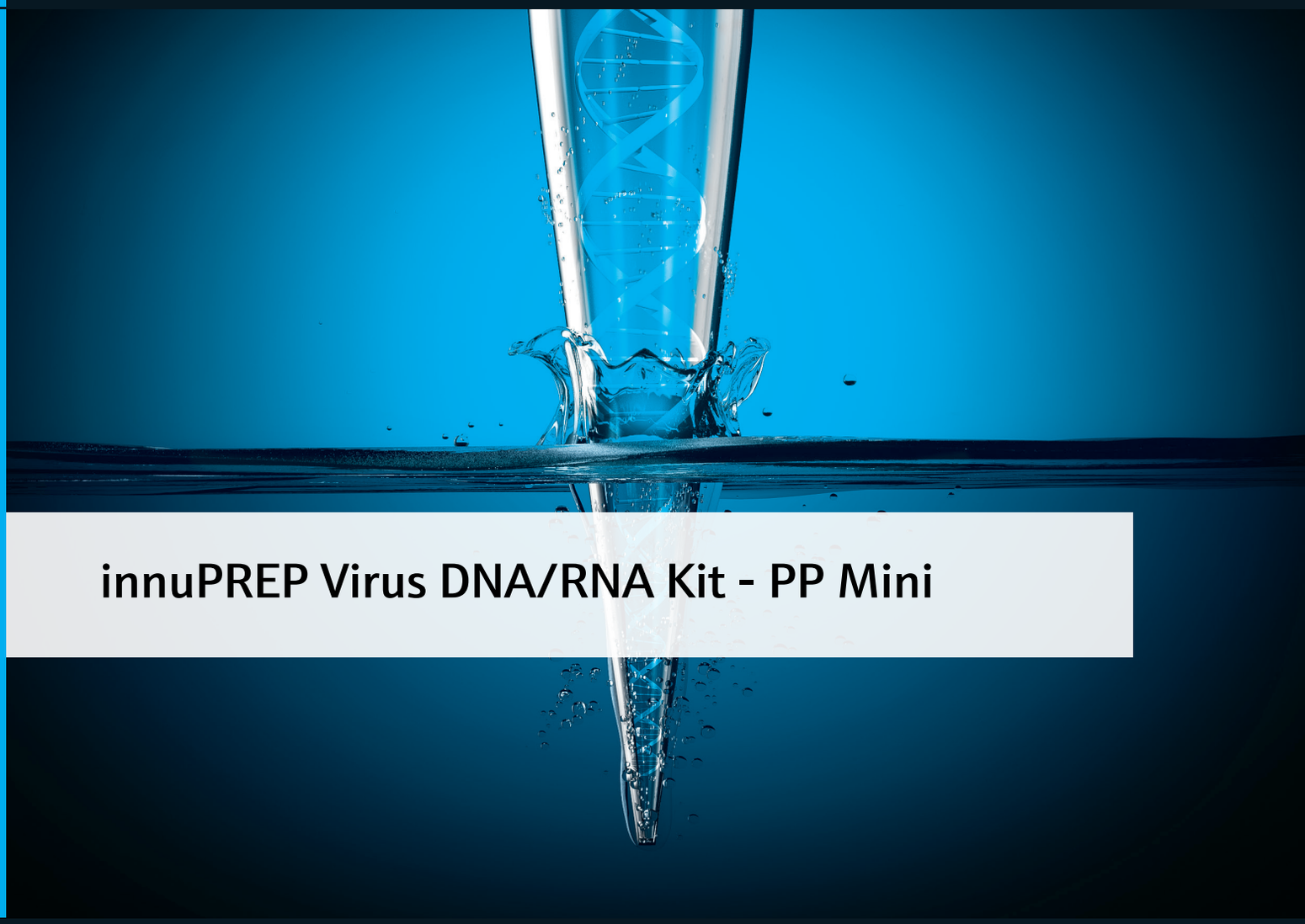
Instructions for Use
Life Science Kits & Assays



innuPREP Virus DNA/RNA Kit - PP Mini

iST Innuscreen GmbH

Order No.:

845-PS-0100016	16 reactions
845-PS-0100096	96 reactions

Publication No.: HB_PS-0100_e_250122

Manufacturer and Distributor:
IST Innuscreen GmbH
Robert-Rössle-Straße 10
13125 Berlin · Germany
Made in Germany!

Phone +49 30 9489 3380
Fax +49 30 9489 3381
info.innu@ist-ag.com

Contents

1 Introduction

1.1 Intended use

The **innuPREP Virus DNA/RNA Kit – PP Mini** has been designed for the fully automated isolation of both viral DNA and RNA from different kinds of starting material. The procedure combines lysis of starting material with subsequent binding of viral DNA/RNA on surface modified magnetic particles. After washing steps, the viral DNA/RNA is eluted from the magnetic particles by using water. The extraction process is running in two steps: The first step includes automated sample lysis and is followed by the second step which performs automated nucleic acid extraction. Therefore, the samples are transferred into the DW Strip or DW Plate (available separately) and now ready-to-use for downstream applications.

The kit contains a Carrier Mix. The Carrier Mix consists of a necessary Carrier RNA as well as a synthetic DNA fragment and MS2 RNA. Both can be used as internal extraction controls. The proof can be provided by means of available assays from IST Innuscreen GmbH. In addition, individual internal controls can be used. No data are available on the rate of recovery of individual used internal controls. There can be no guarantee for the recovery of individual internal controls. It also pointed out here that used individual controls based on MS2 RNA sequences may lead to higher detection signals with the MS2 RNA from the Carrier Mix.

It is important to note, that the kit should be used with an internal extraction control and corresponding detection assays to monitor the purification, amplification, and detection processes.

Please note that the eluates contain Carrier Mix. In case of using Carrier Mix the quantification of nucleic acids (isolated with this kit) by photometric or fluorometric methods is not possible. It is recommended to quantify extracted RNA/DNA with other methods like specific quantitative Real-time PCR.

The detection limit for certain viruses depends on the individual procedures, for example in-house PCR or commercial used detection

assays. We can give no warranty for the efficiency of extraction for different kinds of viruses.

The kit is intended for use by professional users. The kit has been designed to be used for a wide range of different downstream applications, like amplification reactions and further analytical procedures. Diagnostic results generated using the extraction procedure in conjunction with diagnostic tests should be interpreted regarding other clinical or laboratory results. To reduce irregularities in diagnostic results, internal controls for downstream applications should be used.

CONSULT INSTRUCTION FOR USE

This package insert must be read carefully before use. Package insert instructions must be followed accordingly. Reliability of results cannot be guaranteed if there are any deviations from the instructions in this package insert.

1.2 Notes on the use of this manual and the kit

For easy reference and orientation, the manual and labels use the following warning and information symbols as well as the shown methodology:

Symbol	Information
REF	**REF** Catalogue number.
Σ N	**Content** Contains sufficient reagents for <N> reactions.
15 °C 30 °C	**Storage conditions** Store at room temperature or shown conditions respectively.
	Consult instructions for use This information must be observed to avoid improper use of the kit and the kit components.
	Expiry date
LOT	**Lot number** The number of the kit charge.
	Manufactured by Contact information of manufacturer.
	For single use only Do not use components for a second time.
	Note / Attention Observe the notes marked in this way to ensure correct function of the kit and to avoid operating errors for obtaining correct results.

The following systematic approach is introduced in the manual:

- The chapters and figures are numbered consecutively.
- A cross reference is indicated with an arrow (e.g. → „Notes on the use of this manual and the kit“ p. 4).
- Working steps are numbered.

2 Safety precautions

NOTE
Read through this chapter carefully before use to guarantee your own safety and a trouble-free operation.
Follow all the safety instructions explained in the manual, as well as all messages and information, which are shown.

All due care and attention should be exercised in handling the materials and reagents contained in the kit. Always wear gloves while handling these reagents and avoid any skin contact! In case of contact, flush eyes or skin with a large amount of water immediately.

FOR SINGLE USE ONLY!
This kit is made for single use only!

ATTENTION!
Don’t eat or drink components of the kit!
The kit shall only be handled by educated personnel in a laboratory environment!

If the buffer bottles are damaged or leaking, wear gloves and protective goggles when discarding the bottles in order to avoid any injuries. This kit might be used with potentially infectious samples. Therefore, all liquid waste must be considered as potentially infectious and must be handled and discarded according to local safety regulation.

Please observe the federal, state and local safety and environmental regulations. Follow the usual precautions for applications using extracted nucleic acids. All materials and reagents used for DNA or RNA isolation should be free of DNases or RNases.

ATTENTION!
Do not add bleach or acidic components to the waste after sample preparation!

NOTE

Emergency medical information in English and German can be obtained 24 hours a day from:

Poison Information Center, Freiburg / Germany

Phone: +49 (0)761 19 240.

For more information on GHS classification and the Safety Data Sheet (SDS) please contact sds.innu@ist-ag.com.

3 General notes and safety recommendations on handling RNA

RNA is far less stable than DNA. It is very sensitive to degradation by endogenous RNases in the biological material and exogenous RNases which are permanently present everywhere in the lab. To achieve satisfactory qualitative and quantitative results in RNA preparations, contaminations with exogenous RNases have to be reduced to a minimum in accordance with the following recommendations:

- Always wear latex or vinyl gloves while handling reagents and RNA samples to prevent RNase contaminations from surface of the skin or from dusty laboratory equipment.
- Change gloves frequently and keep tubes closed.
- Keep isolated RNA on ice.
- Reduce preparation time as much as possible.
- Use only sterile, disposable polypropylene tubes throughout the procedure (these tubes are generally RNase-free.)
- Non-disposable plastic ware should be treated before use to ensure that it is RNase-free. Plastic ware should be thoroughly rinsed with 0.1 M NaOH, 1 mM EDTA followed by RNase-free water. You can also take chloroform-resistant plastic ware rinsed with chloroform to inactivate RNases.
- All glassware should be treated before use to ensure that it is RNase-free. Glassware should be cleaned with detergent, thoroughly rinsed and oven baked at 240 °C for four hours or more before use.

Autoclaving will not inactivate RNase activity completely. Oven baking inactivates RNases and ensures that no other nucleic acids (such as plasmid DNA) are present on the surface of the glassware. You can also clean glassware with 0.1 % DEPC (diethyl pyrocarbonate). The glassware has to be immersed in 0.1 % DEPC solution for 12 hours at 37 °C followed by autoclaving or heating to 100 °C for 15 minutes to remove residual DEPC.

- Electrophoresis tanks should be cleaned with detergent solution (e.g. 0.5 % SDS), thoroughly rinsed with RNase-free water, rinsed with ethanol and finally allowed to dry.
- All buffers have to be prepared with DEPC-treated RNase-free water.
- Avoid handling bacterial cultures, cell cultures or other biological sources of RNases in the same lab where the RNA purification will be performed.
- Do not use equipment, glassware and plastic ware employed for other applications which might introduce RNase contaminations in the RNA isolation.

4 Storage conditions

All kit components are shipped at ambient temperature.

Upon arrival store **MAG Suspension** at 4 °C to 8 °C and lyophilized **Carrier Mix** at -22 °C to -18 °C. Aliquot dissolved **Carrier Mix** and do not freeze and thaw it more than 3 times!

The mixture of **Lysis Solution RL** and **Carrier Mix** is stable for a maximum of 7 days if stored at 4 °C to 8 °C.

All other components of the **innuPREP Virus DNA/RNA Kit – PP Mini** should be stored dry, at room temperature (15 °C to 30 °C). When stored at room temperature, the kit is stable until the expiration date printed on the label on the kit box.

If there are any precipitates within the provided solutions solve these precipitates by careful warming. Before every use make sure that all components have room temperature.

5 Functional testing and technical assistance

The IST Innuscreen GmbH guarantees the correct function of the kit for applications as described in the manual. This kit has been produced and tested in an ISO 13485 certified facility.

We reserve the right to change or modify our products to enhance their performance and design. If you have any questions or problems regarding any aspects of the **innuPREP Virus DNA/RNA Kit – PP Mini** please do not hesitate to contact us. For technical support or further information in Germany please contact info.innu@ist-ag.com. For other countries please contact your local distributor.

6 Product use and warranty

The kit is not designed for the usage of other starting materials or other amounts of starting materials than those, referred to in the manual (→ “Product specifications“ p. 10). Since the performance characteristics of IST Innuscreen GmbH kits have only been validated for the application described above, the user is responsible for the validation of the performance of IST Innuscreen GmbH kits using other protocols than those described below. IST Innuscreen GmbH kits may be used in clinical diagnostic laboratory systems after the laboratory has validated the complete diagnostic system as required by CLIA’ 88 regulations in the U.S. or equivalents in other countries.

All products sold by IST Innuscreen GmbH are subjected to extensive quality control procedures and are warranted to perform as described when used correctly. Any problems should be reported immediately.

NOTE

This kit is for research use only!

7 Kit components

7.1 Included kit components

	Σ 16	Σ 96
REF	845-PS-0100016	845-PS-0100096
MAG Suspension	1 ml	5.5 ml
Carrier Mix	for 1 x 1.25 ml working solution	for 1 x 1.25 ml working solution
RNase-free Water	2 x 2 ml	2 ml & 15 ml
Lysis Solution RL	10 ml	60 ml
Binding Solution RBS	10 ml	50 ml
Washing Solution HS (conc.)	5 ml	30 ml
Washing Solution LS (conc.)	6 ml	35 ml
Washing Solution D	10 ml	60 ml
Manual	1	1

7.2 Components not included in the kit

- 1.5 ml tubes
- 96–99.8 % ethanol (non denaturated or methylated)
- 1 x PBS (137 mM NaCl, 2.7 mM KCl, 10 mM Na_2HPO_4, 1.8 mM KH_2PO_4); optional for Protocol 5
- 0.9 % physiological saline (NaCl); optional for Protocol 3
- DW Strip / DW Plate / DW Tip Comb (compatible with the PP Mini device)

8 Product specifications

1. Starting material:

- Cell-free body fluids and cell culture supernatant (e.g. serum, plasma, cerebrospinal fluid)
- Swabs from nasopharyngeal samples (e.g. Influenza A)
- Tissue samples (up to 10 mg)
- Stool samples (50–100 mg) (e.g. Norovirus)

2. Time for isolation:

- Approximately 35 minutes

9 Recommended steps before starting

- Add the indicated amount of RNase-free Water to each vial **Carrier Mix**, mix thoroughly and store as described above.

845-PS-0100016 845-PS-0100096	Add 1.25 ml RNase-free Water to lyophilized Carrier Mix.

- Add the indicated amount of absolute ethanol to each bottle **Washing Solution HS (conc.)**, mix thoroughly and store as described above. Always keep the bottle firmly closed.

845-PS-0100016	Add 5 ml ethanol to 5 ml Washing Solution HS (conc.).
845-PS-0100096	Add 30 ml ethanol to 30 ml Washing Solution HS (conc.).

- Add the indicated amount of absolute ethanol to **Washing Solution LS (conc.)**, mix thoroughly and store as described above. Always keep the bottle firmly closed.

845-PS-0100016	Add 24 ml ethanol to 6 ml Washing Solution LS (conc.).
845-PS-0100096	Add 140 ml ethanol to 35 ml Washing Solution LS (conc.).

10 Usage of Carrier Mix

10.1 Detection

Besides carrier RNA, the **Carrier Mix** contains an Internal Control DNA and RNA (IC DNA and IC RNA). Both can be detected by real-time PCR using the corresponding assays.

Name	Amount	Order No.
innuDETECT Internal Control DNA/RNA Assay	100 rxn	845-ID-0008100

10.2 Preparation of Lysis Solution RL / Carrier Mix

Prepare mixture of **Lysis Solution RL** and **Carrier Mix** according to the table below.

Component	16 samples	96 samples	n samples
Lysis Solution RL	6 ml	36 ml	360 µl x sample
Carrier Mix	200 µl	1.2 ml	12 µl x sample
Final volume	6.2 ml	37.2 ml	372 µl x sample

If customized extraction controls are used, please add these components to the mixture of **Lysis Solution RL / Carrier Mix**.

NOTE
Store mixture of **Lysis Solution RL / Carrier Mix** at 4–8 °C for a maximum of 7 days.

11 Protocols for isolation of viral DNA and RNA

11.1 Protocol 1: Isolation from cell-free body fluids (serum, plasma, cerebrospinal fluid, liquor) & from cell culture supernatants

1. Transfer **300 µl Lysis Solution RL/Carrier Mix** into the 1st or 7th cavity. Add **200 µl** of the sample.
2. Proceed with "Automated extraction using PurePrep Mini" on p.15.

11.2 Protocol 2: Isolation from swab samples

Alternative 1:

1. Transfer **300 µl Lysis Solution RL/Carrier Mix** into the 1st or 7th cavity.
2. Place the swabs into 1.5 ml reaction tubes containing **500 µl physiological saline** (0.9 % NaCl), incubate short and shake the swab vigorously inside the solution, squeeze it at the wall of the tube and remove the swab.
3. Transfer **200 µl** of the **physiological saline** to each well containing **Lysis Solution RL/Carrier Mix**.
4. Proceed with "Automated extraction using PurePrep Mini" on p.15.

11.3 Protocol 3: Isolation from tissue biopsies

Alternative 1:

1. Transfer **300 µl Lysis Solution RL/Carrier Mix** into a 1.5 ml reaction tube and add approx. **1 – 10 mg** of the **tissue biopsy**.
2. Close the cap and vortex the 1.5 ml reaction tube for 10 sec.
3. Place the 1.5 ml reaction tube into a thermal mixer and incubate under continuous shaking for 30 minutes at room temperature. Lysis

time can be increased up to lysis of starting material is complete (60 min).

NOTE
Alternative the 1.5 ml reaction tube can be mixed by vortexing during the lysis (each 5 min for 5 sec). A longer lysis time can lead to a reduced yield and quality of some viral RNA's.

4. After lysis centrifuge the 1.5 ml reaction tube at max. speed for 1 minute to spin down unlysed material.

5. Transfer approx. 3**00 µl of the lysed sample** into 1st or 7th cavity and add **200 µl Lysis Solution RL**.

6. Proceed with "Automated extraction using PurePrep Mini" on p.15.

11.4 Protocol 4: Isolation from stool samples

Alternative 1:

1. Transfer about **0.05 – 0.1 g** of the **stool sample** into a 1.5 ml reaction tube and add **250 µl PBS** (not included in scope of delivery).

2. Vortex the sample for 5 sec and centrifuge it at max. speed for 3 min.

3. Transfer **300 µl Lysis Solution RL/Carrier Mix** into the 1st or 7th cavity and add the **clarified supernatant (max. 250 µl)** of the stool sample from step 2 to each well containing Lysis Solution RL/Carrier Mix.

4. Proceed with "Automated extraction using PurePrep Mini" on p.15.

Alternative 2.

In some cases, the initial fecal sample is mixed with special ELISA Buffer for subsequent ELISA detection of Norovirus.

1. Transfer **250 µl of the sample** into a 1.5 ml reaction tube and centrifuge the tube at maximum speed for 3 minutes.

2. Transfer **300 µl Lysis Solution RL/Carrier Mix** into the 1st or 7th cavity and add the **clarified supernatant (max. 250 µl)** from step 1 to each well containing Lysis Solution RL/Carrier Mix.

3. Proceed with “Automated extraction using PurePrep Mini” on p.15.

12 Automated extraction using PurePrep Mini

12.1 Prefilling of the DW Plate or the DW Strips

	1	2	3	4	5	6	7	8	9	10	11	12
A	Sample 1	→	→	→	→	Eluate 1	Sample 9	→	→	→	→	Eluate 9
B	Sample 2	→	→	→	→	Eluate 2	Sample 10	→	→	→	→	Eluate 10
C	Sample 3	→	→	→	→	Eluate 3	Sample 11	→	→	→	→	Eluate 11
D	Sample 4	→	→	→	→	Eluate 4	Sample 12	→	→	→	→	Eluate 12
E	Sample 5	→	→	→	→	Eluate 5	Sample 13	→	→	→	→	Eluate 13
F	Sample 6	→	→	→	→	Eluate 6	Sample 14	→	→	→	→	Eluate 14
G	Sample 7	→	→	→	→	Eluate 7	Sample 15	→	→	→	→	Eluate 15
H	Sample 8	→	→	→	→	Eluate 8	Sample 16	→	→	→	→	Eluate 16

Fig. 1: Schematic illustration of DW Plate

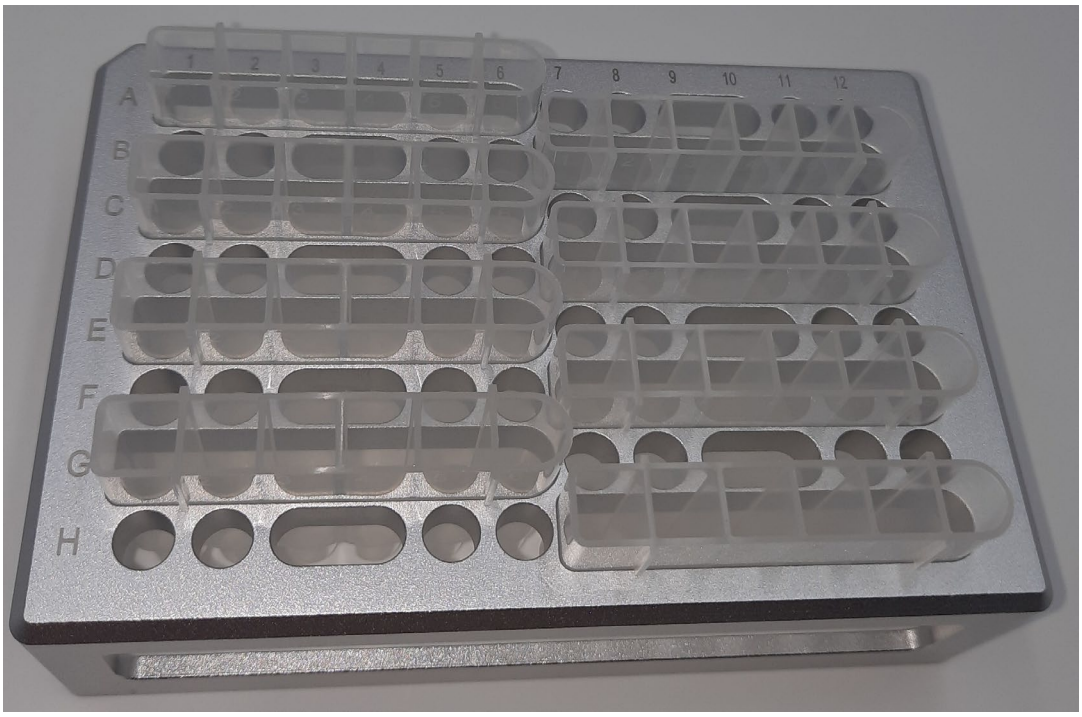


Fig. 2: Arrangement of the DW Strips in Tray

Cavity of DW Plate/Strip	Content
Cavity 1	Sample + Lysis Solution RL/Carrier Mix
Cavity 2	500 µl Washing Solution HS
Cavity 3	800 µl Washing Solution LS
Cavity 4	800 µl Washing Solution LS
Cavity 5	500 µl Washing Solution D
Cavity 6	120 µl RNase-free Water

The prefilling is carried out from left to right as shown in the illustration, Fig. 1. The DW Strips located in the tray are filled in the same way.

12.2 Loading filled Deep Well Plate/Strips to the PurePrep Mini and plug in the Tip Combs

NOTE

- When using strip (strips), the strip is inserted into the tray. In total, a maximum of 8 strips can be used in one extraction-run.
- When working with strips, only every second tip is being used for extraction:

  Left tray side: Tip 1, 3, 5, 7

  Right tray side: Tip 2, 4, 6, 8.
- It is recommended to mark the tips used for the extraction so that they are not used more than once.

1. Select the protocol

   "VirusDNARNA" and start the run.
2. The automated extraction process starts with sample lysis. The program pauses after the sample lysis.
3. After the device has stopped, take the Plate/Strip out of the device and add **50 µl** of well mixed **MAG Suspension** and **450 µl** of **Binding Solution RBS** to the lysed samples into **cavity 1 or 7**.
4. After addition of **MAG Suspension** and **Binding Solution RBS** place the Plate/Strip back to the PurePrep Mini and continue the extraction process by start the device (you will find the instruction on the display of the PurePrep Mini).
5. After finishing the extraction protocol, the Cavity 6 and 12 contains the isolated DNA/RNA.

IMPORTANT NOTE

After finishing the extraction protocol, the last cavity of the Plate/Strip contains the isolated DNA/RNA. Store the DNA/RNA under adequate conditions.

We recommend storing the extracted RNA at −82 °C to −78 °C.

13 Troubleshooting

Problem / probable cause	Comments and suggestions
Low amount of extracted DNA/RNA	
Insufficient lysis	Optimize homogenization process. Prolong lysis time. Reduce amount of starting material.
Low concentration of extracted DNA/RNA	
Too much Elution Buffer (RNase-free Water)	Elute the DNA/RNA in a lower volume of RNase-free Water (min. 80 µl).
Total RNA degraded	
RNA source inappropriately handled or stored	Ensure that the starting material is fresh! Ensure that the protocol, especially the first steps, has been performed quickly.
Total RNA does not perform well in downstream applications (e.g. RT-PCR)	
Salt carryover during elution	Ensure that **Washing Solution HS** and **Washing Solution LS** are at room temperature. Checkup Washing Solution for salt precipitates. If there are any precipitate dissolves these precipitate by carefully warming.

IST Innuscreen GmbH
Robert-Rössle-Str.10
13125 Berlin · Germany

Phone +49 30 9489 3380
Fax +49 30 9489 3381

info.innu@ist-ag.com

IST Innuscreen GmbH