

PROTOCOLS FOR FORENSIC MITOCHONDRIAL DNA ANALYSIS

ExoSAP-IT Sample Cleanup		
Status:Published		Document ID: 1159
DATE EFFECTIVE 09/12/2017	APPROVED BY mtDNA Technical Leader	PAGE 1 OF 3

EXOSAP-IT Sample Cleanup

1 Purpose:

- 1.1 Prior to cycle sequencing, unincorporated primers and nucleotides present in the amplification reaction are deactivated by the addition of ExoSAP-IT.
- 1.2 **It is very important for these sample names to be in 3130xl format; do not use spaces or the following characters: \ / : * " > < | ? ')**
- 1.3 In LIMS, Navigate to the test batch's *Output Sample* [Data Entry] page.
 - 1.3.1 The "Vol, Misc" must be entered by the analyst, and then the batch should be saved. This will trigger the automatic values based on the samples' previous runs to populate in the data.
 - 1.3.1.1 Fill in the *Vol, Misc* column as "0" for all samples.
 - 1.3.2 The calculations for the ExoSAP-It volume and the new concentrations will automatically execute.
- 1.4 There should be 1ul of ExoSAP-IT added for every 5ul of sample in the amplification tube.
- 1.5 Select the values in the "Conc, MtDNA Calc" column and **Push Concentration**.
- 1.6 **Batch Setup Review must be performed by an analyst other than the individual who setup the batch.** Analyst must verify that the values present in the "Conc, MtDNA Calc" column match those in the "Concentration" column after pushing concentration.

QC Type	Concentration	Vol, Misc			Conc, MtDNA Calc			
		Vol, Quant	Num of Linear Arrays	Vol, Linear Arrays	Vol, New Sample	Conc, Mean HVI-HVII	Vol, ExoSAPIT	
Amp Pos	65.97ng/4ul	1.5ng/4ul	0	0	48.5uL	79.16 ng/4ul	9.7uL	65.97 ng/4ul
Amp Neg	0.00ng/4ul	1 ng/4ul	0	0	49 uL	0.00 ng/4ul	9.8 uL	0.00 ng/4ul
E Neg1	0.00ng/4ul	1 ng/4ul	0	0	49 uL	0.00 ng/4ul	9.8 uL	0.00 ng/4ul
Unknown	0.00ng/4ul	2.5ng/4ul	0	0	47.5 uL	50.24 ng/4ul	9.5 uL	41.87 ng/4ul

Confirm new concentration was pushed from "Conc, MtDNA Calc"

Fill in "0" for all samples

Confirm concentration was pushed for all samples to be reflected in "Concentration" column

PROTOCOLS FOR FORENSIC MITOCHONDRIAL DNA ANALYSIS

ExoSAP-IT Sample Cleanup		
Status:Published		Document ID: 1159
DATE EFFECTIVE 09/12/2017	APPROVED BY mtDNA Technical Leader	PAGE 2 OF 3

2 ExoSap-It

- 2.1 Confirm the tube label and sample description for each sample. Every run should include positive control and an amplification negative control.
- 2.2 Referring to the “Vol, ExoSAPIT” column on the Data Entry page, add the necessary volume of ExoSap-IT to each of your sample tubes.

Necessary volume of ExoSAPIT into each sample

QC Type	Concentration	ExoSAPITMito						Vol, ExoSAPIT	Conc, MtDNA Calc
		Vol, Quant	Num of Linear Arrays	Vol, LinearArray	Vol, Misc	Vol, New Sample	Conc, Mean HV/HV		
Amp Pos	65.97ng/4ul	1.5ng/4ul	0	0uL	0uL	48.0uL	79.16	9.7uL	65.97ng/4ul
Amp Neg	0.00ng/4ul	1ng/4ul	0	0uL	0uL	49uL	0.00	9.8uL	0.00ng/4ul
E Neg1	0.00ng/4ul	1ng/4ul	0	0uL	0uL	49uL	0.00	9.8uL	0.00ng/4ul
Unknown	41.87ng/4ul	2.5ng/4ul	0	0uL	0uL	47.5uL	50.24	9.5uL	41.87ng/4ul

- 2.3 Place the sample tubes in the thermal cycler and use the following settings to incubate the samples:

<p>9700 Thermal Cycler</p> <p>User: mtDNA</p> <p>File: exosap-it</p>	<p>The ExoSAP-IT file is as follows:</p> <ul style="list-style-type: none"> - Soak at 37°C for 15 minutes - Soak at 80°C for 15 minutes <p>Storage soak at 4°C indefinitely</p>
--	---

- 2.4 Start the run by performing the following steps:
 - 2.4.1 The main menu options are RUN CREATE EDIT UTIL USER. To select an option, press the F key directly under that menu option.
 - 2.4.2 Verify that the user is set to “mtDNA.” If not, select the USER option (F5) to display the “Select User Name” screen.
 - 2.4.3 Use the circular arrow pad to highlight “mtDNA.” Select the ACCEPT option (F1).
 - 2.4.4 Select the “exosap-it” file, and press the RUN button (F1).
 - 2.4.5 Verify that the reaction volume is set to 50 µL and the ramp speed is set to **9600 (very important)**.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

© NYC OFFICE OF CHIEF MEDICAL EXAMINER

PROTOCOLS FOR FORENSIC MITOCHONDRIAL DNA ANALYSIS

ExoSAP-IT Sample Cleanup		
Status:Published		Document ID: 1159
DATE EFFECTIVE 09/12/2017	APPROVED BY mtDNA Technical Leader	PAGE 3 OF 3

- 2.4.6 If all is correct, select the START option (F1).
- 2.5 The run will start when the heated cover has sufficiently pre-heated (>100°C). The screen will then display a flow chart of the run conditions. A flashing line indicates the step being performed; the hold time is counted down. Cycle number is indicated at the top of the screen, counting up.
- 2.6 Upon completion of the amplification, remove samples and press the STOP button repeatedly until the “End of Run” screen is displayed. Select the EXIT option (F5). Wipe any condensation from the heat block with a lint free wipe and pull the lid closed to prevent dust from collecting on the head block. Turn the instrument off.
- 2.7 From this point forward, the ExoSAP-IT treated DNA sample will be the source of DNA template for all further mtDNA sequencing reactions.