

NGS sample submission guide



Bacterial, fungal, viral cultures & fermentation samples

- Follow the instructions below for your sample type and application.
- BaseClear can supply sample collection kits, tubes, barcode stickers, barcoded plates or racks and DNA/RNA Shield solution upon request. Contact your account manager.
- Before sending samples please visit the Order Portal and submit the order form. Provide a PRINTED version of your order form with the shipped samples. **Samples received without an order form may cause delay in project and additional fees may apply.**
- The material provided by the customer must be sufficient for downstream analysis.

Biosafety regulations:

BaseClear can only process micro-organisms of biosafety Class I and II according to European regulations. The customer has the responsibility not to ship samples that might contain class III or IV organisms according to EU directive 2000/54/EU. For Class III and IV organisms, only deactivated cells (in Shield solution) or DNA and RNA can be provided. RNA from RNA viruses cannot be send intact but can be send in Shield solution. Provide samples in clean tubes. Extra fees may apply for additional decontamination work. Contaminated samples may be destroyed and an additional fee will apply.

Postal address:

BaseClear B.V.
 Attn. Expedition
 Galileiweg 4
 2333 BE Leiden  info@baseclear.com
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CELLS FROM BACTERIAL, FUNGAL, YEAST AND/OR (MIXED) FERMENTATIONS/CULTURES

BACTERIA, YEAST OR FUNGI



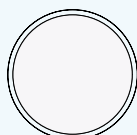
Cell pellet

Dry cell pellet
 volume of at least
 100 µl



Glycerol stock

Volume of 1 ml



Petri dish

Only send
 in 1 strain per
 petri dish

Notes

- For pure culture and (mixed) fermentations provide cells as (1) snap-frozen dry cell pellet with shipment on dry ice, or (2) dry cell pellet supplemented with 1:3 volume of Shield solution (Zymo Research), at room temperature or frozen.
- For fungi, provide snap frozen filtered mycelium in 2 ml tubes with Shield solution (Zymo Research) (1:3).
- Sending strains on petri dish is considered custom.
- **It is important to remove all culture or fermentation medium for all above samples!**
- Sending glycerol stocks (for organism culturing) is **custom** and depends on culturing properties of the strain. Check biosafety regulations above for viable samples.
- For DNA extraction from glycerol stocks we recommend microfuge Eppendorf tubes (1 ml). This is only for Illumina sequencing. Check biosafety regulations above for viable samples.
- Bacterial, yeast and fungal cell pellets for long-reads (ONT/ PacBio): $>1.5 \times 10^9$ cells as frozen cell pellets, or cell pellets in Shield solution (Zymo Research).
- Send tubes in freezer compatible coated cardboard or plastic boxes.
- Harvest cells in early log phase for RNA extraction.

VIRAL SAMPLES

VIRUSES



Viral suspension
Volume of 1 ml

Notes

- These instructions are for genome sequencing applications (e.g. not for adventitious agents viral work)
- The virus solution provided by the customer must have a high titer and should be diluted in Shield solution (Zymo Research) (1:3) in a total volume of 1 ml.
- The customer must label the box that contains the viral samples with a danger label 6.2 and UN number.

DELIVERY OF SAMPLES IN 96-SAMPLE FORMAT



Notes

- For delivery of samples for high throughput analysis.
- For 22 or more samples, use a Micronic tube robo rack format. BaseClear can supply racks on request. See below for recommendations.
- Micronic racks can be shipped on dry-ice. Bashing racks can be shipped on ice.
- Use high quality caps for the racks and make sure the caps are properly pressed to avoid cross contamination during shipment.
- Samples must be contiguous in a plate in **column** format. Do not leave empty wells between wells with samples.
- The maximum number of samples per rack is 94. Leave 2 spaces (G12 and H12) empty for our internal controls (PEC (Positive Extraction Control) and NEC (No Extraction Control)).
- For multiple racks, completely fill the first rack (up to 94 samples) before filling the next rack.
- Fill out the F089-NG-06-2 form with sample names and upload it together with the weborder in the Order Portal. The maximum number per form is 94. Leave 2 spaces (G12 and H12) empty for our internal controls (PTC (Positive Template Control) and NTC (No Template Control)). If you need multiple forms, fill each form with 94 samples before you use an additional form. If your boxes do not fit 94 samples, you still have to fill up the full form with 94 samples before you use an additional form.
- Request the F089-NG-06-2 form at info@basclear.com in case you do not have this document.
- In our online order portal we create 1 sample entry line per rack. The name should match the name on the rack and of the F089-NG-06-2 form.

BaseClear recommends the following racks:

1. Micronic 96-4 Rack with high cover for 1.4 ml tubes (MP51211) and TPE cluster caps (**do not use screw caps**) (MP53001) (NBS Scientific).
2. Micronic 96-4 Rack with high cover for 1.4 ml tubes including TPE cluster caps (MPW42047LBC3S-XS) (NBS Scientific), **available via BaseClear only**.
3. ZR-96 BashingBead Lysis Rack, 0.5 mm & 0.1 mm (S6002-96-3) (Zymo Research).