

## Automated DNA IQ™ Method of Extracting DNA from Blood and Cell Substrates

### 1 PURPOSE AND SCOPE

This method describes the automated DNA extraction of cell and blood samples on the PerkinElmer MultiPROBE® II PLUS HT EX with Gripper™ Integration platforms using the Promega DNA IQ™ system.

This method applies to all Forensic Biology staff that is required to extract cell and blood samples.

Reference samples and Casework samples must be extracted separately. If Casework and Reference samples are to be extracted on the same instrument, the instrument should be decontaminated between operations.

### 2 DEFINITIONS

Samples	Samples awaiting DNA extraction
DNA Extracts	Samples that had DNA extraction processes performed
EB	Extraction Buffer Solution that lyses cells and breaks down proteins
LB	Promega DNA IQ™ Lysis Buffer Solution
WB	Promega DNA IQ™ Wash Buffer
DNA IQ™ Resin	Magnetic Resin Beads used to bind DNA
MP II	MultiPROBE® II Platform
DTT	1,4 Dithiothreitol
Pro K	Proteinase K
SDS	Sodium Dodecyl Sulphate
TNE	Tris, NaCl and EDTA buffer
EDTA	Ethylenediaminetetraacetate
EP-A	Extraction Platform A – back wall platform
EP-B	Extraction Platform B – side wall platform

### 3 PRINCIPLE

#### Sample Pre-lysis

The Extraction Buffer (EB) used in the pre-lysis of cellular material contains Proteinase K (Pro K), TNE (Tris, NaCl, EDTA) and SDS. TNE acts as a basic buffer with EDTA chelating ions in solution. SDS is a detergent that lyses open cell membranes. Proteinase K is added to digest protein and cellular material that interferes with the DNA binding capacity of the resin. It is also added to rapidly inactivate enzymatic activity that could potentially degrade DNA (e.g. nucleases).

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Proteinase K (also known as Endoproteinase K) is a fungal enzyme from *Engyodontium album* (formerly *Tritirachium album*). It is a stable S8 family serine alkaline protease that has broad specificity and is inactivated by diisopropylfluorophosphate, phenyl-methane sulfonyl fluoride and Hg<sup>2+</sup> ions. As a highly active endopeptidase, it cleaves peptide bonds adjacent/next to the carboxyl group of N-substituted (blocked alpha amino) hydrophobic, aliphatic and aromatic amino acids. Therefore, it actively hydrolyses proteins, glycoproteins, peptides and esters of amino acids. The smallest peptide that can be hydrolysed with Proteinase K is a tetrapeptide.

### DNA IQ™ Kit

The DNA IQ™ kit is designed to purify DNA from a number of different substrates and has been optimised for trace DNA samples. An in house validation was performed using a modified version of the PerkinElmer automated protocol. The protocol has been modified to incorporate a number of work practices used in Forensic Biology FSS. These are:

- The use of the Slicprep™ 96 device (Promega) for removing substrate from lysate.
- The increase of extraction buffer volume to 500µL for use with the Slicprep™ 96 device.
- The increase of Lysis Buffer volume to 957µL proportional to the increase of Extraction Buffer volume, according to the manufacturer's instructions.
- Double Elution step, with an Elution buffer volume of 60µL for a final volume of 100µL.
- The use of NUNC Bank-It tubes for storage of final extracts.

Cell lysis is performed with Promega Lysis Buffer containing Dithiothreitol (DTT). 1,4 Dithiothreitol is a reducing agent used in extractions to break disulfide bonds of proteins. The Lysis Buffer used is a proprietary buffer containing chaotropic salts required for binding of DNA to the magnetic beads. According to the MSDS, the lysis buffer contains 50-75% guanidinium thiocyanate, < 2.5% EDTA, < 2% 3-[(3-Choalamidopropyl)dimethylammonio] propanesulfonic and < 2% polyethylene glycol tert-octylphenyl ether.

The basis of the DNA IQ™ kit is a silica bead resin which contains novel paramagnetic particles. The silica bead resin usually has a DNA binding capacity of 100ng but the addition of Pro K will increase the binding capacity. Samples with small amounts of DNA are more efficient than samples with large amounts of DNA, and as a result a small sample size is critical to ensure efficient recovery of DNA.

The silica beads have a negative charge at basic and near neutral pH. The Lysis Buffer changes the pH and salt concentration of the solution and the silica becomes positively charged which is then able to bind the DNA.

Several washing steps are employed in the protocol to remove inhibitors. The first washing step is performed with Lysis Buffer. This wash ensures the DNA is bound to the resin and washes out inhibitors. The next three washing procedures are with a 1xWash Buffer. This buffer contains an alcohol/aqueous mixture which ensures the DNA is not eluted during washing by keeping the DNA dehydrated, and aqueous phase washes out the inhibitor.

Elution buffer removes the DNA from the magnetic beads. The Elution Buffer changes the salt content. Heating the complex to 65°C allows the DNA to be released from the magnetic beads. The Elution Buffer is a low ionic strength buffer that reduces the affinity of the DNA for the silica by re-hydration of the phosphate backbone.

The DNA IQ™ kit isolates DNA greater than 80bp, smaller DNA is removed selectively to prevent PCR inhibition.

**Automated DNA IQ™ Method of Extracting DNA****MultiPROBE® II HT EX Plus with Gripper™ Integration Platform**

Within Forensic Biology, blood and cell extractions are performed using 2 MultiPROBE® II PLUS HT EX with Gripper™ Integration platforms – one primarily for Reference samples (Extraction Platform A, EP-A) and the other mainly for Casework samples (Extraction Platform B, EP-B).

Each platform uses a computer – controlled Cartesian X-Y-Z liquid handling system designed for the efficient automation of sample preparation. Liquid transfer is performed by an 8-tip System with VersaTip® and VariSpan™ options. The VersaTip® option allows the use of fixed and/or disposable tips (both clear and conductive). The VariSpan™ option permits variable probe spacing between each of the individual probes so that a wide range of labware such as micro plates, tubes, vials and reagent troughs can be accessed. Each sample probe is capable of independent motion in the Z direction due to independent Z drives.

The 8-tip System is also capable of multichannel liquid-level sensing by utilising Accusense™ technology. This technology works by each probe detecting a change in capacitance within the liquid. This capacitive mode of detection is also possible when using conductive disposable tips. Accusense™ also permits the detection of low or non-ionic polar solutions and solvents. Pipetting on the platforms is driven by 8 individually controlled syringes via the positive displacement of the system liquid (nanopure water) when transferring liquid.

The Gripper™ Integration on all the platforms (except for the Post – PCR MP11) allows for automated identification of labware via the scanning of barcodes and also allows for automated transfer of plates from one position on the deck to another. To increase deck space and capacity, all platforms include a left deck extension.

In this program a platemap is utilised to provide the necessary information for correct volumes and locations for pipetting. It also contains information regarding positions where pipetting must take place at various locations, the number and IDs of samples. Without a platemap the program will fail to work.

## **4 REAGENTS AND EQUIPMENT**

### **4.1 Reagents**

1. DNA IQ™ System Kit – 400 sample Kit
  - Resin
  - Lysis Buffer (LB)
  - 2x Wash Buffer (2xWB)
  - Elution Buffer (EB)
2. Tris/Sodium chloride/EDTA Buffer (TNE)
3. Proteinase K (Pro K) 20mg/mL
4. Dithiothreitol (DTT) 1M
5. 5% TriGene
6. 70% Ethanol
7. 1% Amphyl
8. 0.2% Amphyl
9. Isopropyl alcohol
10. Decon® 90 solution
11. Nanopure H<sub>2</sub>O

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Table 1. Reagent storage locations.

Reagent	Device	Storage Location
Pro K	Freezer	Room 6122
DTT	Freezer	Room 6122
20% SDS	Shelf	Room 6127 Shelf 7
Isopropyl alcohol	Shelf	Room 6127 Shelf 7
TNE pH 8 Buffer	Shelf	Room 6127 Shelf 7
DNA IQ™ Kit	Shelf	Room 6127 Shelf 5
Amphyl (1% and 0.2%)	Shelf	Room 6127 Shelf 7
Nanopure Water	Shelf	Room 6127 Shelf 7
5% TriGene	Shelf	Room 6127 Shelf 7
70% ethanol	Shelf	Room 6127 Shelf 7

Please see Table 2 for the volume of reagents for a full plate or half plate. See QIS 17165 (Receipt, Storage and Preparation of Chemicals, Reagents and Kits) for preparation of the TNE buffer. All reagents, except for the Lysis Buffer with DTT, can be made on the bench in Room 6122. DNA IQ reagents are prepared by staff performing the DNA IQ method.

Table 2. Table of reagent volumes.

		Volume for	
		96 samples	48 samples
Extraction Buffer (500 µL/sample)	TNE buffer 462.5µL	54mL	27mL
	Prot K (20 mg/mL) 25.0 µL	2.9mL	1.5mL
	SDS (20 %) 12.5µL	1.5mL	0.7mL
Lysis buffer (with DTT) (1.127mL/sample)	Lysis buffer (no DTT)	130mL	66mL
	DTT (add to Lysis buffer)	1.3mL	660µL
Lysis Buffer (with DTT) Reagent Trough	From above	125mL	63mL
DNA IQ RESIN Sol (50µL/sample)	Lysis buffer (with DTT) (from above) 43µL	6mL	3mL
	DNA IQ RESIN 7µL	1mL	0.5mL
DNA IQ 1X Wash B (300µl/sample)		35mL	18mL
DNA IQ Elution B (120µl/sample)		14mL	8mL

**Extraction Buffer**

Prepare the buffer just before extraction in a 100mL sterile glass bottle according to the table 2. Use one aliquot of 20mg/mL Proteinase K (1.5mL) for a 48 sample run and two aliquots of Proteinase K for a 96 sample run. Remove aliquot/s of Proteinase K from the freezer, defrost, vortex and centrifuge before use. Ensure that the 20% (v/v) SDS is completely dissolved (clear) in the stock solution before making the extraction buffer. If not dissolved invert the container a few times and leave longer at room temperature.

**Lysis Buffer with DTT**

Lysis buffer is supplied with the kit. Lysis buffer with DTT is prepared at the start of each run. Remove the DTT from the freezer, defrost, vortex and centrifuge before use. Into a sterilised glass bottle, add 1.3mL of DTT to 130ml of Lysis buffer for 96 samples. If 48 samples are to be run, use 660µl of DTT to 66ml of Lysis buffer, again, made up in a sterile glass bottle. Make up the Lysis buffer with DTT within the Laminar Flow and ensure that full PPE is worn, including face shield. Warning: Lysis Buffer and DTT are toxic.

**DNA IQ™ Resin**

DNA IQ™ Resin is supplied with the kit. The resin is prepared at the start of each run in a 10mL sterile tube. Ensure the resin is properly mixed by vortexing before pipetting. Look for calculations in table 2 for the correct volumes of resin and lysis buffer (with DTT). In the 10mL tube, mix by inversion before adding to column 4 in the 12-channel reagent plate.

**1X Wash buffer**

2X Wash buffer is supplied with the kit. Once a new kit has been opened, add 35mL of ethanol and 35mL of isopropyl alcohol to the 2X wash buffer. Once the reagents have been added, label the lid and side of the bottle with "1X Wash buffer," initial and date.

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## 4.2 Equipment

Table 3. Equipment used and location.

Equipment	Asset No.	Location
STORstar (B system)		6122
MultiPROBE® II PLUS HT EX with Gripper™ Integration Platform (Ext A Platform)		6127
MultiPROBE® II PLUS HT EX with Gripper™ Integration Platform (Ext B Platform)		6127
DPC Shaker (Ext A Platform)		6127
DPC Shaker (Ext B Platform)		6127
Automated Temperature Controller, Heat Block tiles and heat block adapters (Ext A Platform)		6127
Automated Temperature Controller, Heat Block tiles and heat block adapters (Ext B Platform)		6127
Eppendorf 5804 centrifuge		6127
Vortex		6127
Fridge		6127
Micro centrifuge		6127

## 5 SAFETY

As per the procedures in the QIS document “Operational Practices in the DNA Dedicated Laboratories” (QIS 17120), PPE is to be worn by all staff when performing this procedure.

The automated platforms, labware and associated equipment should be wiped with 5% TriGene™ followed by 70% ethanol before and after use.

While the MPII is running a procedure, refrain from placing any part of the body inside the cabinet. Either pause the program or use the emergency STOP button located at the front of the instrument before touching anything within the cabinet or on the deck surface.

Warning: Tris base, EDTA, SDS and Lysis Buffer are irritants. DTT is a reducing agent that destroys disulphide bonds. Chaotropic reagents such as guanidinium thiocyanate (GuSCN) are toxic. Do not breathe alcohol fumes. Handle carefully and wear appropriate PPE.

Lysis Buffer contains guanidinium thiocyanate which can be harmful if inhaled, swallowed or comes in contact with skin. Any left over Lysis Buffer with DTT is to be disposed of in a brown Winchester bottle. Never dispose down the sink. If spillage occurs, absorb with liquid-binding material (such as sand, kitty litter, etc) and dispose in a biohazard bin. Again, handle carefully and wear appropriate PPE, including face shield.

## 6 SAMPLING AND SAMPLE PREPARATION

Samples waiting to be extracted are stored in freezers as described in Table 4.

Table 4. Sample storage locations.

Sample type	Storage Device	Storage Location
Urgent/High/Medium Priority Samples	Freezer	6117-2
Medium Priority Samples	Walk in Freezer	6109
Low Priority Samples	N/A	

### QC samples

All extraction batches require two controls to be registered. These controls, UR numbers and positions are listed below in Table 5.

Table 5. Extraction Quality Controls

QC Name	UR Number	Description
Negative Control	FBOT33	Negative Extraction control – Empty well
Positive Control	FBOT35	Positive extraction control – Known Donor dried blood swab

### Registration of QC

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1. Log into the **AUSLAB Main Menu**.
2. Select **1. Request Registration**.
3. Select **2. Full Reception Entry**.
4. Scan in barcode of control.
5. Enter the UR number as per Table 4 and press **[Enter]**.
6. Enter the appropriate Specimen type (e.g. Blood for blood control).
7. Request a **9PLEX** test, when prompted to enter the processing comment, enter **EXTP** (Positive extraction control) or **EXTN** (Negative extraction control).
8. Enter **LAB** in the Billing code field.
9. Press **[F4] Save** to save the Billing details.
10. Press **[F4] Save** to save the registration details.

**N.B Quality controls should not have a DNA priority allocated at time of registration to ensure they are included in the top positions of a batch**

### Create the Extraction Batch

1. Log into the **AUSLAB Main Menu**.
2. Select **5. Workflow management**.
3. Select **1. DNA workflow table**.
4. Highlight the appropriate Extraction batch type and press **[F5] Batch Allocation**.
5. Press **[F6] Create batch**.
6. Press **[F8] Print menu**.
7. Press **[F6] Print Batch label**.
8. Press **[F7] Print Plate Label**. (print 3 sets)
9. Press **[F8] Print Worksheet**.
10. Press **[SF5] Main menu**.
11. Press **[SF11] Print**.
12. Press **[SF6] Accept batch**.
13. Press **[Pause/Break]** to exit to the **Main Menu**.
14. Obtain worksheets (FBLASER3) and labels (FBLABEL13-16) from the Analytical Section printing bench (Room 6117).
15. Collect 1 NUNC and 1 STORE labware label from the roll of labels already printed in 6127.

### Locating Samples

To locate samples refer to “*Analytical Sample Storage*” (QIS 24255).

### Sequence Check the Sample substrates and Nunc Bank-It™ tubes

To sequence check sample substrates and storage tubes please refer to method “*Procedure for the Use of the STORstar unit for automated sequence checking*” (QIS 24256).

## 7 PROCEDURE

Automated setup of DNA IQ extractions in 96-deep well format is performed using the MultiPROBE® II PLUS HT EX EP-A and EP- B platforms located in Room 6127.

Refer to “*Operation and Maintenance of the MultiPROBE® II PLUS HT EX and MultiPROBE® II PLUS HT EX with Gripper™ Integration Platform*” (QIS 23939) for instructions on the use and maintenance of the MultiPROBE® II PLUS HT EX platforms.

Competent Analytical Section staff members perform all the following steps.

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Figure 1. The Test Outline of the program DNA IQ Extraction\_Ver1.1.

### Setting up the EP-A or EP-B MPIIs

These steps are to be carried out in the Automated extraction Room (Room 6127)

1. Turn on the instrument PC.
2. Log onto the network using the **Robotics** login
3. Double click the WinPrep® icon on the computer desktop (Figure 1).



4. Log onto the WinPrep® software by entering your username and password, then press **[Enter]**.

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5. Ensure that the daily/weekly start-up has been performed before running any program. If WinPrep® has been closed or been idle for a long period of time, initialise the MP II platform as described in QIS 23939.
6. Ensure the System Liquid Bottle is full before every run and perform a Flush/Wash.
7. Open the Extraction setup MP II test file in WinPrep® by selecting:
  - **File**
  - **Open**, navigate to **C:\PACKARD\MULTIPROBE\BIN\QHSS PROTOCOLS**
  - Select **"DNA IQ Extraction\_Ver1.1.mpt."**
  - Click the **"Open"** button
8. Decontaminate the required labware by wiping with 5% TriGene followed by 70% ethanol before placing the labware on to the designated grid positions as outlined in the virtual deck view within WinPrep® (Figure 2).
  - The white WALLAC Isoplates (catalogue #1450-514) that are used to support the SlicPrep™ 96 device plate must be placed into positions **E13**, **D16** and **C19**.
  - Ensure that the PKI Magnet at F16 is stable in its insert. This is critical so that beads and DNA are not lost during pipetting.

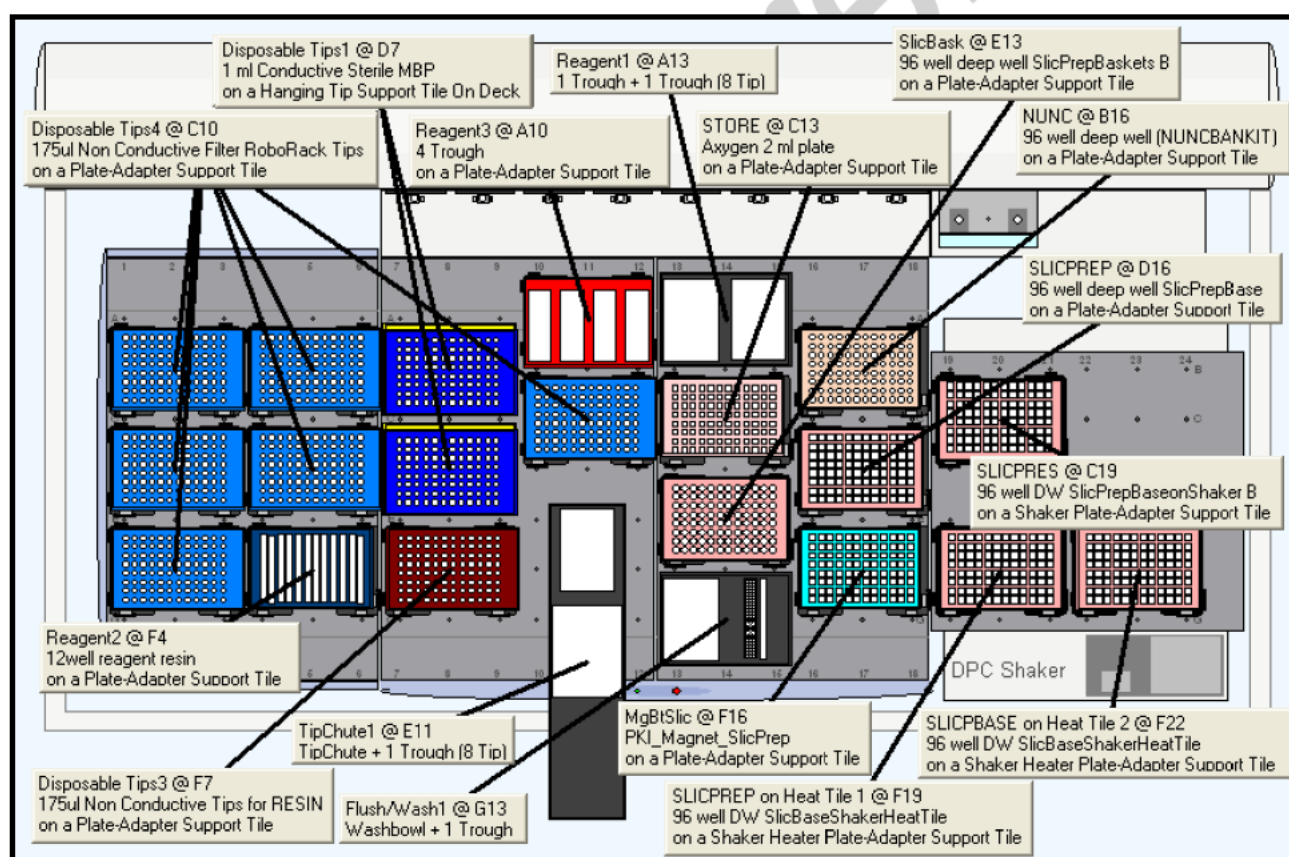


Figure 3. The WinPrep® virtual deck view displaying the necessary labware required for the Automated DNA IQ™ Method of Extraction on Extraction Platform A.

9. Ensure that the DPC Shaker and Heater Controller Box are switched on.
  - For EP-A: Tile 3 should be at F19 (50°C), Tile 1 at F22 (85°C).
  - For EP-B: Tile 1 should be at F19 (50°C), Tile 2 at F22 (85°C).
10. Referring to the table of reagent volumes (table 2), use the volumes of TNE, SDS and Prot K to make up the required amount of Extraction Buffer. Pour the required amounts of Extraction Buffer and Lysis Buffer (with DTT) into the labelled 150mL reagent



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troughs, using the reagent volume table as a guide to the volumes. Ensure that full PPE is worn, including face shield when handling these reagents.

11. Place Lysis Buffer on the left hand side of the 2 trough holder (**A13**) and the Extraction buffer on the right hand side next to the Lysis buffer (**A13** also).
12. Using the left over Lysis Buffer, make up the Resin Solution according to table 2. Add the resin solution to the fourth channel and split the amount of elution in half between channels 11 and 12 of the 12 channel reagent plate (**F4**). Ensure that the face shield is worn while making up and dispensing the resin.
13. Record the Lot numbers of all the reagents used onto the AUSLAB worksheet.
14. To the Amphyl wash station at **A10**, add fresh 1% Amphyl to the trough on the far left hand side, 0.2% diluted Amphyl to the middle left and place an empty reagent trough in the middle right position of the station. The nanopure water needed to complete the Amphyl wash goes to position **G13** into a 160ml trough in the Flush-Wash station. Only fill to the designated level markers.
15. If not already done, label the Slicprep™ 96 device, with the AUSLAB Batch ID label with the Batch ID label on the front and the barcode on the right hand side of the plate. Place the Slicprep™ 96 device containing the substrates in the support tile position assigned in the program with the Batch label facing forward. For the Nunc plate and Axygen 2ml deep well Storage plate, label the front of the plate with the Batch ID. On the right hand side of the plates, label with corresponding Labware barcode - either the "NUNC" barcode or the "STORE" barcode, depending upon the type of plate. De-cap the Nunc tubes before placing in the support tile on the deck.
16. Transfer the batch's platemap from the Extraction folder within I:\ drive to the following file path:
  - **C:\PACKARD\EXT PLATE MAPS**
17. After ensuring that all the necessary labware has been positioned in the correct grid position as displayed within WinPrep®, click the **EXECUTE TEST** button. While the test is loading, record all run information in the Run Log book.
18. Click "**Reset Tip Boxes**" and ensure that the number of tips displayed in this window match those as available on the deck platform. Fill new tips if necessary. Click "**Close**" to accept the tip count, followed by clicking "**Next**"
19. Select the correct platemap by browsing to **C:\PACKARD\EXT PLATE MAPS**. Ensure that the plate maps selected match the batch ID affixed to the 96-well Slicprep™ 96 device in position **D16**. Once this has been done, click "**Start**", to continue.
20. After the barcodes have been read, a user prompt will appear as a reminder to:
 

**"Ensure**

  - 1. Shaker and heat box are on.**
  - 2. Deck has been populated correctly.**
  - 3. The Lysis buffer is on the left side and Extraction buffer is on the right at A13."**

Click OK to continue.
  21. Once the extraction buffer has been added to the plate, a user prompt will appear requesting the following:

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**“Cover Slicprep with the Aluminium sealing film, then place in position F19. Press OK.”**

Once the Slicprep™ 96 device has been covered with an aluminium seal and been placed onto the deck at the correct position, click OK on the user message.

22. After shaking, a User Prompt will appear with the following directions:  
**“Remove plate, add white plastic collar and centrifuge 5mins at 3021rpm, then in the cabinet, remove the spin basket part and place it in the empty 1 ml tip container.”**  
 Following the above steps Place the Slicprep™ 96 device into the plate centrifuge and ensure the correct balance plate is used. Once the plate has been centrifuged, carry the plate to the hood and remove the basket of the Slicprep™ 96 device, storing the basket in an empty 1mL tip box, discard the Collar. Complete the step by clicking OK.
23. Once OK has been clicked, another User message (step 15) will appear requesting:  
**“Place the Slicprep in position D16. Ensure wash buffer has been added. Press OK when ready.”**  
 Place the Wash buffer in the far right hand side of the 4 well reagent trough holder (Amphyl wash station at A10).
24. After the first elute where the plate has been heated to 65<sup>0</sup>C and moved to the PKI Magnet, a User message (step 79) will appear requesting:  
**“Push down the Slicprep on the PKI Magnet then press OK.”**  
 Allow to the plate to cool slightly before pushing down on all four corners of the plate to lock it into place on the PKI Magnet. Once it is firmly in place, click OK to continue. After the second elute, the prompt will appear again. Repeat the steps.
25. Once the program is completed, a final User Message prompt appears asking to:  
**“Remove all the plates starting with the NUNC tubes (recap). Place the Spin Basket into the original base. Cover the other plate with the aluminium sealing film.”**  
 Remove and seal the Nunc Bank-It tubes first by recapping the tubes. Seal the 2mL storage plate with aluminium foil seal. Remove the Slicprep™ 96 device from the deck and replace the basket on it, make sure the basket part is fitted in the right position. Click **“OK”** to proceed. The platform will perform an Amphyl wash to decontaminate the system tubing.
26. Once the program has finished, remove the tip chute and rinse with warm tap water to help loosen and remove any residue inside the chute before cleaning with 5% TriGene and 70% ethanol. Hang the chute to dry on the rack beside the sink. If running another extraction straight after, replace the tip chute with another spare, clean chute. While wearing the face shield, remove Lysis buffer with DTT and dispose of left over reagent into a brown Winchester bottle.

### **Recording Reagent Details in AUSLAB**

1. To record reagent lot numbers, log into the **AUSLAB Main Menu**.
2. Select **5.Workflow Management**.
3. Select **2. DNA Batch Details**.
4. Scan in the Extraction Batch ID.
5. Press **[F6] Reagents**.
6. Press **[SF8] Audit**.
7. Press **[F5] Insert Audit Entry**, enter the lot number details and press **[Enter]**.

### **Finalising the MP II run**

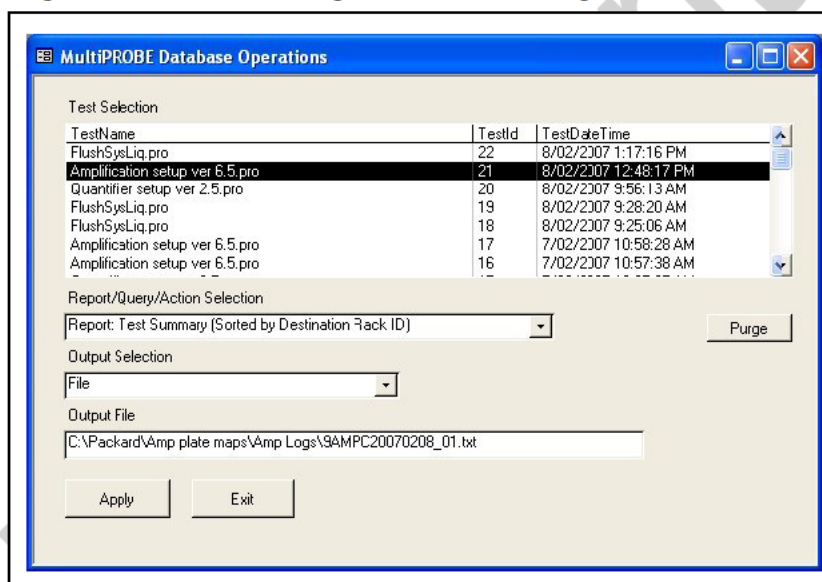
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1. Discard the 12-channel plate used for Resin and Elution Buffer in the biohazard waste bin.
2. Empty the contents of the Amphyl wash station into the sink and rinse the troughs with nanopure H<sub>2</sub>O upon completion of the run.
3. Remove all labware from the deck and clean with 5% TriGene™ followed by 70% ethanol, and setup for the next run if necessary.
4. Move the platemap in **C:\PACKARD\EXT PLATE MAPS** to the “Completed Extns” folder.

### Importing the MP II log file into AUSLAB

1. To extract the MP II log file, click on the Microsoft Access icon in the WinPrep® main menu to open the MultiPROBE log database. Click on the relevant run Test ID in the Test Selection box. In the Report/Query/Action Selection dropdown menu, select “Report: Test Summary (Sorted by Destination Rack ID)” and in the Output Selection dropdown menu, select “File”. Save the output file in \*.csv format to **C:\PACKARD\EXT PLATE MAPS\EXT LOGS** with the same name as the AUSLAB batch ID and click “Apply”.

Figure 4. The MultiPROBE log database for collecting MP II run information.



2. Open the log file and check for any errors that may have arisen during the Extraction process. Compare the listed errors to any that were encountered during the run. Report any critical errors to the line manager.
3. Copy the log file to **I:\EXTRACTION\EXT A MPI\Logs** or **I:\EXTRACTION\EXT B MPI\Logs** for uploading to AUSLAB.
4. Log into the **AUSLAB Main Menu**.
5. Select **5.Workflow Management**.
6. Select **2. DNA Batch Details**.
7. Scan in the Extraction Batch ID barcode.
8. Press **[SF6] Files**.
9. Press **[SF6] Import Files**.
10. AUSLAB prompts “**Enter filename**”; enter the filename and extension and press **[Enter]**.
11. AUSLAB prompts “**Is this a result file Y/N?**” enter **N** and press **[Enter]**.
12. Press **[Esc]**.

### Importing Extraction “Results” into AUSLAB

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1. Log into the **AUSLAB Main Menu**.
2. Select **5. Workflow Management**.
3. Select **2. DNA Batch Details**.
4. Scan the Extraction batch ID barcode located on the worksheet.
5. Press **[SF6] Files**.
6. Press **[SF6] Import Files**.
7. AUSLAB prompts "**Enter filename**"; enter file name and extension and press **[Enter]**.
8. AUSLAB prompts "**Is this a results file y/n?**"; enter "**y**" and press **[Enter]**.
9. The file will be imported into AUSLAB and appear in the DNA file table.
10. Highlight entry and press **[Enter]**, for access to the DNA results table.
11. Page down through the table and check that all sample results have been imported.
12. Press **[SF8] Table Sort Order**, this sorts the table so any samples that have failed Autovalidation are sorted to the top of the table.
13. Highlight the first entry that has failed and press **[Enter]**.
14. Confirm the reason for the failure by checking the **Processing Comment**, and return the sample to the correct next batch type dependant upon the type of Processing Comment – e.g. Processing comment of Microcon should see the sample returned to the Microcon outstanding allocations list.
15. Press **[Esc]** to exit back to the DNA results table.
16. Repeat steps **13-15** until all entries that failed Autovalidation have been checked.
17. Highlight any entries to be changed and press **[SF7] Toggle Accept**
18. Press **[F7] Complete Batch**, all of the samples with a **Yes** in the Accept column will be transferred to the outstanding Quant Casework or Quant Reference lists.
19. File the Extraction worksheet into the relevant folder in Room 6117.

## 8 SAMPLE STORAGE

Please refer to "*Analytical Sample Storage*" (QIS 24255) for how to store the old original 5 mL sample tubes, the DNA extract NUNC tubes, Slicprep with Basket and Axygen store plates.

## 9 VALIDATION

- Nurthen, T., Hlinka, V., Muharam, I., Gallagher, B., Lundie, G., Iannuzzi, C. "Project 9. Automation: Report on the Evaluation of DNA Extraction Chemistries." June 2007.
- Nurthen, T., Hlinka, V., Muharam, I., Gallagher, B., Lundie, G., Iannuzzi, C. "Project 11: Report on the Validation of the Automated Extraction Chemistry Kit using the MultiPROBE® II PLUS HT EX with Gripper™ Integration Casework Platform." 2007.
- Nurthen, T., Hlinka, V., Muharam, I., Gallagher, B., Lundie, G., Iannuzzi, C. "Project 13: Report on the Verification of the Automated Extraction Chemistry Kit using the MultiPROBE® II PLUS HT EX with Gripper™ Integration Casework Platform." 2007.

## 10 QUALITY ASSURANCE/ACCEPTANCE CRITERIA

- A Negative control (also known as the reagent blank) is included with each batch of extractions. This reagent blank is processed as a normal sample through to completion. If any results are obtained from this sample, either at the quantitation step or the Genescan analysis step, then the possible source of the contamination is investigated. The samples extracted with this control are thoroughly checked and repeated if possible.
- Positive and negative controls are included in each extraction batch as per table 4.

## 11 REFERENCES

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## 12 STORAGE OF DOCUMENTS

- All worksheets are stored in the Analytical area (Room 6117).

## 13 ASSOCIATED DOCUMENTS

QIS 17120 Operational Practices in the DNA Dedicated Laboratories

**Automated DNA IQ™ Method of Extracting DNA**

- QIS [17171](#) Method for Chelex Extraction  
 QIS 17165 Receipt, Storage and Preparation of Chemicals, Reagents and Test Kits  
 QIS [23939](#) Operation and Maintenance of the MultiPROBE® II PLUS HT EX and  
 MultiPROBE® II PLUS HT EX with Gripper™ Integration Platform  
 QIS 24469 Batch functionality in AUSLAB  
 QIS [24256](#) Sequence Checking with the STORstar Instrument  
 QIS 24255 Analytical Sample Storage

**14 AMENDMENT HISTORY**

Revision	Date	Author/s	Amendments
0	23 Oct 2007	B. Gallagher, T. Nurthen, C. Iannuzzi, V. Hlinka, G. Lundie, I Muharam.	First Issue

Not Current