

Mycoplasma Screening Service

USER STANDARD OPERATION PROTOCOL



**HKU
Med**

LKS Faculty of Medicine
Centre for PanorOmic Sciences
香港大學泛組學科研中心

Mycoplasma Screening Service

User Standard Operation Protocol

I. Creation of PPMS Account (if applicable)

1. Go to the PPMS website: <https://ppms.asia/hku/>
2. Follow the linked SOP to complete the account registration: [PPMS account registration procedure](#)

Please be reminded to email fmbcores.cpos@hku.hk and cc your PI for registration approval. Registration would NOT be approved without PI's consensus.

II. Sample submission

3. Login to your PPMS account with HKU credentials.
4. Click

Order →

Select the financial account you wish to bill to →

Mycoplasma Screening Service →

Input number of samples in **Quantity (DO NOT COUNT DUPLICATES)** →

place **Order**

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Order service or consumable

Make this order for: CHEUNG Alan (CPOS)

Project: no project selected

Financial account #: 22222222-22222-2222-222-01- Centre for PanorO...

Services and consumables available for order (select and enter the quantity values)

(open all sections below) (hide all sections below)

Bioresearch Support Consumables				Min	Max	Incr.	Unit price	Quantity	Price
Flow Cytometry Consumables				Min	Max	Incr.	Unit price	Quantity	Price
Imaging consumables				Min	Max	Incr.	Unit price	Quantity	Price
Mycoplasma Screening Service				Min	Max	Incr.	Unit price	Quantity	Price
#060133	Mycoplasma Screening Service	show description	add a comment	1	-	1	2.00	3	6.00
Technical Support				Min	Max	Incr.	Unit price	Quantity	Price
Training				Min	Max	Incr.	Unit price	Quantity	Price
TOTAL								3	6.00

If you have a PO number for this order, please enter it here:

Order Save quote

5. Submission of pathogen-containing samples, pathogen-infected materials, or any samples classified as Biosafety Level 3 (BSL-3) is strictly prohibited.

Please check and confirm that all your submitted samples are free of known pathogens and are not classified as BSL-3 to **Proceed Order**.

The screenshot shows a web form titled "Order form of Mycoplasma Screening Service". The main heading is "Safety Information Form_Mycoplasma Screening Service". Below this, there is a paragraph of text explaining that the facility is multi-user and cannot accommodate BSL-3 material. A warning icon (a triangle with an exclamation mark) is followed by the text "Strictly Prohibited". Below this, it states that submission of pathogen-containing samples is strictly prohibited. A "Declaration:" section contains a checkbox and the text "I confirmed all my samples submitted are NOT infected with known pathogens nor classified as Biosafety Level 3 (BSL-3)". At the bottom of the form, there are two buttons: "Cancel" and "Proceed Order". The "Proceed Order" button is highlighted with a red box and has a red "2" above it, indicating a required step.

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6. Input your name and fill in the details of your samples (The data can be directly copied from an excel spreadsheet to the first blank of the sample form). Submit order by clicking

Complete Order.

- i. Input the manifest name as your user full name followed by a “_” and the submission date as YYYYMMDD (e.g. "Chan Tai Man_20250425").
- ii. Type in
 - 1) *Culture medium*,
 - 2) *Swab* or,
 - 3) *DNA*in **Sample Type**.
- iii. Ensure your samples are labelled with your name **INITIAL followed by “-” and sample number**, like 3 samples submitted by CHAN Tai Man should be labelled as CTM-1, CTM-2, CTM-3. (Make sure that samples submitted for screening are labelled correspondingly to the submitted manifest.)

PLEASE ensure all information is correct before submitting the manifest. Once submitted, the manifest cannot be edited.

Samples without clear labelling will NOT be processed.

Attach a sample manifest to order ref. #060133 - Mycoplasma Screening Service

Attach a sample manifest to project #1 (you can copy/paste from a spreadsheet)

Important: please do not enter any protected information, such as patient related data.

1 Please enter a name or a reference for this manifest:
Chan Tai Man_20250428

2 Please enter a sample type for this manifest (optional):
Culture Medium List of previously used typ... ▾

Sample	Label on Sample Tube	Cell Line/ ATCC No.	Organism	Tissue/ Disease Model	Cell Type	Culture properties	Culture days	Passage	Notes
1	CTM-1	MDCK	dog	kidney	epithelial	Adhesion	>3	10	
2	CTM-2	MDCK	dog	kidney	epithelial	Adhesion	>3	10	
3	CTM-3	MDCK	dog	kidney	epithelial	Adhesion	>3	10	

3

Cancel Complete Order

7. Once your order is successfully placed, a **pop-up window** will appear displaying your **Order Number**.

Please make sure to record this **Order #** for

- 1) checking screening results, and
- 2) **Filling in the logbook** at the sample collection box.

Submissions without an Order # recorded in the logbook will not be processed.



8. After placing your order, an **order summary** displaying all relevant details will be shown for your reference.

The **submitted manifest** can be accessed in the “**Sample manifests attached to this order**” **section** under your order summary.

Sample manifests attached to this order:

- Manifest #10 : Chan Tai Man_20250428

9. The order will be accepted upon the confirmation of receipt of samples; a notification email will be sent to your PPMS registered email. The order will be moved to the “**Orders - Accepted**” section on the PPMS homepage.

PPMS mail: Order ref. #4526 has been updated



You have an update/notification at PPMS from Imaging, Flow Cytometry and Bioresearch Support Core dated 28/04/2025 at 16:48. To view them, please log into PPMS. For queries, please reply to this email.

Order details link: <https://ppms.asia/hku/vorder/?pf=6&orderid=4526>

Order details:

Category: Mycoplasma Screening Service, Service: Mycoplasma Screening Service, Quantity: 3

This email is automatically generated.



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III. Screening Report

- A notification email will be sent to you and your Principal Investigator (PI), indicating the completion of the screening order. To access the screening results, please check to your order summary by clicking the quoted link in the email. The screening results will be uploaded to the manifest section named as “Mycoplasma Report YYYYMMDD”.

PPMS mail: Order ref. #4526 has been completed



You have an update/notification at PPMS from Imaging, Flow Cytometry and Bioresearch Support Core dated 28/04/2025 at 16:57. To view them, please log into PPMS. For queries, please reply to this email.

Order details link: <https://ppms.asia/hku/vorder/?pf=6&orderid=4526>

Order details:
 Category: Mycoplasma Screening Service, Service: Mycoplasma Screening Service, Quantity: 3

This email is automatically generated.

Sample manifests attached to this order:

- Manifest #10 : Chan Tai Man_20250428
- Manifest #11 : Mycoplasma Report 20250428

- Screening results will be reported under “Detected/ Not detected” at the right most column. The button on the right can be applied to sort the results for easier reading.



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Sample manifest ref. 11 : Mycoplasma Report 20250428

Export as a spreadsheet

SampleID	Label on Sample Tube	Cell line/ ATCC No.	Organism	Tissue/ Disease Model	Cell Type	Culture properties	Culture days	Passage	Notes	Detected/ Not detected
113	CTM-1	MDCK	dog	kidney	epithelial	Adhesion	>3	10		Detected
114	CTM-2	MDCK	dog	kidney	epithelial	Adhesion	>3	10		Not detected
115	CTM-3	MDCK	dog	kidney	epithelial	Adhesion	>3	10		Not detected

Export as a spreadsheet

Click to sort

IV. Charging

12. Charges for the Mycoplasma Screening Services will be invoiced on a monthly basis. The charges will be billed to the financial account selected during the ordering process and will be settled through interdepartmental transfer.

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