

**mammalian cell culture laboratory**

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**SERVICE FORM**

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| **CLIENT INFORMATION** | | | |
| Name |  | Mobile No. |  |
| Affiliation |  | Email Address |  |
| Work/School Address |  | | |

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| **SAMPLE AND SERVICE INFORMATION**  Check appropriate boxes only | |
| ***IMPORTANT NOTE:*** Extract must be **dry** (i.e., completely devoid of water and/or solvent upon submission. Liquid samples will not be accepted for testing.) | |
| **Target Sample Submission Date** |  |
| **Approved Assay Date**  *(To be filled out by the MCCL)* |  |
| □ *Sample No. 1*  Sample ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solvent Used for Extraction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service/s requested:  □MTT CYTOTOXICITY ASSAY  □HCT-116 – human colorectal cancer  □MCF7 – human breast cancer  □A549 – human lung adenocarcinoma  □AA8 – Chinese hamster ovarian fibroblast  □PHOTODOCUMENTATION (For MTT Cytotoxicity Assay only)  □DPPH FREE RADICAL SCAVENGING ASSAY | |
| □ *Sample No. 2*  Sample ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solvent Used for Extraction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service/s requested:  □MTT CYTOTOXICITY ASSAY  □HCT-116 – human colorectal cancer  □MCF7 – human breast cancer  □A549 – human lung adenocarcinoma  □AA8 – Chinese hamster ovarian fibroblast  □PHOTODOCUMENTATION (For MTT Cytotoxicity Assay only)  □DPPH FREE RADICAL SCAVENGING ASSAY | |
| □ *Sample No. 3*  Sample ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solvent Used for Extraction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service/s requested:  □MTT CYTOTOXICITY ASSAY  □HCT-116 – human colorectal cancer  □MCF7 – human breast cancer  □A549 – human lung adenocarcinoma  □AA8 – Chinese hamster ovarian fibroblast  □PHOTODOCUMENTATION (For MTT Cytotoxicity Assay only)  □DPPH FREE RADICAL SCAVENGING ASSAY | |
| □ *Sample No. 4*  Sample ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Solvent Used for Extraction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service/s requested:  □MTT CYTOTOXICITY ASSAY  □HCT-116 – human colorectal cancer  □MCF7 – human breast cancer  □A549 – human lung adenocarcinoma  □AA8 – Chinese hamster ovarian fibroblast  □PHOTODOCUMENTATION (For MTT Cytotoxicity Assay only)  □DPPH FREE RADICAL SCAVENGING ASSAY | |
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| **CONDITIONS AND RESTRICTIONS** | |
| *By submitting my sample/s to the MCCL, I understand and agree to the following terms and conditions:*   1. *That the billing is based on the cost of ALL reagents used for the assay/s requested.* 2. *That the MTT assay takes at least 5 days to finish, depending on the availability of the cultures* 3. *That the RA-in-charge has full prerogative on the scheduling, the completion of the assay and the release of results, based on the availability of the cell cultures* 4. *That the MCCL* ***DOES NOT*** *perform extraction services. The client must perform their own extraction procedure* 5. *That the client is responsible for ensuring that the sample to be submitted is not contaminated by bacteria, yeast or any other microorganisms and that the MCCL is not responsible for any contamination that may be present in the sample submitted (e.g., contamination introduced during extraction)* 6. *That the fee is* ***NOT*** *reimbursable once the assay has already been started, regardless if the test sample was proven to be contaminated* 7. *That the samples will be returned to the client at the completion of the assay. Any samples not claimed* ***one (1) month*** *after the completion of the assay will be disposed of accordingly.* 8. *That the data files of processed samples will be deleted from the MCCL database* ***one (1) month*** *after the turnover of the final report* 9. *That a hard copy of the final report will be provided. A soft copy (pdf file) of the final report will only be provided upon request within one month after the turnover of the report.* 10. *That the scheduling of the assay will only be finalized after submission of the sample, the service form, and the endorsement letter from the client’s research adviser* 11. *That the information provided by the client in this form (e.g. name, client affiliation, sample IDs, service/s requested, etc.) will be reflected on the final report* 12. *That the experiment parameters and set protocols (e.g., sample concentrations) used by the MCCL are set and non-negotiable* 13. *That the MCCL is a service laboratory and does not offer consultation services and reserves the right to turn down questions regarding the principle of the assays being requested* 14. *That all questions regarding the principle of the assays must be addressed to the research adviser/s of the clients* 15. *That the MCCL reserves the right to turn down assay requests on the basis of but not limited to the following:*     * *Data on the cytotoxicity against HCT-116, MCF7, and A549 of the sample being passed has already been published*     * *The sample being passed still has solvent (e.g. ethanol, water, etc.)*     * *The sample is not soluble in dimethyl sulfoxide*     * *There are no available schedule for assay* | |

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| **INSTRUCTIONS** | |
| STEP 1 | The research/thesis adviser must write and sign an endorsement letter addressed to Dr. Sonia D. Jacinto with the following details:   1. School’s letterhead 2. Title of the study 3. Names of ALL the investigators.   The endorsement letter will also serve as a certification that the research/thesis adviser has extensively reviewed the study and that the student/s will not burden the MCCL personnel with questions related to their thesis/research |
| STEP 2 | Secure the service form (Form 1 Rev 05) from any research personnel of the MCCL |
| STEP 3 | Accomplish the form and fill out all appropriate fields. Make sure to sign the form on page 4 |
| STEP 4 | Email the duly accomplished form together with the endorsement letter to **updibmccl@yahoo.com** |
| STEP 5 | Wait for the MCCL’s reply verifying the sample submission date and time. Confirmation of sample submission date will be sent after three (3) working days, at most |
| STEP 6 | *INITIAL SCREENING OF THE SAMPLE:*  Pass the sample to the MCCL. Clients are required to come in on time on the agreed date |
| STEP 7 | *FINAL APPROVAL AND ASSAY SCHEDULING:*  Have a MCCL personnel sign and approve the service form. Secure a photocopy of the service form signed by both parties |
| STEP 8 | Wait for the final billing via email and pay the corresponding fees (full) on or before the approved start date. Non-compliance will automatically forfeit the reservation. |

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| **FEES** | |
| MTT Cytotoxicity Assay  (includes 3 trials for the sample and the positive control) | **Php 7,000.00** per sample per cell line (affiliates of Institute of Biology, UP Diliman)  **Php 8,000.00** per sample per cell line (affiliates of other institutions) |
| DPPH Antioxidant Scavenging Assay  (includes 3 trials for the sample and the positive control) | **Php 1,000.00** per sample |
| Photodocumentation of MTT Assay | **Php 1,500.00** per sample per cell line  \*includes the following taken using the Zen Software of Carl Zeiss AxioVert 1 Inverted Microscope:   * One (1) photomicrograph of cells in t-culture flasks * One (1) photomicrograph of cells in 96-well plate before treatment * Two (2) photomicrographs of cells 72 hours after treatment with doxorubicin (highest and lowest concentrations) * Two (2) photomicrographs of cells 72 hours after treatment with DMSO (highest and lowest concentrations) * Eight (8) photomicrographs of cells 72 hours after treatment with the sample/s (1 photomicrograph per concentration) |

**CONFORME**

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| SIGNATURE OVER PRINTED NAME |  | DATE |