

NCSU Genomics Sciences Lab

High Throughput Sequencing Submission Sheet

Customer Information:

PI Name: _____ Email: _____
Contact: _____ Email: _____
Institution: _____ Phone: _____
Bookkeeper: _____ Email: _____

Make Sure Tubes are Clearly Labeled With University, PI and Sample Name

Flowcell # _____

Sample 1: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

Sample 2: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

Sample 3: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

Sample 4: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

Sample 5: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

Sample 6: _____ Concentration: _____

Measured by: (must provide documentation) ☐ Gel Estimate ☐ PicoGreen

[Core Facility Use]:

Date Received: _____ By: _____

NCSU Genomics Sciences Lab

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- ✓ Please include sample submission sheet with samples
- ✓ If shipping, please email a copy of the sample submission sheet to GSLNCSU@gmail.com so we can prepare and watch for your package.

Please type "PHAGE sequencing" as part of the subject line

Genomic DNA Requirements

- ◆ 2µg of genomic DNA in 120µl of TE. (If you are unable to produce this much DNA, please contact the GSL.)
- ◆ DNA should be of good quality, with no degradation visible when run on a gel. OD 260/280 ratio should be between 1.8 and 2
- ◆ You must provide a gel image of gDNA with a ladder/marker of a known concentration. Please note on the gel image how much sample and ladder/marker was loaded and name and manufacturer of the ladder.

Sample and Library Storage

- ◆ The GSL stores all remaining library and starting material at -20 degrees (-80 for RNA) for a period of 90 days after full project completion.
- ◆ After 90 days the samples will be disposed of accordingly.
- ◆ Users are welcome to pick up samples at any time before this point.

Data Delivery

Untrimmed and un-filtered FASTQ files can be delivered to the customer via:

- ◆ A user provided hard drive that will be reformatted at the GSL before use. Label drive with PI name and phone number.
- ◆ Over a secure internet connection

Due to space constraints, the GSL is unable to store data.

The user will be notified when sequences are ready for delivery and the GSL will delete files 90 days after sequencing project completion; the user will not be notified before deletion.

Shipping:

Sample tubes should be parafilm around the top and secured in the package so that they are not loose. Samples can be sent on dry ice or with ice packs and should be sent Monday through Thursday for overnight delivery, avoiding holidays to:

NCSU Genomic Sciences Lab
ATTN: Jennifer Schaff
112 Derieux Place
Rm 2518 Thomas Hall
Raleigh North Carolina 27695

Questions should be addressed to:
Jennifer Schaff
jeschaff@ncsu.edu
919-513-0738.