



FOOD SAFETY LAB / MILK QUALITY
IMPROVEMENT PROGRAM
Standard Operating Procedure



Title: **Receiving External DNA**

SOP #: **4.6**

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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 and MQIP Lab

1.3 Definitions

Externally 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.

1.4 Safety

Although DNA should be free of any live bacteria, use proper caution when opening the package and handling the samples.



SECTION 2 MATERIALS

- 70% ethanol or 20% Chlorine bleach
- PPE (Disposable gloves, lab coat, safety glasses)
- Sharpie marker
- -20°C Freezer box



SECTION 3 PROCEDURES

3.1. Receipt of box & confirmation of contents

- (1) Examine exterior of box for damage or leakage
- (2) Apply either 70% ethanol or 20% bleach to bench surface to disinfect working area.
- (3) Open box and carefully remove its contents over bench.
- (4) Confirm that contents appear to be in good condition.
- (5) 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.
- (6) Arrange tubes in order listed on paperwork and deposit in a labeled freezer box. Store purified DNA at -20°C.
- (7) 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 dated entry should also be made in that person's lab notebook.



SECTION 5 REFERENCES

SECTION 6 METHOD VERSION & CHANGES

VERSION	DATE	EDITOR	COMMENTS
Version 1	03/07/2007	E.D.F	Original SOP
Version 2	04/22/2020	Ser15	Reformatted SOP to new template.