

DNA Sample Submission Guidelines

Quantity and Concentration

Number of SNPs	Comment	Volume of DNA	Concentration
1-45	Strongly recommended [#]	≥ 70 ul	5 ng / ul
	Required ^{##}	≥ 50 ul	
>45	Strongly Recommended ^{##}	≥ 15 ul + 1.2 ul / SNP	5 ng / ul
	Required	≥ 15 ul + 0.4 ul / SNP	

[#] "Strongly recommended" amount maximizes the options for assaying your samples and minimizing delays.

^{##} "Required" is the bare minimum needed and thus allows no option to repeat, etc.

- Provide DNA in WATER. If providing DNA in TE please notify our lab.
- Indicate method of quantification.
- Leave G12 and H12 EMPTY for Agriplex Controls if possible.
- Provide an identical volume for all samples in the plate.
- Indicate the volume that you are providing.
- Do not fill your 96 well DNA storage plates with more than 120 ul of DNA.
- Do not fill your 384 well DNA storage plates with more than 40 ul of DNA.
- If you have crude DNA preps or limiting amounts of DNA that prohibit you from meeting the above criteria, please contact us to discuss other options.

Plate Type

- To ensure compatibility with our robotics platform and PCR process, please submit samples in fully skirted 96 or 384 well plates

Plate Seal:

- To ensure that your samples arrive safely and without leakage and cross-contamination, use one of the following types of seals:
 - **Heat Seal**. This is the preferred method. Please use a removable heat seal that allows the plate to be resealed such as "Easy Peel".
 - **Cap Mat Seal**.
- Many adhesive Seals **do not work well** and can come unsealed and damaged in the presence of dry ice.

Plate Labels:

- Label the plates on the West and South sides.
- Use an adhesive label that will remain adhered at -20C and 95C.
- We prefer labels to be printed. If printed labels are not available please use a black sharpie to write (legibly) the plate name on the plate. Provide to Agriplex a typed list of plate names (in excel format) that are identical to those written on the plate to those written on the plate.
- The label name matches the name used in the sample submission form.

- Plate names are between 1 and 30 characters in length.
- Use only alphanumeric characters and the underscore or dash. Do not use spaces, commas, periods, etc. Tip: replace any spaces with the underscore character.
- See table below for Plate Name format:

Format for Plate Names (1-30 characters maximum length)				
Format for 1-99 plates	PLXX	Institution or Investigator Name	Your Plate ID	Date
Format for 100-999 plates	PLXXX			
Example:	PL01	Agriplex	Corn01	061416
Add Underscore as separator to complete name:	PL01_Agriplex_Corn01_061416			

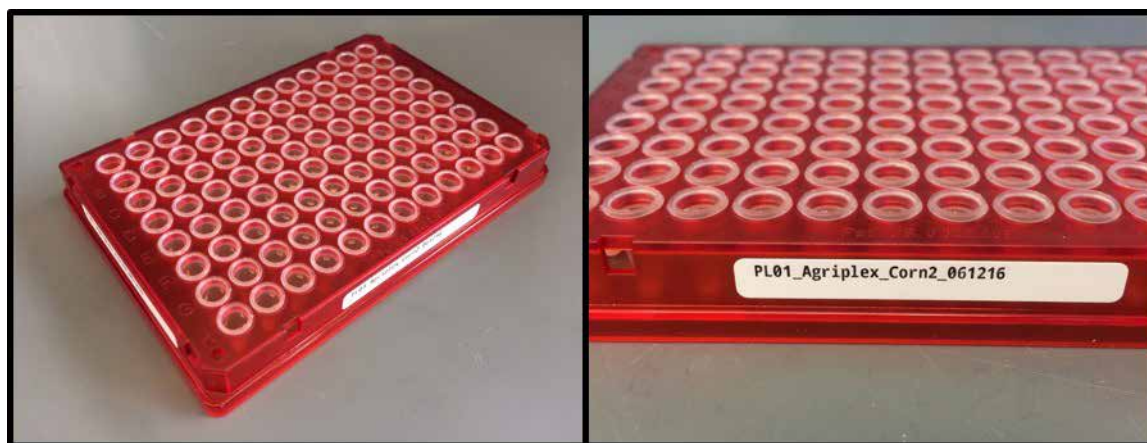


Plate Map / Sample Names

- Download and fill out our [Sample Submission_Plate Map](#) form for each plate being submitted.
- Provide all plate names on the "Plate Name List" sheet in the form for the first plate.
- Sample Names are not required but are **highly recommended** as they will make the final report more meaningful. –In the absence of provided sample names, we will assign names in the format S001, S002, etc, and this is the format in which results will be returned.
- Limit names to 20 characters, using only alphanumeric characters and the underscore.

Shipping of plates:

- Ship sample plates frozen on dry ice. This helps ensure that there will be no leakage or cross-contamination should there be an issue with the seal and that the integrity of the DNA will not be compromised.
- Shipment for overnight delivery to arrive on Tuesday – Friday.
- To ensure plates are not compromised during shipment please place a piece of cardboard between plates, wrap with rubber bands and place them in a plastic bag..
- Ship to: Agriplex Genomics, 11000 Cedar Avenue, Suite 280, Cleveland, OH 44106, USA

If there is any issue with meeting any of the above guidelines, please contact us to discuss.