

UW Cytogenetic and Molecular Genetic Services Laboratory DNA Banking Policy

The purpose of this DNA Bank is to isolate and store purified human DNA for future diagnostic testing or research studies authorized by the Specimen Owner.

1. This Bank will adhere to the guidelines proposed by the American Society of Human Genetics (Am. J. Hum. Gen. 42:781 (1988)) and the current recommendations of the American College of Medical Genetics Storage of Genetic Materials Committee.
2. Because of the complexity and implications of DNA banking, blood samples will be processed and stored only after receiving a complete informed consent for DNA banking form signed by both the depositor and his/her healthcare provider, knowledgeable in the area of human genetics.
3. DNA will be extracted from a minimum of 3 ml sample of blood. The amount of purified DNA recovered and the integrity of the sample will be ascertained prior to storage, and successful storage will be reported to the depositor.
4. A very small percentage of blood samples from which the DNA is to be extracted may be lost in shipping or inadvertently destroyed. This Bank and the University of Wisconsin are not responsible for such loss.
5. In the event that no DNA is obtained from the specimen submitted, the depositor will be notified immediately and requested to provide an additional specimen at no additional charge for processing and storage of the sample.
6. The DNA sample will be divided and stored at in two separate locations equipped with temperature control alarms. The samples shall then be stored indefinitely, except as further described in this policy.
7. It is the responsibility of the depositor or sample owner to inform the DNA Bank of address changes or if they choose to have their sample removed from the bank and destroyed.
8. Banked DNA is the property of the depositor, the person from whom the sample was taken, or their designee. In the event the DNA is obtained from a child, the sample is in control of the legal guardian until which time the depositor is no longer a minor under current law. In the event the depositor dies before transferring ownership to another individual, the sample will be destroyed. Ownership can be transferred to another individual at any time by writing to this laboratory.
9. Release for clinical testing of any portion of the DNA deposited requires the written request and authorization of the depositor, specifying the testing facility or medical professional and address where the specimen(s) will be analyzed (any paperwork needing to be sent with the sample should be included with your request.) The University of Wisconsin Cytogenetics Laboratory DNA Bank will not be held responsible for diagnostic testing of these specimens in other facilities. The DNA will be released only to the designated medical professionals or diagnostic laboratories. Because of the complexity and implications of DNA testing, the DNA sample will be released for testing only through a physician or genetic counselor designated by the depositor.
10. The DNA Bank will obtain written informed consent of the depositor or subsequent owner of the DNA before using any part of the sample for research unless such consent is not required by law. The DNA Bank retains the right to contact the depositor regarding permission for this use.
11. The bank reserves the right to destroy a sample at any time after making reasonable attempts without success to contact the depositor using the last known address or if the Bank determines that the sample is not the depositor's.
12. The bank reserves the right to destroy a sample if payment for DNA Banking is not received within six months of sample receipt.
13. The depositor may request to have the sample destroyed or transferred to another medical laboratory at any time. Written directions from the depositor are required. No refund of any part of the processing and storage fee will be made in the event the sample is destroyed or transferred.
14. The DNA sample and all information received shall be held in strict confidence.
15. The depositor may contact the DNA Bank at any time. Current contact phone: 608-262-0402.



**UW Cytogenetic and Molecular Genetic Services Laboratory
DNA Banking Deposit Form**

Please review the DNA Banking policy statement and complete the following form
This form must accompany the sample to the laboratory

Depositor

(Individual whose DNA is being Banked)

Name: _____

Date of Birth: ____/____/____

Mailing Address: _____

Phone: (____)____-_____

The sample I am depositing is my own. I understand that if it is determined that the sample is not my own, it will be destroyed.

Signature of Depositor: _____

The sample I am depositing is NOT my own. (Please complete ‘Authorized Sample Owner’ section)

Authorized Sample Owner

(Individual who has control of the Banked Sample – if depositor is deceased, a minor or decisionally-impaired adult)

Name: _____

Mailing Address: _____

Phone: (____)____-_____

I certify that I have authorization over this sample. I understand that if it is determined that I do not have authorized rights to this sample, it will be destroyed.

Signature of Authorized Sample Owner: _____

Healthcare Provider

Name: _____

Healthcare Institution: _____

Phone: (____)____-_____

Where would you like a copy of the DNA Banking results sent:

Mailing Address: _____

Fax: (____)____-_____



**The completed Deposit form must accompany the DNA Banking Sample.
Payment (check or money order) must also accompany Sample.**

Sample should be shipped to:
UW Cytogenetic and Molecular Genetic Services Laboratory
465 Henry Mall
Room 419
Madison, WI 53706

Payment

Include payment of \$295.00 with submission of specimen

- Check or money order is enclosed (check should be made out to 'UW Cytogenetics')
- Bill submitter account: _____

Laboratory Use only

Lab Accession#: _____

Date DNA Extraction: _____

Total amount of DNA purified: _____

Payment received