

## SPECIMEN DETAILS

Test requested	WES, WGS, Mitochondrial Studies
Turn around time (TAT)	2-4 weeks
Rapid TAT	<2 weeks
Specimen Type <b>(preferred)</b>	Saliva (Assisted or non-assisted) Oral Sponge
Specimen Type <b>(other)</b>	Blood, tissue, DNA
Primary Container	<i>Saliva (Assisted or non-assisted) &amp; Oral Sponge:</i> DNA Genotek Kits (see page 2 for schematic) <i>Blood:</i> Lavender EDTA <i>Tissue:</i> Sterile container <i>DNA:</i> Low Bind tube

Patient type	Primary Container	Volume to collect (minimum)	Volume to collect (Optimal)
<b>Saliva</b>			
Adult, adolescent - unassisted	OG-600 OG-500 ON-600*	~1ml	~2ml
Adult or adolescent where assistance is required	OG-675 OG-575	~0.75ml	~0.75ml
<b>Oral Sponge</b>			
Infant, adult, child, adolescent	OC-175 OCR-100	NA	NA
<b>Blood</b>			
Adult, adolescent	Lavender EDTA	3ml	5ml
<b>Tissue</b>			
Adult	Sterile container	≥30mg	≥30mg
<b>DNA</b>			
Any	Low bind tube	≥5ug	≥5ug

### Specimen Collection

As DNA Genotek products require a non-specialized personnel collection and are suitable for patient self collection the instructions can be found by scrolling down through this document (pages 3-8). Invert, label, and place into the biohazard bag provided.

As blood and tissue are collected by specialized personnel it is expected that they follow their standard protocols and procedure for collection and adhere to Discovery DNA's volume, storage, and shipment requirements. If a blood draw has been requested the patient will need to proceed to M.A.G.I.C. Clinic to visit a nurse there to get the blood draw. Please contact [accessioning@discoverydna.ca](mailto:accessioning@discoverydna.ca) to schedule your appointment. A physician will collect a tissue sample if requested and this will be arranged by your physician. The anatomic site of tissue collection must be noted on the requisition and the specimen container. \*PGx preferred container

### Stability and Storage

Room Temperature for all specimens except frozen tissue if being shipped/transported the same day. Refrigerate if a delay is expected. Freeze tissue specimens (-20 to -80°C).

### Processing

Do not aliquot or centrifuge specimens.

### Transport

All specimen types *except* tissue can be shipped at room temperature. Tissue must be kept frozen and must not thaw. Specimens should be received by Discovery DNA within 5-7 days of collection for all samples *except* tissue. Tissue should be received preferably within 24 hours of date of collection. Avoid shipment at the end of the week to avoid delays. Specimens are received Mon-Fri 8:15am – 4pm. Specimens received after 4pm, will be processed on the next business day. Specimens with specified tests requested or storage only requested will be accepted.

## SPECIMEN DETAILS

Make note on packaging if precious sample is being transported. The lab must be notified via email ([accessioning@discoverydna.ca](mailto:accessioning@discoverydna.ca)), ahead of time that a precious sample is on its way. Include the details of the specimen as written on the specimen tube, the type of specimen, what test is requested and expected time of arrival.

**Disclaimer**

Following the instructions and recommendations within this document will assist in ensuring adequate yield and quality of specimen for downstream applications. There are things that may be out of the control of Discovery DNA and the sender, which may affect the outcomes of the specimen, for which Discovery DNA is not responsible for. Discovery DNA may in such circumstances request a recollection (if possible) or clarification to rectify any issues that are identified.

**Submit to**

#317, 3655 36 St NW,  
Calgary, AB T2L 1Y8

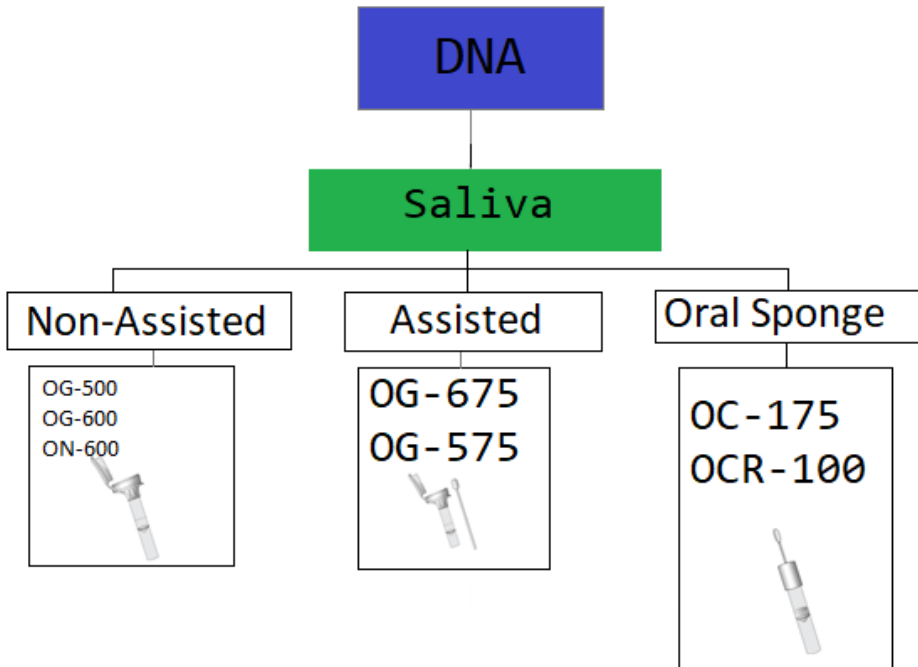
Last updated

May 9<sup>th</sup>, 2022

Comments/questions

[info@discoverydna.ca](mailto:info@discoverydna.ca)  
403-284-0039

**DNA Genotek Collection kits**



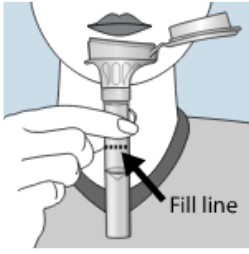
## SPECIMEN DETAILS

### How to collect a saliva specimen – unassisted

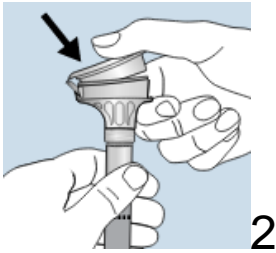
<b>How to prepare</b>	<ul style="list-style-type: none"> <li>Do NOT eat, drink, smoke or chew gum for 30 minutes before collecting the sample.</li> <li>Do NOT remove the plastic film from the funnel lid.</li> <li>Collect samples before brushing teeth.</li> </ul>
<b>Risks or Cautions</b>	<ul style="list-style-type: none"> <li>To maximise DNA yields sufficient for downstream laboratory work, follow these instructions carefully.</li> <li>Wash with water if liquid comes in contact with eyes or skin. Do NOT ingest.</li> <li>Small cap may pose a choking hazard.</li> <li>Ensure the collection tube is securely tightened after collection and labelled correctly as per instructions</li> </ul>
<b>Intended use &amp; collecting the Sample</b>	<ul style="list-style-type: none"> <li>This product is designed for the collection and stabilization of DNA from human oral samples.</li> <li>Collect the sample(s) as instructed</li> </ul>
<b>Labelling the Sample</b>	<p>Prepare and collect independently of another individual that may be collecting in the same household/office. Label the collection container(s) prior to collection with:</p> <ul style="list-style-type: none"> <li>Your (the patient) <b>full first and last name, date and time of collection and initial.</b></li> <li>If you've been provided with a patient label, attach this label to the outside of the container.</li> </ul>
<b>Preparing for submission</b>	<ul style="list-style-type: none"> <li>Write the date, time the sample was collected on your lab requisition and initial.</li> <li>Fold and place the requisition in the <b>outside</b> pocket of the biohazard bag. <b>Do not</b> put the requisition in the bag with the sample collection container.</li> </ul>
<b>Sample Delivery to Lab</b>	<ul style="list-style-type: none"> <li>Ship to Discovery DNA: Suite # 317 3655 – 36 Street NW Calgary, AB T2L 1Y8</li> </ul>

## SPECIMEN DETAILS

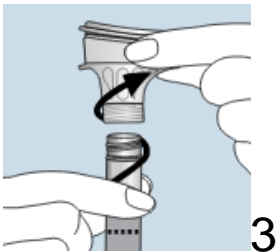
### How to collect a saliva specimen - unassisted



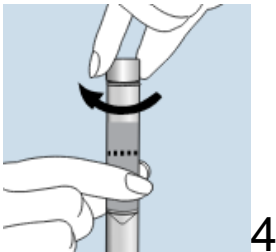
Do NOT remove the plastic film from the funnel lid. Spit into funnel until the amount of liquid saliva (not bubbles) reaches the fill line shown in step 1.



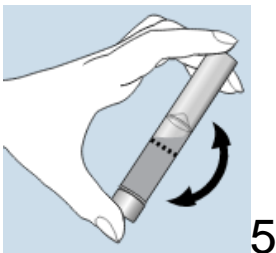
Hold the tube upright with one hand. Close the funnel lid with the other hand (see step 2 image) by firmly pushing the lid until you hear a loud click. The liquid in the lid will be released into the tube to mix with the saliva. Make sure that the lid is closed tightly.



Hold the tube upright to prevent the liquid inside the tube from spilling. Unscrew the blue cap from the collection tube without touching the sponge.



Turn the cap upside down, insert the sponge into the tube and close cap tightly.



Invert the capped tube and shake vigorously 15 times.

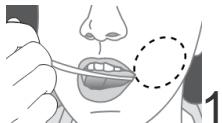
## SPECIMEN DETAILS

### How to collect a saliva specimen-assisted

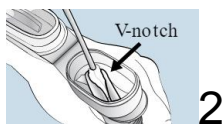
<b>How to prepare</b>	<ul style="list-style-type: none"> <li>• Do NOT eat, drink, smoke or chew gum for 30 minutes before collecting the sample.</li> <li>• Collect samples before brushing teeth.</li> <li>• Do NOT remove the plastic film from the funnel lid.</li> <li>• Check the sponge for damage before inserting into the donors mouth.</li> <li>• Ensure the sponge tip does NOT come into contact with any surface prior to collection.</li> <li>• Do NOT substitute for other sponges or swabs.</li> <li>•</li> </ul>
<b>Risks or Cautions</b>	<ul style="list-style-type: none"> <li>• To maximise DNA yields sufficient for downstream laboratory work, follow these instructions carefully.</li> <li>• Wash with water if liquid comes in contact with eyes or skin. Do NOT ingest.</li> <li>• Small cap may pose a choking hazard.</li> <li>• Ensure the collection tube is securely tightened after collection and labelled correctly as per instructions</li> </ul>
<b>Intended use &amp; collecting the Sample</b>	<ul style="list-style-type: none"> <li>• This product is designed for the collection and stabilization of DNA from human oral samples.</li> <li>• Collect the sample(s) as instructed</li> </ul>
<b>Labelling the Sample</b>	<p>Prepare and collect independently of another individual that may be collecting in the same household/office. Label the collection container(s) prior to collection with:</p> <ul style="list-style-type: none"> <li>• Your (the patient) <b>full first and last name, date and time of collection and initial.</b></li> <li>• If you've been provided with a patient label, attach this label to the outside of the container.</li> </ul>
<b>Preparing for submission</b>	<ul style="list-style-type: none"> <li>• Write the date, time the sample was collected on your lab requisition and initial.</li> <li>• Fold and place the requisition in the <b>outside</b> pocket of the biohazard bag. <b>Do not</b> put the requisition in the bag with the sample collection container.</li> </ul>
<b>Sample Delivery to Lab</b>	<ul style="list-style-type: none"> <li>• Ship to Discovery DNA: Suite # 317 3655 – 36 Street NW Calgary, AB T2L 1Y8</li> </ul>

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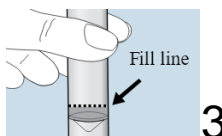
### How to collect a saliva specimen - assisted



Place sponge in cheeks pouch and gently move the sponge along the gums and inner cheeks for 30 seconds to soak up saliva.



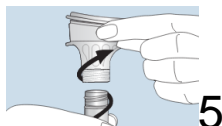
Once sponge is saturated, insert sponge in the V-notch of the funnel. Wring saliva out of the sponge by twisting and pushing against the v-notch.



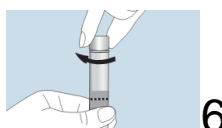
Repeat steps 1 to 2 to collect enough saliva to reach the fill line (not including bubbles). Tap tube bottom to reduce number of bubbles. Check the sponge for damage each time before putting back into the donor's mouth. Use the second sponge if there is any wear and tear.



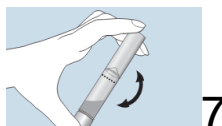
Hold the tube upright with one hand and close the lid with the other hand (as shown) by firmly pushing the lid until you hear a loud click. The liquid in the lid will be released into the tube containing the saliva. Make sure the lid is closed tightly.



Hold the tube upright and unscrew the funnel from the tube.



Use the small cap to close the tube tightly.



Shake the capped tube for 5 seconds. Discard or recycle the funnel. Discard sponges.

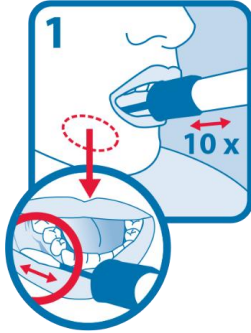
## SPECIMEN DETAILS

### How to Collect Specimen with an Oral sponge

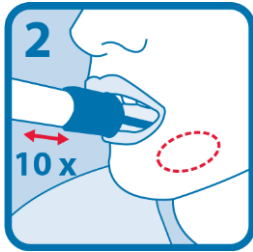
<b>How to prepare</b>	<ul style="list-style-type: none"> <li>• Do NOT eat, drink, smoke or chew gum for 30 minutes before collecting the sample.</li> <li>• Collect samples before brushing teeth</li> <li>• Ensure the sponge tip does NOT come into contact with any surface prior to collection.</li> <li>• Check the sponge for damage before inserting into the donors mouth.</li> <li>• Do NOT substitute for other sponges or swabs.</li> </ul>
<b>Risks or Cautions</b>	<ul style="list-style-type: none"> <li>• To maximise DNA yields sufficient for downstream laboratory work, follow these instructions carefully.</li> <li>• Choking hazard. Caution should be used when inserting sponge into the mouth.</li> <li>• Wash with water if liquid comes in contact with eyes or skin. Do NOT ingest.</li> <li>• Ensure the collection tube is securely tightened after collection and labelled correctly as per instructions</li> </ul>
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### How to Collect Specimen with an Oral sponge



Open package and remove collector without touching sponge tip. Place sponge as far back in the mouth as comfortable and rub along the lower gums (see close-up image) in a back and forth motion. Gently rub the gums 10 times. If possible, avoid rubbing the teeth.



Gently repeat rubbing motion on the opposite side of the mouth along the lower gums for an additional 10 times.



Hold the tube upright to prevent the liquid inside the tube from spilling. Unscrew the blue cap from the collection tube without touching the sponge.



Turn the cap upside down, insert the sponge into the tube and close cap tightly.



Invert the capped tube and shake vigorously 15 times.