

Project Sequencing

sample submission guide

- Follow the instructions below for your sample type.
- BaseClear can supply sample collection kits, tubes, barcode stickers, barcoded plates or racks and DNA/RNA Shield solution, Prepman Ultra (lysis 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 purified DNA and purified RNA can be provided. RNA from RNA viruses cannot be sent intact but can be sent 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:

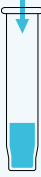
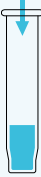

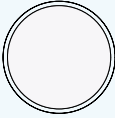



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SAMPLES

- Provide material in excess whenever possible.
- Provide any relevant sample-related information when available (f.i. gel photo)
- Samples can be sent in using our free BaseBox service

<p><u>PLASMID DNA</u></p>	<p>For constructs <5kB 30µl plasmid DNA with a concentration of 100ng/µl</p> <p>For constructs >5kB 30µl + 2µl per kB plasmid DNA with a concentration of 100ng/µl</p>		<p>Notes</p> <ul style="list-style-type: none"> • DNA concentrations must be measured with an assay specific for double stranded DNA, i.e. Qubit or Broad Range kit. Spectrophotometric measurements (i.e. Nanodrop) are not specific and can result in overestimated concentrations. • DNA preferably column purified dissolved in water or 10mM Tris pH8.0. • DNA samples should be free of EDTA and ethanol since trace amounts of these compounds will inhibit the sequence reaction.
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<u>RAW PCR</u>	At least 20µl of raw PCR product, product should give a single clear and sharp band on gel.		Notes <ul style="list-style-type: none"> • For Raw PCR products 2 µl of the PCR product on agarose gel should give a single clear and sharp band. • PCR products should not exceed 5kB in size. Divide into more, smaller fragments if possible.
<u>PURIFIED PCR</u>	At least 30µl purified PCR product with concentration of 10ng/µl		
<u>BACTERIAL/FUNGAL</u>	Glycerol stocks -on dry ice Culture dish with pure culture Freeze dried / lyophilized Single colonies in Prepman Ultra or Shield	 <p>Glycerol stock Volume of 1 ml</p>  <p>Petri dish Only send in 1 strain per petri dish</p>  <p>Cell pellet Dry cell pellet volume of at least 100 µl</p> 	Notes <ul style="list-style-type: none"> • Bacterial or Fungal samples should be pure cultured or single colonies suspended in (lysis) buffer.
<u>RNA</u>	At least 30µl purified RNA with a concentration of 50ng/µl		Notes <ul style="list-style-type: none"> • RNA should be pure in RNase-free water. • We recommend to ship RNA frozen on dry ice by express courier.