

SEA-PHAGES Lysate Archiving Protocol

Objective

A comprehensive archive of lysates for phages found through the SEA-PHAGES program and entered into PhagesDB.org is a valuable asset to the SEA-PHAGES community as well as the larger mycobacteriophage research community. The University of Pittsburgh has agreed to house this archive and distribute samples when necessary. Set forth in these instructions are the procedures needed to ensure your institution's phages are a part of this important resource. Archiving consists of 1) sample preparation and 2) complete and accurate database information. Phages that do not have both – an archived sample at the University of Pittsburgh and complete and accurate database information will be deleted.

Major Consideration

1. The phage lysates that you send should match the complete and correct information in PhagesDB. Please be sure to enter all information at PhagesDB before requesting an Archive List of Phages. To obtain an archive list, go to your institution page. (Be sure to log on.) A .pdf is available to download in your archive box on your institution page.
2. As you archive, check your phage page entries for accuracy and completeness.
3. We request 2 samples for each phage lysate archived to be sent to Pitt. We also encourage you save an additional sample at your institution.
4. Bar-coded archive tubes will be sent to your institution (unless otherwise pre-arranged), supplying 2 tubes for each phage lysate (based on student enrollment numbers). These tubes will ship in October. A tube request will be sent each October. Be sure to check that faculty names, shipping addresses, and student numbers are entered on seaphages.org no later than the "Section Data entry" deadline.

Overview

There are 3 sections of this protocol.

1. **Documentation**
 - Part 1: Material Transfer Agreement
 - Part 2: Archive List
2. **Sample Preparation**
3. **Shipping Instructions**

Materials

This year, only bar-coded tubes & a tube box(es) will be sent. No other shipping materials are provided. Exception: Schools in their first year of phage hunting will receive a complete Archive Box (includes tubes, DMSO, Shipping box):

- **Bar-coded screw-capped Microcentrifuge tubes** (MP52345PK: 1.40ml 2D barcoded tubes pack of 960 List price: \$270.00 and MP53101PK: White screw-caps, pack of 960: List price: \$279.00 (www.novabiostorage.com) (2 tubes/lysate) These tubes have unique barcodes for tracking in our inventory. Left-over tubes can be used in subsequent years, so keep them safe and avoid contamination. If they get contaminated, they are autoclavable. The tubes can hold 1.4 ml of liquid. [The tubes used for your school inventory are not provided.](#)
- **DMSO** Dymethyl Sulfoxide (Sigma Aldrich 25 ml bottle Catalog # D8418-50ml List price: \$35.90) Ready to use. This will only be provided with the initial Archive Kit.
- **Shipping materials (shipping box).** This will only be provided with the initial Archive Kit. (Therefore only the newest cohort will receive shipping materials.) Use a sturdy

insulated box and cold packs (not wet or dry ice). We ask that you ship materials overnight and notify us of tracking information. Return shipping cost is at your own expense.

- **Tube Box** – A cardboard box will be shipped with the duplicate bar-coded tubes to help ensure that tubes are sent back in the **order of the archive list**.
- **Archive List Print-out.** (See Documentation, part 2 below.)
- **Phage Lysate**, preferably with a titer of at least 10^9 (Provided by you!) We ask that you make 3 samples for archiving purposes: one to be kept at your home institution in your own tubes, and two to be sent to Dr. Graham F. Hatfull at the University of Pittsburgh (Pitt). **Use your own tubes for the sample that is to be kept at your institution.** The following protocol is to be used in preparing your phage samples that you will send to the University of Pittsburgh.

Procedure

Documentation, Part 1: Materials Transfer Agreement

All participating schools have current MTAs in place, no further paperwork is needed at this time. This does not have to be repeated each year.

Documentation, Part 2: “Archive List”

Once you have ALL phages entered at PhagesDB, you can generate an archive list at your [Institution Page at seaphages.org](http://seaphages.org).

SEA PHAGES

CONNECT YOUR EXIS

The official website of the HHMI Science Education Alliance-Phage Hunters Advancing Genomics and Evolutionary Science

HOME MEMBERS NEWS/PUBS EVENTS RESOURCES CONTACT

Archiving Info

Archive samples are due December 15 of each calendar year. The archiving protocol is posted on PhagesDB.

As of now, you have no outstanding/overdue phages to archive. Great work!

Download Archiving Report

Select a year using the form below, then click "Download Report" to generate an archiving report. This report should serve as a check that your shipment matches your PhagesDB entries, and should be included as a packing slip.

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Review this sheet and make sure all information about each phage is accurate and complete. Revise all discrepancies at PhagesDB and make a new list. DO NOT just make changes by writing on the list, you must enter those changes in PhagesDB and request a new list. The exception is “Deleted Phages”. If you need to delete an entry, please email djs@pitt.edu to do so. Only University of Pittsburgh staff can delete a phage entry. Overall, this will ensure that PhagesDB contains accurate and updated information about each phage. Include this printout in the box that you send back to Pitt.

Note: If your Archive Info box at seaphages.org is red, that means you have entries at phagesDB that are not archived. Please investigate and then contact Debbie (djs@pitt.edu) to devise a plan to remedy the discrepancies.

Note: You can also use the data sheet available on PhagesDB to check for complete and accurate entry of data for each phage entered by your students. Go to phagesDB.org/data. Download “Full Tab-delimited Text Files” and open in Excel. Sort by year and institution for the phages needed here.

Tube Request:

Yearly tube request: Each year, we will send a request for the number of phages that you find. You may need to estimate that number to meet the tube request deadline. (and save any extra tubes for next year!) We ask that you send us archive samples once a year, including all phages for that CALENDAR YEAR.

Sample Prep (for each phage you are submitting)

We ask that you prepare 2 samples to send to us for each archive phage in the bar-coded tubes that were sent to you. Add at least one more tube (**not provided**) for your archive set. The following directions refer to the tubes shown in the photo below (A – K). A video for sample prep is available at <http://www.youtube.com/watch?v=5GjAjky81D4>. Please ignore the addition of beads.

1. Labeling **2 bar-coded** microcentrifuge tubes with the **Phage Name**. Ensure that the phage name is legible. Do not add tape to the tubes. Do not leave the tubes unlabeled.
2. Prepare the Lysate and DMSO Mixture for all of your tubes. The DMSO is provided ready-to-use. You want a final concentration of 6% DMSO.
Final volume of Mixture needed is at least 5 ml.
To prepare a 5ml final volume (because the pipetting is a bit easier), add 300 ul of DMSO to 4700 ul of Your Phage Lysate. Vortex. The mixture is now ready to dispense in 2 bar-coded tubes for Pitt and the remainder for your own archives..
3. Pipette the mixture into each of the labeled tubes to below the thread line.
4. Take care to close the tube properly.
5. Place the bar-coded tubes in the box provided in the same order as that designated on your packing list. That will facilitate the handling of these tubes upon their arrival at Pitt. Refrigerate until you are ready to ship.
6. Any phages on your list that you will plan to send at a later time should be noted on the archive list with when we can expect to receive them.
7. Any phages that do not have a lysate to match, should be marked as “**Delete**” on the archive list. We will delete those phage pages when we receive the list.
8. Place your own archive tubes in an appropriate rack and freeze at your institution.
9. Any extra tubes can be saved for next year. There is no expiration date and they can be autoclaved. They are expensive, so please do not discard.

Shipping Instructions

Once you have the samples prepared and necessary paperwork completed, you are ready to ship. Place the pair of lysates in the rack box provided in the same order as the Archive List, then placed the box in an insulated box with cold packs (do not use ice). Please ship overnight. Please send tracking information to emg190@pitt.edu . Thanks!

Current deadline is December 15. If you miss this deadline, be mindful of holiday closures. If sent when the University of Pittsburgh is recessed, your package will be returned to you.

You may also send your archive lysates along with your DNA samples. Just be sure to notify Dan Russell (dar78@pitt.edu) that they are being shipped together.

Please send this package overnight to:

Attn: Emily Ginser
University of Pittsburgh
303 Clapp Hall
4249 Fifth Ave
Pittsburgh, PA 15260

(412) 624-6976

Checking Your Institution's Archive Status

Each year as you prepare to archive your current phage lysates, please go to your institution page at seaphages.org to see if any past samples have not been archived. Even if you were not the instructor of the course when these archived samples were collected, as the current course instructor we ask that you rectify all lysates from your institution. Please send a plan/timeline to send missing lysates to debbie (djs@pitt.edu). If no lysate can be provided, please request that those phage pages be deleted.

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