

SAMPLING TISSUES

0.75mL Alphanumeric Matrix tubes (w/ Buffer)

1. **BLANKS:** Remove G12 and H12 from the box – these will be the blanks. Throw them away or give them to your kids to swallow.
2. **LABEL:** Both the top and bottom of the box. Seems obvious doesn't it?
3. **BUFFER:** Fill tubes with 150uL buffer (50uL 95% ethanol can be used instead). This is an **EXACT** amount, as we will add the additional components when we receive the samples, and the total volume has to be exactly right for the robot. Robots are sticklers for precision.
4. **PLUGS:** When the specimen is added, you can plug the tube. It's easiest to pull the tube out of the box and press it against the sheet of plugs. The plug should come off the plastic sheet/card readily and you may need to push on it to get the plug completely seated. You will be able to see when a plug is all the way in. Once all plugs are used, discard the plastic sheet.
5. **PROCEDURE:** Use an empty box while sampling. It will serve as a "sink" box – put tissue in the empty tube in the "source" box and shift the filled tube to the "sink" box. This goes a long way towards helping you keep your place in the box, and in the spreadsheet. And then the box you just emptied can be the "sink" for the next box you fill. Don't scoff. I cannot urge you strongly enough to do this. You will get confused while sampling into the box. Yes, even you.
6. **PARTIAL BOXES:** You will sometimes only manage to fill part of a box in one sitting (say only half a box before your mom calls you home for supper (it's meatloaf - don't hurry)). We recommend filling only some of the tubes with buffer (maybe 4 columns), then put in the samples while shifting them to the new box. Then fill some more if necessary. This way it's easier to plug the tubes you've filled using the sheet of plugs. It's logistically difficult otherwise. And you don't want evaporation of buffer from tubes *WITH* buffer but *WITHOUT* samples.
7. **AMOUNT OF TISSUE:** How much tissue? Very very little. A pencil lead's worth of vertebrate tissue. Or less. We get wads of DNA from one larval fish eyeball. **LESS IS MORE.** Really.
8. **STORAGE:** Keep the filled boxes in the fridge, if possible. Or on the counter. Doesn't matter. We've done the tests. Somehow it feels safer to keep them in the fridge, but that's just voodoo.
9. **SHIPPING:** You can send the boxes to us at room temp, overnight at the address below. Let us know they're coming.