

General Guidelines

Format & labware

- Please submit all samples in a sealed fully skirted PCR plate, such as:
 - Biorad Hard Shell Plate (HSP #9601)
 - Eppendorf Twin-tec plates
 - ABgene™ SuperPlate 96-Well PCR Plates (AB2800)
 - Fisherbrand™ 96-Well Low-Profile, Skirted PCR Plates (14-230-237)
 - Axygen Scientific PCR96FSCS (available from Fisher Scientific as 14-222-327)
- Please use a plate seal, rather than strip caps, to seal the plate.
- Full plates are best for the plexWell process as we work on an automated liquid handler. In the event you are submitting a partial plate, please fill samples column-wise in the plate (i.e. A1, B1, C1, D1, E1, F1, G1, H1, A2, B2, C2...)
- Please provide an excel file to indicate plate name and which wells contain sample as well as any sample concentrations you have available. This can be in plate or list format.
- *If submitting multiple plates*, ensure that each plate is clearly identified with a unique identifier.

Sample Concentration

- The optimal concentration of samples shipped is 10-200 ng/μl as quantified by a **dsDNA fluorometric assay** such as picogreen. All samples on the plate should be within the same order of magnitude. Quantification by absorption at 260/280 is not representative of the dsDNA content.
- We understand that some samples provide limited quantity and concentration in which case we ask that you specify in your sample submission that the samples are dilute (<10 ng/μl) so that we can augment our process appropriately.
- All samples within a plate should be within the same order of magnitude concentration range (i.e. a given plate may range from 2.5 to 25 ng/μl or from 20 to 200 ng/μl but not from 2.5 to 200 ng/μl)

Sample Volume and Buffer

- Samples should be in 10 mM Tris-HCl, pH 8.0 or ultra pure water. Samples cannot be submitted in TE buffer.
- Each sample should be in a minimum volume of 30 μl to ensure ample volume to protect against evaporation and maintain sufficient volume for sample QC and library preparation.

Sample Purification

- Samples should be purified from other contaminants. Standard purification processes with extraction are sufficient. PCR products should be purified from the reaction by standard means such as bead based purification.

Shipping Considerations

- We recommend shipping your samples overnight with cold packs, though it may be shipped at room temperature if it arrives at our lab within 2-4 days. Please protect the plate from rough handling and vibration by putting it inside a small cardboard box with ample padding material.
- **Please send us the tracking number when you ship the plate so we can help monitor the package during its journey.** Clearly mark your package as “COLD” to ensure it gets stored properly at our mail center. We will notify you when it arrives at our laboratory.
- Shipping Address: seqWell, Inc.
376 Hale St.
Beverly, MA 01915