



ATAC sequencing Sample preparation and Shipping Guidelines

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SERVICE CONDITIONS

Please read carefully!

The samples must meet the quality and quantity criteria and the shipping conditions, as indicated in the “Sample Requirements” and “Shipping” sections below. In case such specifications are not available the Customer shall enquire before sending any material. If storing and shipping conditions or sample specifications do not meet the required standards, IGA Technology Services may ask for an additional processing fee and the standard turnaround time might be delayed. Please note that the experimental setup and processing will be based on the information reported in the Sample Spreadsheet (**see Documents/Guidelines section in <https://igatechnology.com/>**). Clients will be informed upon QC if samples are non-compliant and must decide whether to proceed or submit replacements. The proceeding with non-compliant samples absolves IGA Technology Services of liability for experiment failures (inadequate library or low sequencing due to poor sample quantity and/or quality) and allows it to charge the full-service fee.

Contacts

All requests for information about the service must only be sent via email (epigenomics@igatechnology.com) and will be dealt with within a maximum of two working days from receipt.

In case problems arise during the sample processing, the Customer will be contacted directly to agree on possible solutions. Notifications will be sent to the contact person indicated in the Sample Spreadsheet at the sample reception and delivery.

For sample return, data storage and delivery refer to general Terms and Conditions.



SAMPLE REQUIREMENTS

Pseudonymization.

Please refer to general Terms and Conditions.

If human samples are provided in the form of tissue or body fluid, please fill out the Human samples clearance form and return a signed copy.

Mammalian cells

- Type of sample: Frozen cell suspension in duplicate.
It is possible to receive and process live cells in culture, transported and hand-delivered directly by customers who can reach our laboratories in a time compatible with transport and processing in the same day. This option must be discussed and planned with us.
- Recommended cell amount: 300.000 cells in 1 ml per cryotube
- Minimum Amount: 50.000 cells in 0.5 mL per cryotube.
- If possible, provide a duplicate for each sample to be processed.
- Samples must be shipped in dry ice.

Library specification

In case the Customer sends libraries or library pools for direct sequencing, please follow the Custom libraries Illumina sample preparation guidelines and shipping.

SHIPPING

The cryotubes must have a clear and permanent sign with a progressive number corresponding to information specified in the Sample Spreadsheet.

Ship samples in **Dry ice overnight and arrange the delivery by 12 noon.**

IMPORTANT! Place tubes in cryoboxes to avoid direct contact of the vial with dry ice.

For more details, please follow "**Shipping and Packaging Guidelines**" PDF file available at

<https://igatechnology.com/igatech/documents/>



IF YOU HAVE ACTIVATED THE PROJECT via <https://customer-portal.igatechnology.com/>:

Please follow the **shipping procedure** on the portal, attaching the **Sample Spreadsheet and** generating a **shipping barcode** to be insert into the parcel.

IF YOU RECEIVED THE QUOTATION via EMAIL

It is **MANDATORY to send us the compiled Sample Spreadsheet, both** with the shipped parcel and via e-mail. To properly track and safeguard your samples, send

Shipping Address:

IGA Technology Services srl
c/o Parco Scientifico e Tecnologico “Luigi Danieli”
via Jacopo Linussio 51
33100 Udine Z.I.U.
Italy