



Montreal Neurological Institute and Hospital
McGill University

CBIG-02-015

HOW TO USE AN ORAGENE-DNA TEST TUBE FOR THE COLLECTION OF SALIVA

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1. REVISION HISTORY

Version	Summary of revisions	Effective Date
1.0	Initial	2-Oct-2020

2. SCOPE AND APPLICATION

This protocol is to be used for the collection of saliva via an Oragene-DNA test tube.

3. REFERENCE TO OTHER SOP OR DOCUMENTS

When adopting this SOP for local use, please reference *C-BIG Repository: CBIG-02-015 How to Use an Oragene-DNA Test Tube for the Collection of Saliva*.

3.1 Reference to Other C-BIG SOPs or Documents

1. C-BIG Repository: CBIG-02-006 DNA Extraction from Saliva

3.2 Reference to External SOPs or Documents

1. Booklet, DNAGenotek, 2016: PD-BR-017
2. Booklet, DNAGenotek, 2017: PD-PD-118, User Instructions

4. PERSONNEL QUALIFICATION AND RESPONSIBILITIES

To be read by all personnel who collect saliva with a Oragene-DNA test tube. All personnel who read this SOP should sign the form found in the reading log binder.

5. ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
C-BIG	Clinical Biological Imaging and Genetic Repository
DNA	Deoxyribonucleic Acid
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure

6. MATERIALS AND EQUIPMENT

The materials and equipment listed below are recommendations only and may be substituted by alternative/equivalent products more suitable for site-specific task or procedure.

NOTE: All disposable items are sterile (gamma-irradiated) unless otherwise specified. All equipment, disposables or reagents can be substituted with equivalent materials following evaluations and approval, unless specified otherwise.

NOTE: All sample contact materials must be suitable for RNA work (i.e., RNase-free). Use clean gloves at all times to prevent inadvertent RNase contamination during processing.

Material/Equipment	Material/Equipment (site specific)
Oragene-DNA kit	DNAGenotek; Cat # OG-500

7. PROCEDURES

PRECAUTIONS: All biological samples derived from human source are considered to be biohazardous. Use appropriate precautions when working with such samples (i.e. personal protection equipment such as gloves, lab coat and safety glasses). All waste (samples and related contact materials) must be placed in marked biohazardous waste containers and disposed of under hospital guidelines.

NOTE: It is important to not drink, eat, smoke or chew gum for 30 minutes before giving a saliva sample.

NOTE: Do not remove the plastic film from the funnel.

7.1 Saliva collection with an Oragene-DNA test tube

1. Take one Oragene-DNA kit and open it. Each kit contains a packaging, a collector, an instruction booklet and a tube cap (see figure 1).



Figure 1. Oragene-DNA kit

NOTE: Most people take between two (2) and five (5) minutes to complete the collection of saliva.

2. Spit into the funnel until the amount of liquid saliva (no bubbles) reaches the fill line (see figure 2).

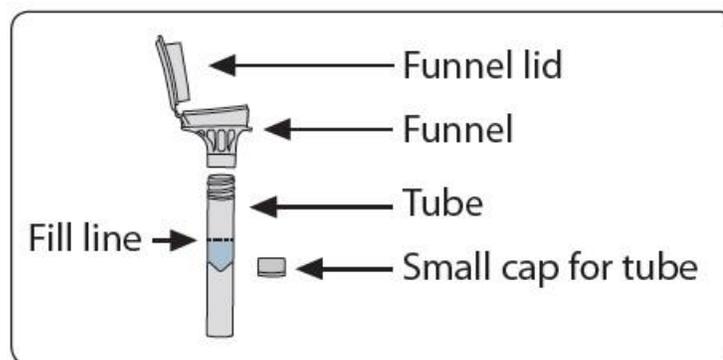


Figure 2. Collector Tube

3. Hold the tube upright with one hand and close the funnel lid with the other hand by firmly pushing the lid until a “click” is heard.

NOTE: The liquid in the lid will be released into the tube to mix with the saliva.

4. Hold the tube upright and unscrew the funnel from the tube. The funnel can now be discarded.
5. Use the small cap to close the tube tightly.
6. Shake the capped tube for five (5) seconds.
7. Label your tube with your name or initials, date of birth.

NOTE: The Oragene-DNA test tube must be kept at room temperature and it is stable for years.

The Oragene-DNA test tube must be given to the appropriate staff for the next step, DNA extraction from saliva. For the extraction, consult SOP *CBIG-02-006 DNA Extraction from Saliva*.

8. QUALITY CONTROL / QUALITY ASSURANCE

All the equipment used should be monitored, cleaned and calibrated as by their specific SOPs.



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Reagents with an expiry date should be monitored and used before this date. If used after expiry date, it should be recorded.

9. APPENDICES/FORMS

N/A



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