

## Sample submission for PCR clean-up and sequencing

### Sample Preparation Guidelines

General Sample submission guidelines:

1. Samples may be left at any of our drop off locations:

- 3343 Forbes Avenue, Room 303
- Scaife Hall, room S534A
- Hillman Cancer Center Research Pavilion, room 2.15
- Children's Hospital loading dock

Please leave samples grouped together in the marked Sequencing box.

**At Children's**, samples must be placed in the insulated container. Samples loose in the fridge will not be collected by the courier.

**At Hillman**, please use the individual boxes supplied by Genomics Research Core. Please do NOT leave samples in bags, racks without lids or attached to the drop off form. Please note that courier service from the Hillman Center to the facility at 3343 Forbes Avenue is provided by, and at the convenience of, the Hillman Center and is not in any way coordinated by the Genomics Research Core or its staff.

2. Label sample tubes with initials and a single number (e.g. JD1, JD2, ...JD12, JD13....) on the top of the tube. There can be **NO periods, spaces, \ / : \* ? " < > | or \_** in sample names. PI name should be written on side. Keep an internal record of sample names; please do not send this key to the Genomics Research Core. Label plates on the side with PI name, date of submission and plate number if more than one is submitted.
3. Partial plates must be filled contiguously in column order, i.e. A1 through H1 then A2 through H2. Empty wells in the middle of a group will not be skipped and you will be charged for a reaction. Plates filled in row order will be returned for rearrangement prior to processing.
4. Please do not use tape anywhere.
5. Enter your service request in [iLab](#). Sample ID's entered in iLab must match those written on the tube. There can be **NO periods, spaces, \ / : \* ? " < > | or \_** in sample names
6. If sample submission guidelines are not followed there may be a delay in processing your samples or additional charges.

### Submissions Requesting PCR Clean-up Prior to Sequencing Reaction

1. It is recommended that PCR products be run on an agarose gel to ensure that the products are single bands prior to submission. If there is more than one amplified product, gel-purified product or nested primers will be required.
2. The sequencing primer(s) should be diluted to 3.2  $\mu$ M and submitted in a microcentrifuge tube labeled with the PI name, primer name, and concentration.
3. In iLab, select the "Sequencing reaction with PCR clean up (Sanger Sequencing Requests)" service request form. Enter both sample and primer name for each reaction to be performed. If PCR products are to be sequenced in both directions, there must be 2 lines in the sample table for each product.

