

Sample Submission Guidelines

- At least 100 ng of each total RNA sample **per** labelling is required for the 3' IVT Express target labelling protocol (RNA concentration should be 100 ng/μL)
- See table below for other labelling methods and concentrations required
- For each sample, please send an additional 100 ng (if using the 3' IVT labelling) or 1 ng (if using the NuGen labelling method) to run on Agilent BioAnalyzer for quality assessment. **Note: this extra amount should be sent in the same tube as the sample for labelling.**
- Please fill in the chart on the form, adding additional pages if necessary.
- Please mark samples with unique IDs. Please do not name your samples, simply '1' and '2', or 'A' and 'B'.

Labelling Method	RNA Concentration	Total RNA Required	RNA Quality	RIN
Affymetrix 3' IVT Express	100 ng/uL or higher	100 ng	Good quality RNA that is free of any genomic DNA contamination and degradation	>8
NuGen's Ovation System V2	4.0 ng/uL and higher	20 ng	Good quality RNA that is free of any genomic DNA contamination and degradation	>7
NuGen's WT-Ovation Pico Kit	500 pg/uL and higher	500 pg- 2 ng	Good quality RNA that is free of any genomic DNA contamination and degradation	>7
NuGen's WT-Ovation Pico Kit	1.0 ng/uL and higher	5-8 ng	Somewhat degraded and limited RNA amounts	>6
NuGen's WT-Ovation Pico Kit	10 ng/uL and higher	50 ng	Severely degraded and contaminated RNA	0-4

UHN Microarray Centre
101 College Street, TMDT Rm 9-301
Toronto, Ontario
Canada M5G 1L7
Telephone: 416-581-7441
www.microarrays.ca



Warranties and Conditions

1. Ownership of Intellectual Property (IP):

The Purchaser contracting the experiments outlined in this document will own all biological related intellectual property (IP) arising from this study (including but not limited to expression profiles, prognostic markers, diagnostic markers, or outcome data). The UHN Microarray Centre shall retain all IP with respect to the manufacturing or processing processes involved including any improvements to the protocols and technologies that may arise from the processing of the Purchaser's samples. The UHN Microarray Centre shall make no claim on any of the biological data generated from the work outlined in this agreement.

2. Confidential Information:

UHN shall hold in confidence and not disclose or use for any purpose other than the service any Confidential Information provided by the Purchaser, including the terms of this Agreement. Confidential Information will be clearly marked as so by the Purchaser.

3. GeneChip[™] Performance Warranty:

All RNA samples provided to the UHN Microarray Centre by the Purchaser will be subjected to a quality check. The UHN Microarray Centre will then inform the Purchaser if the quality of the RNA is of sufficient quality. GeneChips[™] will only be replaced at the discretion of Affymetrix according to their standard criteria. The UHN Microarray Centre is not responsible for ensuring the performance of Affymetrix GeneChips[™].

4. Payment:

Upon completion of the project, the UHN Microarray Centre will send an invoice to the Purchaser, upon which payment will be due, net 60 days. Penalty will be applied as a result of late payment.

5. Timelines:

Upon receipt of an order, the UHN Microarray Centre will provide an estimated timeline for completion of the project outlined in this document. The Purchaser will receive a more detailed timeline when they receive their RNA Quality Check Statement. The UHN Microarray Centre will use all reasonable efforts to meet the timelines quoted.

6. Warranties:

Except as expressly provided, UHN, its Directors, officers, employees and agents make no conditions, representations, warranties or agreements of any kind, whether direct, indirect, express, or implied, as to any matter whatsoever, including the condition, originality, or accuracy of data, conclusions, or products, whether tangible or intangible, conceived, discovered, or developed as a result of these services; or the ownership, merchantability, or fitness for a particular purpose of said data, conclusions or products.

7. Liabilities:

UHN shall not be liable for any direct, indirect, consequential, or other damages suffered by Purchaser or any others resulting from the use of the data, results or conclusions, or products conceived, discovered, or developed under or as a result of this Agreement. The entire risk as to any use of said data, conclusions or results, the design, development, manufacture, offering for sale, sale, or other disposition and performance of products is assumed entirely by the Party making such use, without any legal or equitable recourse to the UHN.

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Affymetrix GeneChip[®] Service Agreement

Revised May 2009

Customer Information

Please send the completed agreement along with your total RNA samples to the Affymetrix Service. Please be sure to complete the entire form as we will not be able to process your samples if information is missing.

Name: _____

Phone number: _____

Email address: _____

PI: _____

Name of Organization/Company: _____

(Please provide the name, phone number, and email address of the person responsible for the microarray experiment in case we have any questions)

Billing Address: (if billing directly to Purchasing Department, please provide a purchase order number).

Mailing address (for FedEx delivery of data CD – No PO Boxes Please):

Shipping Information

Customers should ship their samples via FedEx (preferably) on dry ice to the UHN Microarray Centre (Please see the address below). **It is important to label the box “Perishable”.**

UHN Microarray Centre shipping address:

Attention: Monika Sharma
UHN Microarray Centre
101 College Street, TMDT Rm 9-601
Toronto, Ontario
Canada M5G 1L7
Tel: (416) 581-7441

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Sample Description

Sample ID	Organism	OD260	OD 280	Conc total RNA	Micrograms of RNA sent	Labelling Method

Please use additional sheet if submitting more samples.

1. If RNA was obtained from human subjects, please include copies of the appropriate ethics review approval forms from your institution.
2. RNA purification was performed by (check all that apply) Trizol (Invitrogen) / RNeasy (Qiagen)
Other (please indicate): _____
3. Samples are dissolved in nuclease-free water (water is recommended) Yes ___
4. A gel was run to assess RNA quality (not necessary) Yes ___ No ___
5. Pictures of these gels are included in this shipment (not necessary) Yes ___ No ___

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Experimental Design:

1. In the table below please list each of the sample IDs and place them into a randomised group. Assign the appropriate group number to each sample (i.e. 1, 2, 3). Groups should be formed such that up to 8 samples are in each group. Each group should be of similar size (or the same size). If you have more than one group (i.e. more than 8 samples) it is important that all the samples from a given condition are not in the same group. For example, if you have 12 samples, 6 of which are controls and 6 are experimental samples, you would not put all the experimental samples in one group and all controls in the other. In such a case, a balanced design would require that the first group contain 3 of the controls and 3 of the experimental samples and that the other group contain the other 6 samples.

Sample ID	Group Number

2. What kinds of replication are you building into the experiment (biological, technical etc...)?

Data Analysis

Please answer questions 3-6 if data analysis is to be conducted.

3. Briefly describe your experiment type (time course, comparison of normal vs. diseased, dose response etc...)

4. Indicate the sample number(s) or name(s) which you want to have used as controls for the data analysis.

5. Briefly explain the data analysis to be conducted (particularly if there is more than one control, or if the design is complex).

6. What is the highest specific aim of the experiment?

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Signatures

We the undersigned agree to the conditions set forth in this Agreement.

Purchaser

Name _____ **Date** _____

Signature _____

Authorized Signatory of Institution

Name _____ **Date** _____

Signature _____

UHN Microarray Centre

Name _____ **Date** _____

Signature _____

**PLEASE PRINT AND SIGN TWO COPIES.
WE WILL RETURN ONE COUNTERSIGNED COPY.**

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