

1. Kirkhouse Trust policy on economical use of FTA:

The Kirkhouse Trust provides Whatman FTA technology for its funded projects. However, for the supply to be replenished the Trust has set the following conditions:

1. FTA cards, FTA solution and the Harris punch/cutting mat must only be used for the projects KT funds and for no other research work without prior approval.
2. FTA Technology is expensive and it is expected that the user will employ it in the most economical way. Staff on the project **must be instructed** to use the FTA cards economically.
3. Each FTA card has four sample sections, but ***with careful and judicious use each sample section can be further sub-divided.***

2. Storage of FTA Cards:

1. Cards must be archived and stored properly. Place a card in a cliptop plastic bag and store in a desiccator containing active desiccant. The desiccant is self-indicating so that it can be renewed when inactive.
2. A regime should be in place with someone **formally** designated to be responsible to ensure that these instructions are being followed and, in particular, that the desiccant is checked regularly and remains active.
3. Whatman Protocols and additional information can be downloaded from www.kirkhousetrust.org and go to 'Resources'.