



University of Pittsburgh

*Genomics and Proteomics Core Laboratories*

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## SAMPLE SUBMISSION GUIDELINES

**Prior to sample submission:** Please contact Dr. Mani Balasubramani at 412-383-9588 or [mab104@pitt.edu](mailto:mab104@pitt.edu) to schedule a meeting to discuss your project. A discussion with the Proteomics Core staff will ensure that your samples will be properly analyzed and useful data will be obtained.

**Registering with GPCL:** Before work can begin on the samples, the Principal Investigator, responsible for payment, must be registered with the core laboratories. This is done by going to the GPCL website at [www.genetics.pitt.edu](http://www.genetics.pitt.edu). The registration link may be found on the upper right corner of the web page. Follow the instructions and provide all necessary information. Both the PI and the person submitting the sample need to be registered indicating the appropriate roles. If there are any questions, call the GPCL Administrator at 412-648-9787.

**Sample submission form:** All submitted samples must be accompanied with a sample submission form. The form is available on the GPCL website, [www.genetics.pitt.edu](http://www.genetics.pitt.edu). Please complete the form, providing as much information as possible. Also, you may attach additional information that would be helpful about your sample, such as, picture of gel, sequence of protein of interest, etc. It is preferred that the form and additional information be e-mail to the assigned Proteomics staff member prior to bringing samples to the laboratory.

**Dropping off samples:** Samples are dropped off directly to the laboratory. The Proteomics laboratory is located in the BST-3 building on the ninth floor. Unless you already have access to the building, you will have to stop at one of the two guard stations to sign in and be escorted up to the laboratory. The guard stations are located on the first floor, 5<sup>th</sup> Avenue entrance and on the 6<sup>th</sup> floor entrance at the bridge from Victoria Hall. If no escort is available, have the guard call the laboratory's common phone number, 412-383-5937. A staff member will come down and escort you up to the laboratory.

**Samples:** Samples should be in closed containers to protect the samples from contamination and provide for a safe means of transportation. If they need to be frozen, bring them over in a Styrofoam container on ice or dry ice. **Samples in liquids, such as 1D or 2D gels should be in a sealed container. When submitting gel samples, it is preferred that the entire gel be brought over. A proteomics staff member, with your assistance, will excise the appropriate spots or bands.** In this way, there should be no confusion as to what spots or bands were picked. In addition, blank bands and spots for quality control purposes will also be analyzed (at no additional cost) along with your samples. After spots or bands are cut out of gel, the gel will be returned to you. Expect to spend about 15 - 30 minutes to drop off sample.

Thank you for choosing the GPCL