

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): _____