LIMS QC Manager Data Upload, Verification and Sample Authorization Instructions for qPCR Samples

1. INTRODUCTION

1.1 This SOP provides instructions for uploading data after qPCR analysis of environmental samples. Prior to uploading data, the worksheet should be completed with the necessary test codes added (SOP PCR- 5.0). The results file is then exported as a text file from StepOne Plus software (SOP PCR-2.3) or the QuantStudio Software (SOP PCR-2.6).

1.2 The export file is converted from the text file in QC Manager (QCM). Raw and review files are created after calculating the results, and these are verified before the samples and job are authorized. Quality Control (QC) failures for the assay are identified in the results.

2. RESULTS ENTRY AND CALCULATIONS

2.1 In the LIMS menu, select **Laboratory/QC/QC Manager** from the drop-down list.

2.2 Select the instrument where the qPCR assay was run: Biology: qPCR StepOne Plus 3 or Biology: qPCR QuantStudio3 1.

2.3 Select the **Convert Instrument File icon**  , and choose the file to upload from the Export Files folder. Click OK to save to LIMS after checking the file name. Enter the analyst's name who set up the run and the start date/time of the run. Use the printed Experiment Summary sheet from the StepOnePlus or QuantStudio3 find the start time. Click **Convert**. If a pop-up window shows, select the correct worksheet or **Skip** if the worksheets listed are not associated with the run.

2.4 Data will show in the Sample Table. Check that three rows (test result, SPK and SUR recovery) are associated with each sample. If there is missing information, check the StepOnePlus or QuantStudio3 file for nomenclature errors, fix them, and export again. Fill in the following information in the Sample Table by clicking on the column header and highlighting the control/sample rows.

2.4.1 Starting with the "Prep Batch" column, type the prep batch number that corresponds to the worksheet and click "OK". A "Prep Batch" number will not appear if the worksheet has not been completed.

2.4.2 Highlight the whole table and select the "Test ID" column and click "Yes" to automate test assignment for LIMS samples. Choose the appropriate test ID from the drop-down list and click "OK". An additional window will show up, select test ID again and click ALL.

2.4.3 Select the "Matrix" column, click "Yes", select "W-SURF-FRH" from the drop-down list, and click "OK". The appropriate matrix will automatically populate for each sample.

2.4.4 Select the "Analysis Batch" column and click "New".

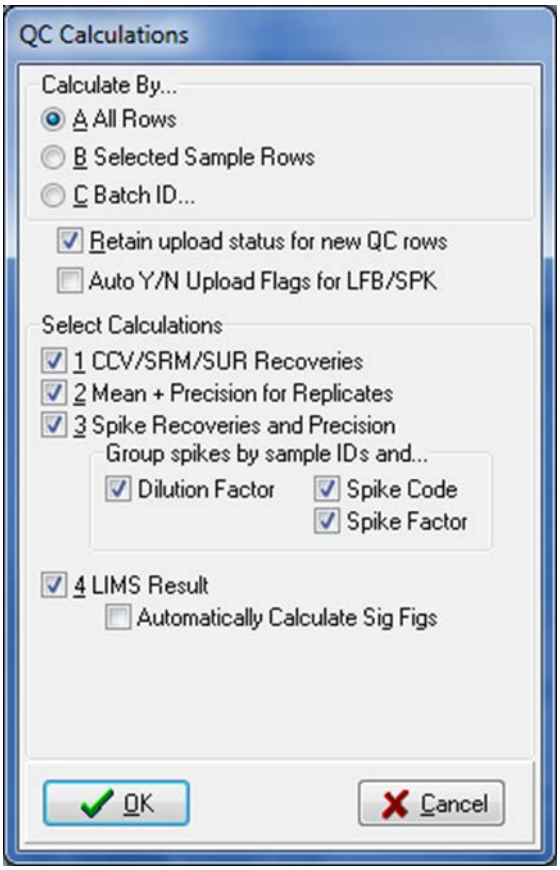
2.5 In the Pre Conc-column, the MBLK should have the Pre Conc-column entered as 83.333333, a factor (filtration volume/extraction volume) used to calculate MDL/PQL. For the MBLK, 50 mL are filtered (Refer to SOP PCR-4.0) and extracted in 600 µL for crude lysate extraction (Refer to SOP PCR-4.1), therefore the Pre Conc = 0.05 L/0.0006 L = 83.33333. For purified samples, the final extract volume is 100 µL (Refer to SOP PCR-4.2), so Pre Conc = 0.05 L/0.0001 L = 500. The SUR rows should always

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have a “Pre Conc” of 1. The filtration volume will show up in the “Weight (g)” column, and the extraction volume will show up in the “Prep Volume (L)” column.

2.5.1 For purified samples, manually edit the Pre Conc-factor for MBLK to “500”. LIMS will calculate the Pre Conc-factor for the rest of the samples automatically using data from the prep worksheet manager.

2.6 Select **Tools**/**Calculate** from the menu. Choose Calculate by “A All Rows”, check everything except “Auto Y/N Upload Flags for LFB/SPK” and “Automatically Calculate Sig Figs” (see picture below). Click “OK”. Click “OK” in the Calculations complete pop up window.



2.7 Fill in the QC identifier column with “**N**” for the surrogate extraction control (row 10) and for the DUP B surrogate (SUR_XXX_DUP_B).

3. RESULTS ANALYSIS

3.1 Results will show in the Component Table. For each sample, check the SPK and SUR recovery in LIMS Result column. Rows corresponding to DUP samples are analyzed differently (see below 3.2).

3.1.1 If both are >50%, then change the Upload flag to “Y” for the sample line.

3.1.2 If the recovery is low and SPK or SUR are flagged “F”, the sample is inhibited and needs to be purified or diluted. This should correspond with observations from data analysis of the instrument file. QCM will automatically “J” qualify any sample with failed recovery data for

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the surrogates but not the spike. In the Component table, change the upload flag to "N" for the sample, SUR and SPK rows. In the Sample table, add "NO UPLOAD- Inhibited, need to purify" to the comment field and change the Type to NONE for all three rows. Record the sample ID number of inhibited samples to add the corresponding SOP PCR-4.2 test codes.

3.1.3. For purified samples, the SUR control will usually fail due to material loss during extraction. These samples can still be uploaded with a "J" qualifier and comment "Quality control failure(s) observed. See QA report for details."

3.1.4. If the failure is for over-recovery, notify supervisor to determine if sample should be uploaded or rerun. If uploading a sample result with a failing surrogate or spike, "J" qualify the sample and add the comment "Quality control failure(s) observed. See QA report for details."

3.2 To upload the results for DUP samples look at each sample result. If both have "U" or "I" qualifier or values are both above PQL, then change the upload flag to "Y" for the AVG. In the "Remark" column, delete "A" from "UA" or "IA" remark and click "YES TO ALL". The default settings upload the SPRPD as the precision measure. If values are above PQL, "sample_RPD" may be uploaded instead of sample_SPRPD. Only one precision measure should be uploaded per analysis batch. If DUP_A and DUP_B have different qualifiers, then flag the DUP that has the higher result to "Y" to upload, and add "Duplicate was analyzed, and the result was actual#" to the comment field in the Sample table for that sample.

3.2.1 For qPCR runs where no duplicate samples were analyzed, all samples will need the comment "Precision data unavailable for Analysis Batch # ". If "SPRPD" and "sample_RPD" are flagged as F triggered by SPK and SUR control failures, no RPD will be uploaded and all the samples need the following comment, "Precision data unavailable due to inhibition in QC sample". If "SPRPD" is flagged as F but not related to DUP sample inhibition "J" qualify the dup sample and add the comment for that sample, "Quality control failure(s) observed. See QA report for details." The upload flag should be set to "Y".

3.3 When a set of DUPs serves as a precision measure for multiple prep batches run on the same plate, DUP sample data are uploaded only with the original prep batch worksheet. For the other worksheets, set the upload flag to "N" for all the DUP rows in the Component Table except for the SPRPD. In the Sample Table edit the Type to "NONE" and add the comment "NO UPLOAD". Change the Prep Batch for the SPRPD to reflect each worksheet analyzed.

3.4 Select the save icon . The name of the file will automatically show. Click OK to save. Print the results using the "PCR" template icon  and use the Run ID as the Report Title. Paperclip the instrument reports and QCM printouts and give to second analyst to review.

4. SAMPLE LEVEL UPLOADING AND AUTHORIZATION

4.1 Open the .REV file in QCM to review the results.

4.2 Check that the analysis date and time on the QCM file matches the Run Started time on the Experiment Results Report. Check that Analyst also matches.

4.3 Check the standard curve R^2 and efficiency from the printout. $R^2 \geq 0.99$ and Eff%: 85-115%. The samples need to be re-run if the $R^2 < .97$ or the Eff% < 70%.

4.4 On the plate layout printout:

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4.4.1. Check to see if any standard curve reps were omitted from the calculation. If multiple points were omitted, determine if standard curve is still usable or plate should be rerun.

4.4.2. Check for any flags that may be of concern. Blanks and undetected samples will have flags for no amplification. The flags can be identified on the QC Summary printout.

4.5 Check Prep Worksheet Manager to make sure it has been completed correctly:

4.5.1. Spikes entered.

4.5.2. Sample IDs have the correct naming conventions.

4.5.3. Filtration Dates and Volumes are entered.

4.5.4. Prep batch ID matches the QCM printout.

4.5.5. Extraction date, start time, end time, and analyst name entered.

4.5.6. PBS serial number in Reagent 1.

4.5.7. Dilution factor entered for any extracts diluted in the plate.

4.6 Check the QCM file/printout:

4.6.1. Check that the prep batch, test ID, matrix, and analysis batch are filled correctly.

4.6.2. Check the Pre Conc values.

4.6.3. Check the blank controls (MBLK, EXBLK, NTC) to make sure they are non-detect.

4.6.4. Check each sample and control to see if it is flagged correctly. Samples with passing controls are set to “Y” for upload. Samples with failing third well spike or surrogates are set to “N” and will not usually be uploaded unless the sample is purified. Discuss with supervisor before uploading failing results.

4.6.5. Check to make sure dups are uploaded correctly and appropriate comments are added if necessary (See section 3.2).

4.6.6. Check all qualified data. Samples with no detection or detection below the MDL will have a “U” qualifier. Samples detected between the MDL and PQL will have an “I” qualifier. Samples being uploaded with failing controls (including SPRPD) will have a “J” qualifier and the appropriate comment.

4.6.7. Check the “Notes” column for any QC comments from the StepOnePlus or QuantStudio3 file.

4.7. If there are any corrections to be made before uploading, write them down and return to the initial analyst to correct. Once corrections are made, double-check those before authorizing.

4.8. When all checks are done, select Tools/Upload/By Upload Flag from the menu.

4.8.1. If there are any errors that come up, check these and make corrections as needed.

4.9. Select Data/Upload from the menu. The samples will be uploaded to LIMS and the status will change from “V” to “C” at the sample level.

4.10. Select Data/Authorize Test from the menu. Click the “Select All” button, then click the “Authorize Selected Tests” button. This will authorize at the sample level and change the status of the samples from “C” to “A”.

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5. REFERENCES

5.1 SOP PCR-2.3 Calibration, Use, and Maintenance of StepOne Plus Thermocycler

5.2 SOP PCR-4.1 Crude Lysate Extraction Method for qPCR samples

5.2 SOP PCR-4.2 Purification of Filtered Samples using the Qiagen DNeasy PowerLyzer PowerSoil DNA Isolation Kit

5.3 SOP PCR-5.0 Sample Custody, Labels, and Worksheet Instructions for Molecular Biology Samples

Appendix of Changes

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6. TABLES

Table 6.1. Naming conventions

Type	**QCM Type**	**QCM Name**	**Comments**
Sample, Target Assay	SAMP	SampleID_ SampleID_PUR	_PUR is added to purified samples.
Sample, Salmon Assay	SUR	SUR_SampleID_ SUR_SampleID_DUP_A_ SURPUR_SampleID_PUR SURPUR_SampleID_DUP_A_PUR	The salmon assay is considered a surrogate for QCM. QCM will calculate the % recovery of the surrogate.
Lab Duplicate, Target Assay	REPLA	SampleID_DUP_A_ SampleID_DUP_A_PUR	second dup is “B” _PUR for purified samples.
Method Blank	MBLK	MBLK_#	# is the prep batch ID
Extraction blank	MDL	EXBLK_#	# is the prep batch ID
No Template Control	MDL	NTC_#	Each NTC rep is shown (1, 2, 3)
NTC, Salmon assay	MDL	SURNTC_#	
Extraction Control, Target Assay	LFB	LFB_XXLFB# LFB_XXLFBP# (for PUR samples)	# is Standard Prep Tracker S# XX is spike code (BD, BR, etc)
Extraction Control, Salmon Assay	SUR	SUR_XXLFB# SURPUR_BDLFB#	# is Standard Prep Tracker S# XX is spike code (BR, BR, etc)
3rd well spike control	LFB	LFB_XXSPK#	# is Standard Prep Tracker S# XX is spike code (BR, BR, etc)
3rd well spike, samples	SPK	SampleID_SPK_XXSPK# SampleID_SPK_DUP_A_XXSPK# SampleID_SPK_PUR_XXSPK# SampleID_SPK_DUP_A_PUR_XXSPK#	# is Standard Prep Tracker S# XX is spike code (BR, BR, etc)

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