## PRT-CGN-PG-401 PROTOCOL SUPPLY DNA SAMPLES

## DNA storage at CGN

### ***Guidelines for curators***

# Introduction

The accessions from CGN's collections are often used for plant DNA extraction in genetic studies. After the finalisation of such projects, the DNA samples usually no longer serve any immediate purpose, and are discarded after some period of time. Therefore, in 2001, CGN initiated a protocol for the storage and documentation of DNA samples, through which CGN develops DNA collections parallel to its seed collections. Stored samples include DNA from research projects in which CGN was involved and DNA from other studies using material from CGN's germplasm collections. The collection is intended for future use by CGN. Acquisition of material from new projects allows CGN to gradually extend its DNA collection.

**Request for return of DNA samples**

Requests of CGN material by users are a unique possibility to extend CGN's DNA collection. In case users have indicated that the material is intended for DNA analysis, the following guidelines are used for requesting the provision of DNA samples.

* A request by the curator for provision of DNA samples is done in case of 25 accessions or more.
* Smaller distributions may be interesting in the following cases.

1. Complete subsets, such as a core collection, or an entire section from a collection.
2. Requests that are used for the analysis of large numbers of individuals per accession.

**How to receive DNA samples?**

DNA samples may be sent by users via standard mail. No special precautions, such as low temperature, are required. In case DNA samples are sent by microtitre plate, attention has to be paid to the proper sealing of the wells. Information about return of DNA samples by users is supplied in the Word document "DNA\_users.doc" available at N:Iso-9001PRT-401. This file, or a hard copy, is provided to users along with the requested material.

**Further procedures**

Returned DNA samples are stored at -20 °C in the large freezer facility of the genebank. The received information, possibly complemented with absent CGN data, is added to the documentation system. For the time being, the masterfile will be maintained locally by the researcher molecular marker applications.

## DNA storage at CGN

## Guidelines for users of CGN material

# Introduction

The accessions from CGN's collections are often used for DNA extraction in genetic studies. After the finalization of such projects, the DNA samples usually no longer serve any immediate purpose, and are discarded after some period of time. Therefore, in 2001, CGN initiated the storage and documentation of DNA samples. These samples include DNA from research projects in which CGN was involved and DNA from other studies using material from CGN's germplasm collections. The collection is intended for future use by CGN. Acquisition of material from new projects allows CGN to gradually extend its DNA collection.

**Request for return of DNA samples**

Recently, you have requested seed samples from CGN's collections and you've indicated that this material is going to be used for molecular genetic purposes. Therefore, you're kindly requested to return the DNA samples to CGN, after which they will be properly stored and documented.

We would appreciate to receive the DNA either in Eppendorf tubes or microtitre plates. This material should be accompanied by information, preferably in electronic form, about the CGN accession number of each DNA sample, and the number of plants used to extract the DNA for each sample. Furthermore, we would appreciate if you could also provide us with the following information:

* Extraction protocol used, e.g. Fulton, Qiagen, Rogstad, Edwards, Rogers & Bendich.
* (estimated) DNA concentration in ng/μl.
* Remaining volume in μl.
* Marker technique used, e.g. RFLP, RAPD, SSR, AFLP, NBS.
* Objectives of the study.
* Any other relevant remarks.

**How to return DNA samples?**

DNA samples may be sent by standard mail to the address given below. No special precautions, such as low temperature, are required. In case DNA samples are sent by microtitre plate, please make sure that the wells are properly sealed.

Your co-operation is highly appreciated.

**Where to return DNA samples?**

EW

Centre for Genetic Resources, the Netherlands

Wageningen University and Research Centre

P.O. Box 16

6700 AA Wageningen

the Netherlands