UPM NGS UNIT
NGS Sample Submission Form
(UPM/IBS/LIVES/NGS/SSF, Issue No.: 01, Revision No.: 00, Date: 01 Jan 2014)

Name: _____   Date: _____

Contact No.: _____

E-mail: _____

Institution (with address in FULL): _____

_____

_____

Mandatory Fields:

No. of sample(s) submitted: _____

Sample type: ☐ DNA   ☐ RNA

Extraction Method (eg: Qiagen Spin Column): _____

Sequencing Application (please specify): _____

QC Method(s) Used: ☐ Qubit   ☐ Bioanalyzer   ☐ Nanodrop

☐ Gel electrophoresis

Others (please specify): _____

Please attach QC results (including gel electrophoresis/bioanalyzer image) together with this form.

Purpose of Sample(s) Submission: ☐ For QC only   ☐ For Library Preparation

Sample(s) handling after run completed: ☐ Discard   ☐ Return to owner

Sample Details (DO NOT LEAVE BLANK):

Tube Label	Organism (e.g. *E. coli*, please be specific)	Qubit conc. (ng/ul)	Volume (ul)	Nanodrop reading 260:280	Nanodrop reading 260:230

Terms and Conditions for Sample Submission:

  i) All tubes must be labeled clearly and sealed with parafilm.
  ii) 260:280 should be 1.8-2.0.
  iii) 260:230 should be 1.8-2.2 (slightly lower readings may be acceptable).
  iv) DNA samples must be in distilled water or EB Buffer.
  v) DNA samples must include a gel picture, Qubit and Nanodrop readings.
  vi) DNA/RNA samples have a minimum of 1-5µg in 30µl volume.
  vii) RNA samples must be in DEPC treated water.
  viii) RNA samples must include a Bioanalyzer image, Qubit and Nanodrop readings.
  ix) RNA samples must have a RIN of at least 8 as determined by a Bioanalyzer.
  x) Incomplete sample submission form and/or insufficient sample quantity/quality will NOT be accepted.
  xi) Sample re-submission will be requested for if deemed inadequate for library preparation.

Ref.: For library prep.:

Reagent Kit	DNA/RNA concentration	
Nextera XT	1 ng/ul	
Truseq	1 ug/ul	
ScriptSeq	1-5 ug/ul	
16S Metagenomics: 1 step	50 ng/ul	
2 step	20 ng/ul	

For office use only

Date/Time received: _____   Run completed by: _____

Date work completed: _____   Raw data submitted: Yes / No

Quotation ref. no. (if any): _____