirmation of contents:

1. Examine exterior of box for damage or leakage.
2. Wearing disposable gloves, apply either 70% ethanol or 20% bleach to bench surface to disinfect working area.
2. Open box and carefully remove its contents over bench.
3. Confirm that contents appear to be in good condition.
4. Cross reference tubes of purified DNA contained within box with packing slip or accompanying paperwork. All numbers/names should match perfectly. Make a notation of any discrepancy on the paperwork and contact source of external DNA for clarification.
5. Arrange tubes in order listed on paperwork and deposit in a labeled freezer box. Store purified DNA at -20°C.



SECTION 4 REPORTING and LABELING

All paperwork is to be retained for external samples. The original is placed into the applicable binder with the date of receipt and the initials of the person that handled their receipt noted at the bottom of the original. A copy should also be made and taped or glued into that person's lab notebook under a dated entry.

All tubes of purified DNA are to be stored at -20°C in a well-labeled box. Confidential information will be handled as such with external samples.

SECTION 5 TROUBLESHOOTING

SECTION 6 REFERENCES