

Sample Submission Guidelines

Sample Quality and Quantity Requirement for DNA samples

Prepare your samples in a 96-well plate or a 1.5 ml tube format according to the guidelines below.

Once we receive your samples, we will perform a quality control analysis to determine the quality, concentration, and volume of your samples to ensure that there is enough to proceed with library preparation. We strongly recommend that you perform your own sample QC to ensure the correct concentration of the sample is shipped to avoid a delay in processing. This will help to expedite your project.

At least 20 ul of 20 ng/ul of DNA is required. The concentration can be measured using nanodrop. If the concentration is lower than 20 ng/ul, please use Qubit or Pico green to measure the concentration.

DNA must be double-stranded and not degraded as assessed by agarose gel electrophoresis (if there is sufficient DNA to perform this)

Optical density ratio 260/280 of 1.8-2.0

Optical density ratio 260/230 of 1.8-2.0

Ensure the gDNA extracted is resuspended in nuclease-free water.

RNA Sample requirements

Optical density ratio 260/280 of 2-2.1

Optical density ratio 260/230 of 2-2.2

RIN \geq 7. Please contact the facility if your samples are of low quality.

Labeling and Handling Instructions

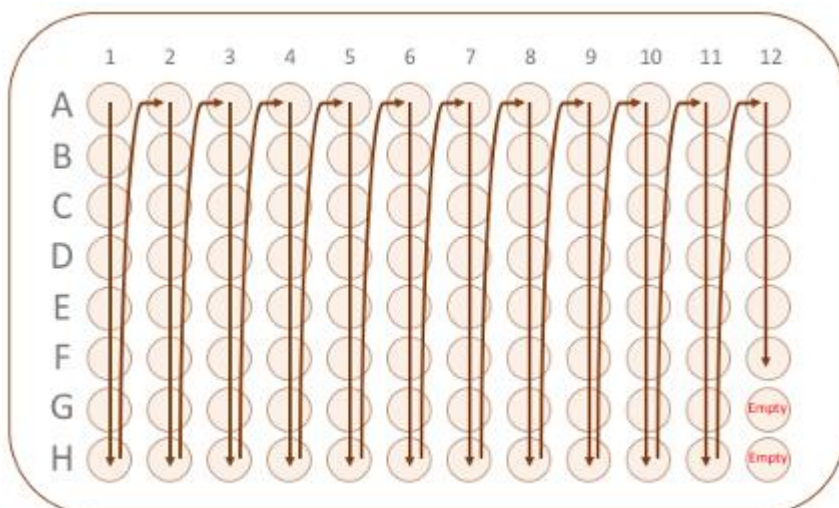
All samples should be securely sealed, including wrapping with a parafilm membrane.

For small submission numbers (1-16 SAMPLES)

- Clearly label all sample tubes.
- To avoid crushing during transfer which may cause sample loss, it is recommended to put the Eppendorf tube in a 50ml centrifuge tube or a similar container. Secure the tube with additional wrapping like cotton and absorbent paper.

For large submission numbers (17+ SAMPLES)

- Samples must be filled in the 96 well plates and must be by columns, not rows. See the diagram below. Please leave the last two spots G12 and H12 empty for controls.
- The plate must be clearly labeled on the skirt.
- For shipping, protect the plates by surrounding the plates with strong rigid cardboard.



Sample Quality Control and Re-submission

We strongly recommend that you perform your own sample QC to ensure the correct concentration of the sample shipped. This will help to expedite your project. If a sample(s) fails initial QC or does not comply with our sample submission guidelines, the client can either:

Resubmit samples - If samples are provided in plates the entire plate must be resubmitted. The facility will not cherry-pick samples.

Arrange for samples to be returned and then resubmit - The client will arrange courier collection and liaise with the facility on the scheduling of this collection. The facility is not responsible for any courier fees incurred for sample returns.

Withdraw their submission - The client must pay the facility the costs of any consumables or other materials that have been ordered by the facility on their behalf to perform the services outlined in the quote.

In the case of resubmitting after a failed QC, the client must pay the cost of QC for the resubmitted samples.