

## **PRIMER POLICY PROPOSAL**

Fluorescent primers are light sensitive and should be protected from light. Therefore primer stock solutions should be stored frozen, in the long-storage primer freezer (#11), in the Tissue Bank room. The only exception should be the Forensic Wildlife lab, which store and monitor their primers themselves.

### **PRIMER DATABASE**

The database must be kept up-to-date at all times. Primers will not be dispersed until ALL of the required information has been added. If the information is not applicable to the primer you are ordering, you may enter “n/a” or “-“ but no columns maybe left blank.

- i) When ordering primers, you are responsible for completing the following columns in the database:
  - Primer ID (if it does not generate by itself)
  - Primer Name
  - Region
  - Marker
  - Forward\_Reverse
  - Label
  - Taxon Isolated From
  - Paper Reference
  - Sequence Entry #1
  - Sequence Entry #2
  - Comments
  - Entered By
- ii) When Sue (or Jen) order the primers, they will be responsible for entering:
  - Date the Primer is Ordered
  - Company
- iii) When the primers have been received, Sue (or Jen) will be responsible for entering:
  - Lot Number
  - Room
  - Freezer
  - Box Number
  - Co-ordinates Active
  - Box Type
  - Date the Primer is Received
- iv) Upon receipt of the email that your primer has arrived and your preparation of the aliquots, you are responsible for entering the following:
  - Estimate of 200uM stock
  - Estimate of 100uM stock
  - Estimate of 40uM stock
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- v) If you finish a primer you must do the following:
  - if you require more of the primer:
    - i. Send an email to Sue (or Jen) with the order request attached
    - ii. Put “ordered” in the comments column so others know it is coming
  - if no more of the primer is required:
    - i. Write “no physical primer” in the comments column so others know that there is no primer left.
- vi) If the primer becomes “inactive” please do the following:
  - move the primer to the first available space in the inactive box
  - delete the information from the “coordinates active” column
  - enter the new location coordinates in the “coordinates inactive” column

### **WHEN A PRIMER ARRIVES**

All primers will be sent to Sue (or Jen) for dispersal. Once it has been confirmed, that the individual who ordered it has entered all of the required information into the primer database, the primer will be placed in the next available row in the “active primer” box. An email will be sent to the individual indicating the primer(s) have arrived and the primer “location” may be determined by checking the database.

The stock primer and its aliquots will be stored in the primer freezer (Freezer #11) that is located within the tissue bank room. Within the freezer, the primers will be placed in a clear storage box labeled with a P#. The stock primer (100uM or 200uM or 40uM, depending on the primer) will be placed in position number one (e.g. A1 and A2 if 2 stocks exist or A1 if just a 40uM exists). The stock will be followed by the 25uL aliquots (e.g. A3-A10 or A2-A10). Each primer should only occupy one lane (e.g. A1-A10) in a storage box. The primer box number and the corresponding lane location must be entered into the primer database along with all other primer information

A single P# box may only have either active primers or inactive primers. Therefore, even if there are empty lanes in an "inactive" box you cannot store an active primer and its aliquots in this box. You must start a new "active" primer storage box. The same also applies to storing inactive primers in open lanes of an "active" storage box.