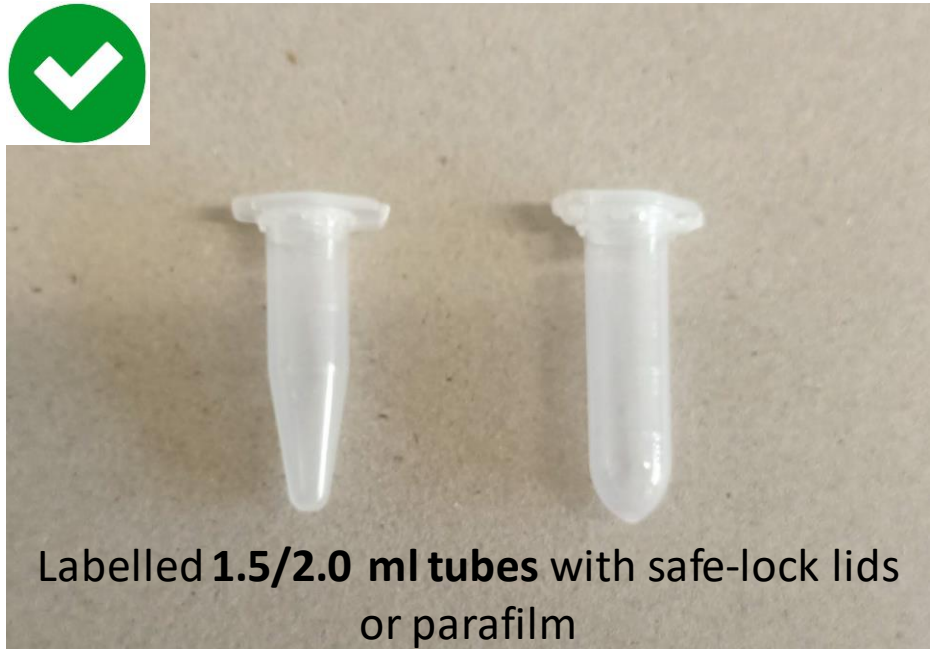
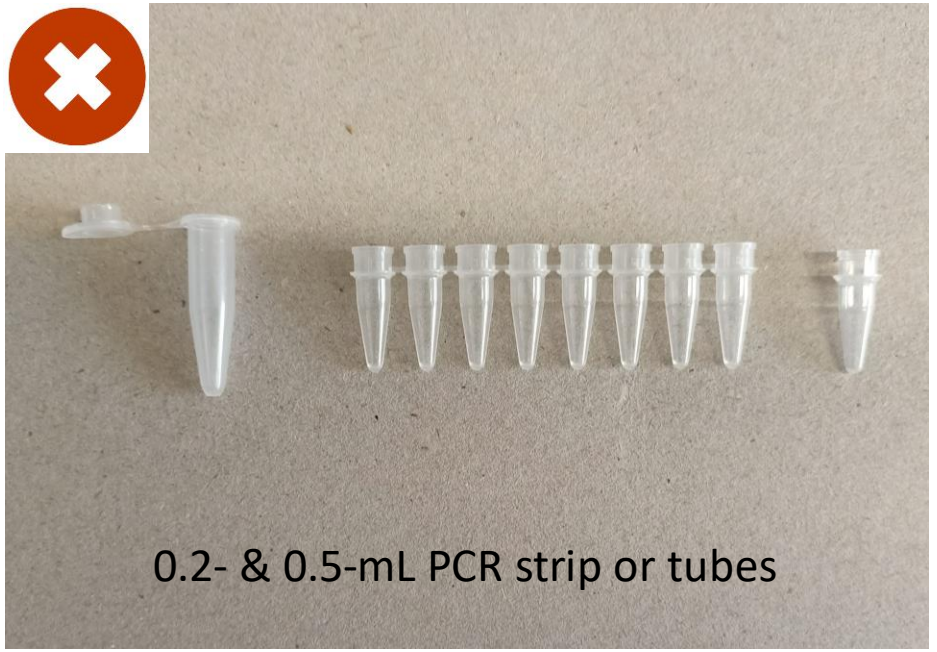
GUIDANCE ON SAMPLE PLATES DELIVERY AND SHIPMENT

Projects with fewer than 24 samples

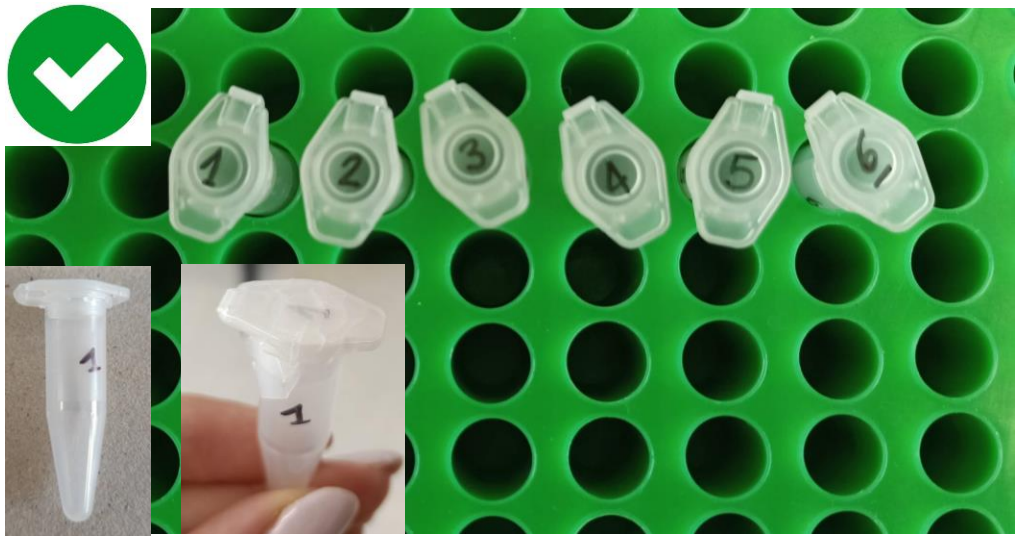


Labelled **1.5/2.0 ml tubes** with safe-lock lids or parafilm

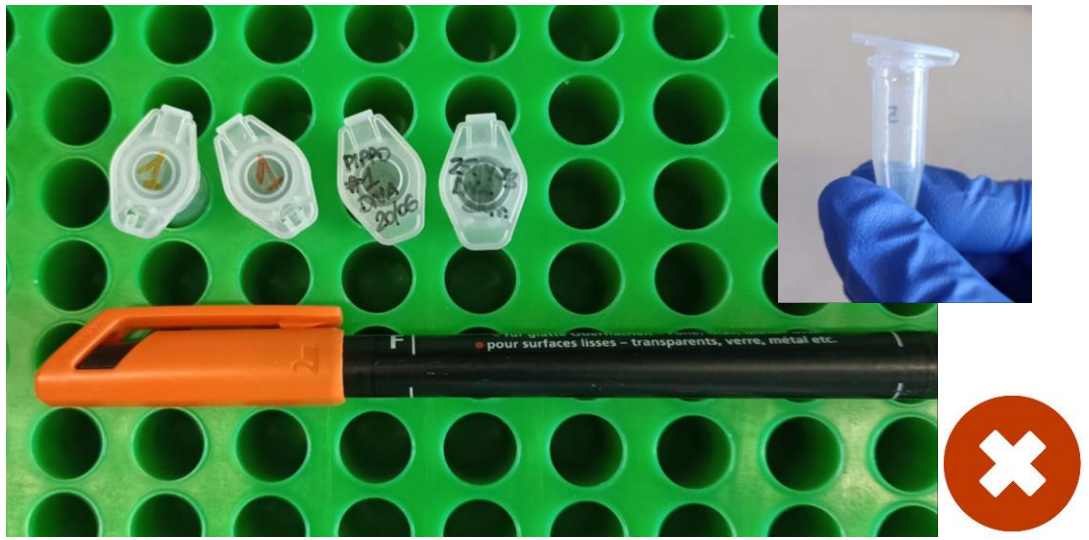


0.2- & 0.5-mL PCR strip or tubes

Projects with fewer than 24 samples



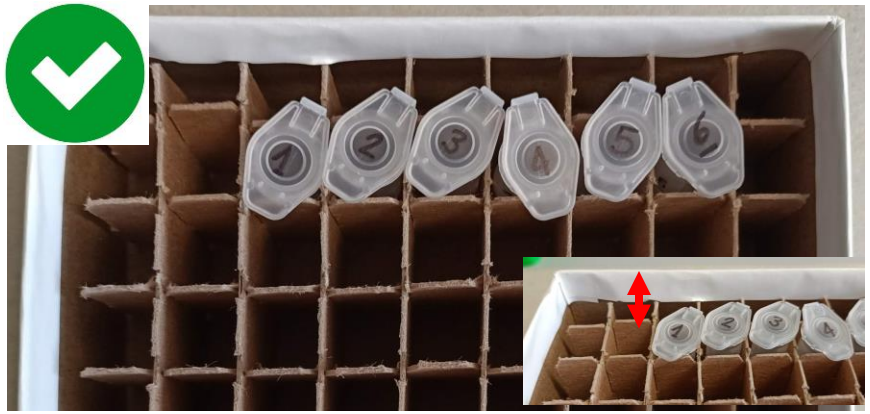
- Label tubes simply with progressive numbers using a waterproof marker pen
- Pay attention that the tube is perfectly closed(i.e., safe-lock lids, parafilm)

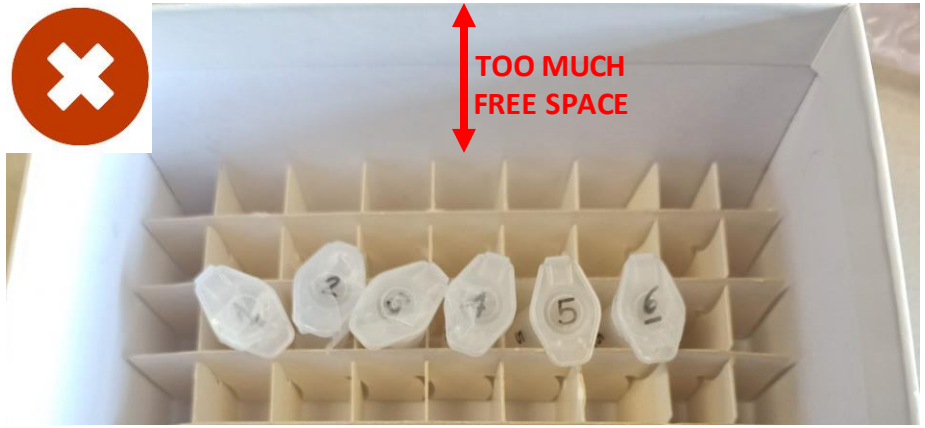


- Avoid hardly visible marker pen (better black and blue, rather than orange or pink)
- Avoid extra information in the label (e.g., sample name, date, extraction kit)

Projects with fewer than 24 samples

Protection from damage by use of right size boxes, bubble wrap or similar.



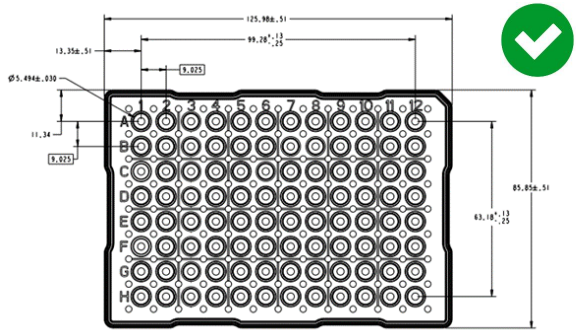


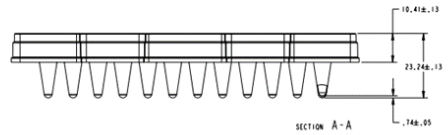
Projects with more than 24 samples

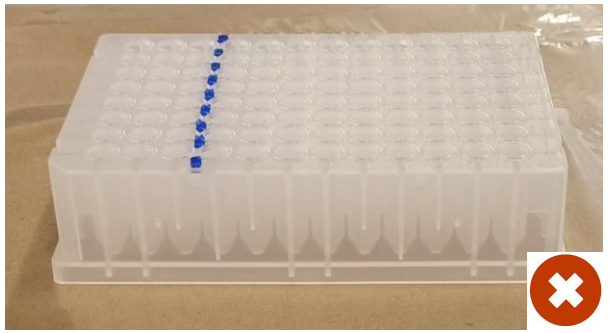
Please submit your samples in a **well-sealed and labelled 96-well plate**

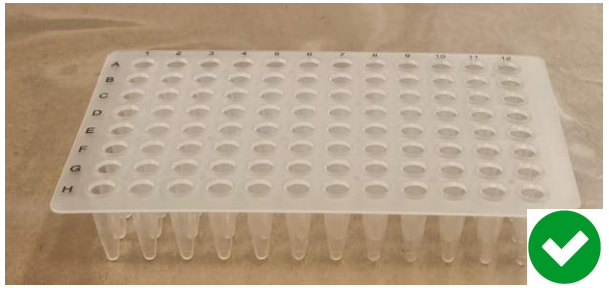
Plates must be one of the following or similar in their specification and sizes:

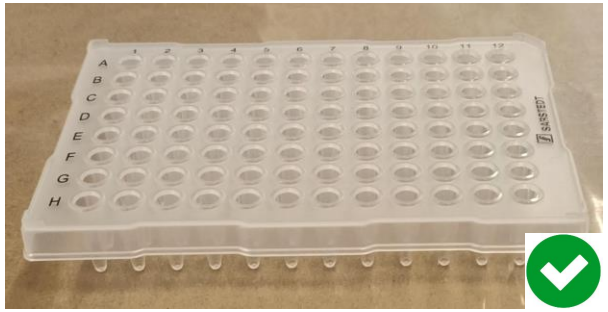
- *MicroAmp Optical 96-Well Reaction Plate' (Thermo Fisher™) REF N8010560*
- *Eppendorf 96-Well twin.tec™ PCR Plates (Eppendorf™) Order no: 0030 128.672, Cat. No: 951020460*
- *Sarstedt PCR plate half skirt, 96 well, transparent, High-Profile, 200 µl, PCR Performance Tested, PP; Order no: 72.1979*

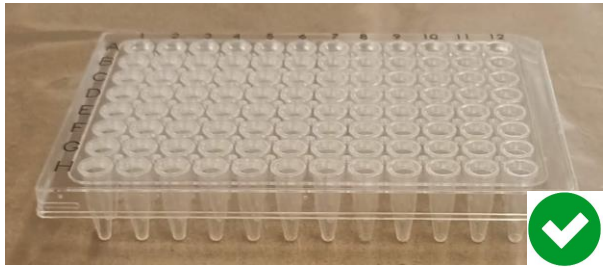












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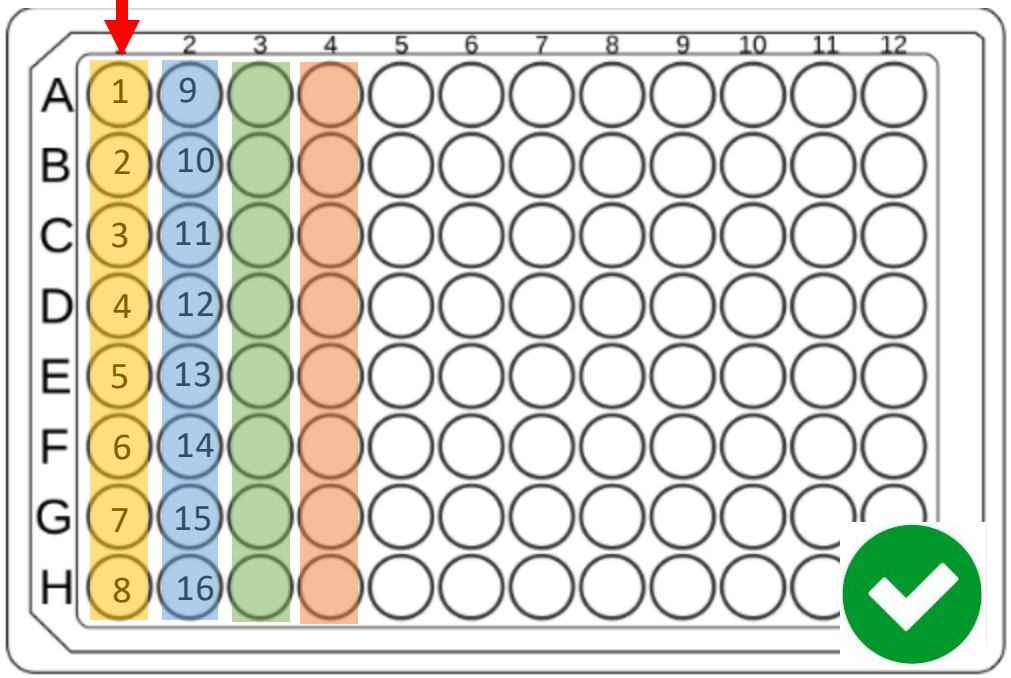
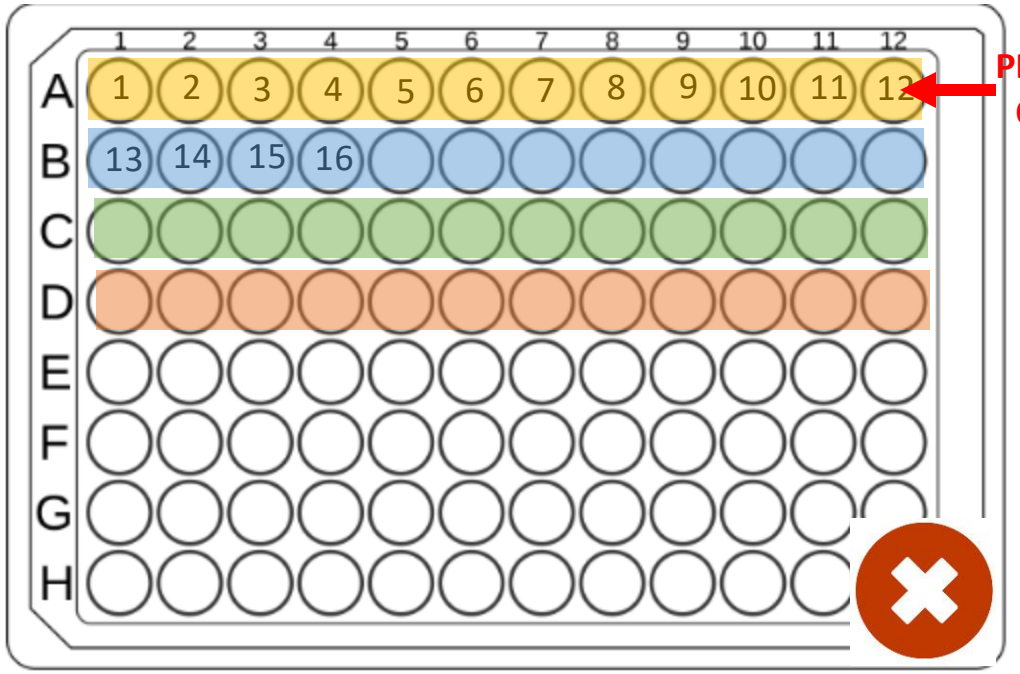
Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**

PER-COLUMN ORDER

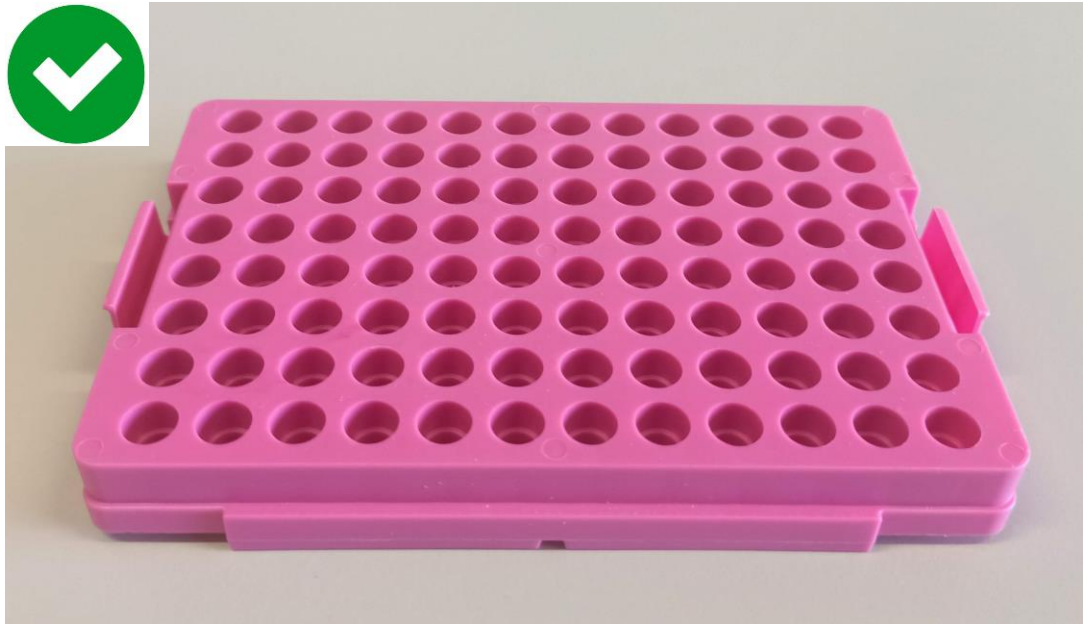


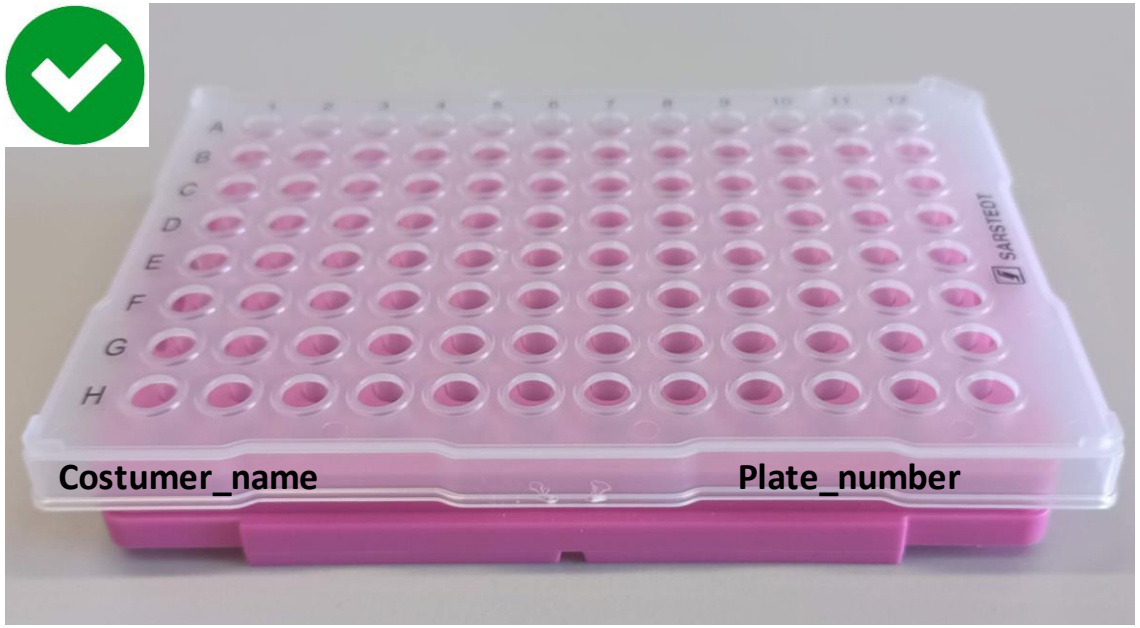


PER-RAW ORDER

Projects with more than 24 samples

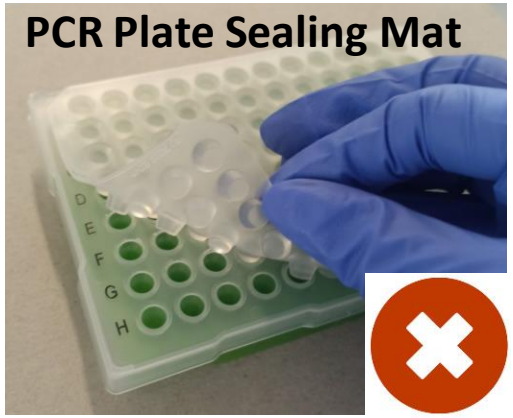
Please place the plate in the insert from a tip box to prevent disruption and/or distortion

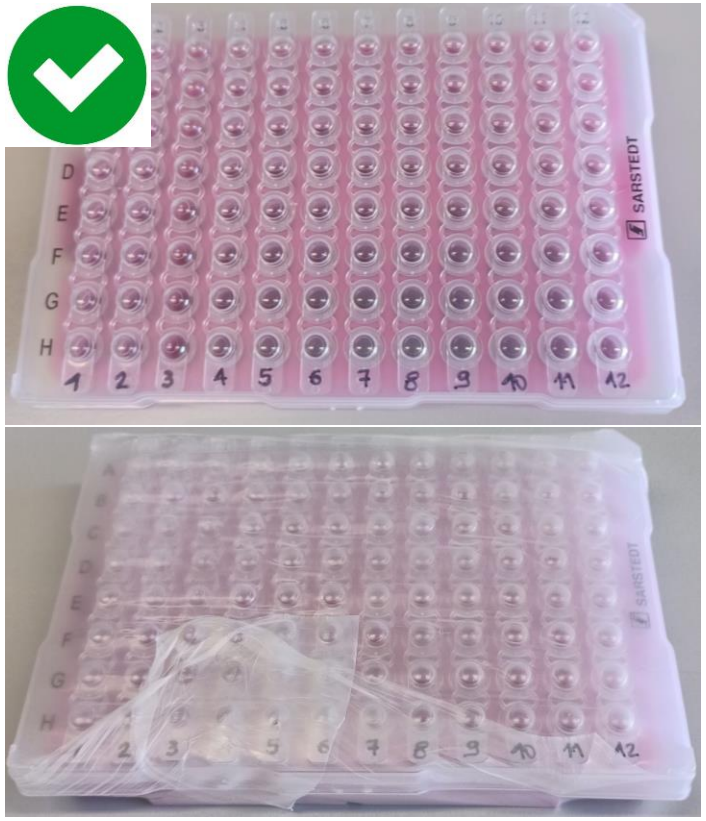




Projects with more than 24 samples

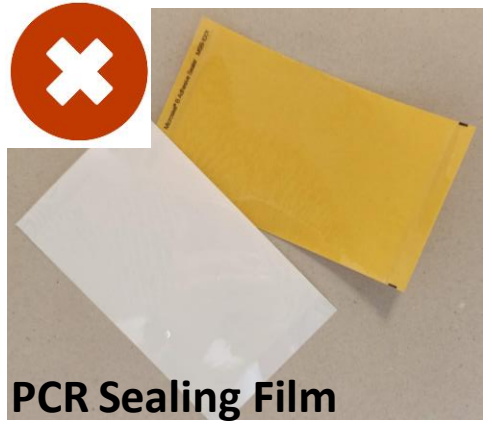
Please submit your samples in a **well-sealed and labelled 96-well plate**





PCR strip caps, closing perfectly each well.
Protect your plate wrapping it in **parafilm**

WITHOUT HEATSEALER



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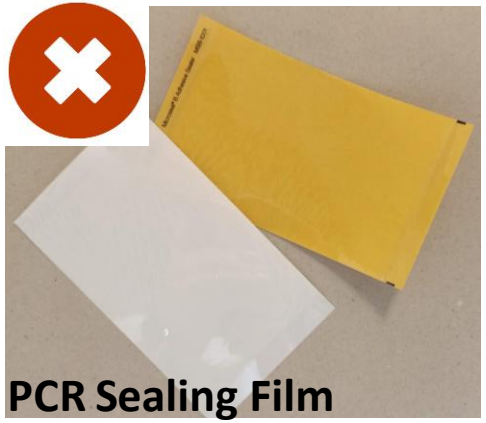
Projects with more than 24 samples

In absence of a heatsealer, ensure the seal is completely attached along the four sides and around each well to prevent contamination of and between samples as well as evaporation.



Sample Spreadsheet preparation

Fill-in all the contact information
In particular the quotation number

Quote*	QUO##########
Reference Person*	"the PI name"
Contact Person*	"the sender name"
Contact e-mail* (recipient of work in progress reports)	"the mail of the sender"
University/Department	please also put your organization here to help sample identification
Company/Institute	ase also put your organization here to help sample identificat
Telephone	not strictly necessary

Samples definition

Human-derived samples must be anonymized. Do not provide sensitive data.

For samples storage and return policies, please refer to our Terms and Conditions. https://igatechnology.com/igatech/documents/

Please do not paste sample names with space or special characters, use max 12 characters

* mandatory field - DO NOT USE SPECIAL CHARACTERS ** mandatory for multi-plates ONLY

Bioinformatics & Computationa

Meta data fields for comparison/statistical experiments -- categorical d

Mostly required for Metagenomics, RNA-Seq, ChIP-Seq STANDARD A
Please inquire in case of other applications.

Do not use this column													Do not use this column		Experimental pla	
do not compile Progressive	Customer label* (max 12 characters)	Plate identifier**	Well position** in per-column order	Sample type*	SPECIES (*latin binomial*)*	VOLUME (ul) *	CONCENTRATION (ng/ul) *	AMOUNT (ug)	A260 A280	A260 A230	R.I.N. D.I.N.	Storage Buffer or Extraction kit*	IDXXXX	Condition	Pairwaise Compa	
1	CS1	P1	A1	DNA	licrobial metasamp	20	1.3	0.03	1.56	0.45		TE buffer	IDXXXX_1-CS1-P1-A1		Group1_vs_Group2	
2	CS2	P1	A2	DNA	licrobial metasamp	20	3.3	0.07	1.34	0.19		TE buffer	IDXXXX_2-CS2-P1-A2	Group1	Group1_vs_Group3	
3	CS3	P1	A3	DNA	licrobial metasamp	20	1.3	0.03	1.97	0.23		TE buffer	IDXXXX_3-CS3-P1-A3		Group2_vs_Group3	PLEASE PROVID
4	CT1	P1	A4	DNA	licrobial metasamp	20	14.9	0.30	1.38	0.08		TE buffer	IDXXXX_4-CT1-P1-A4			FOR
5	CT2	P1	A5	DNA	licrobial metasamp	20	7.3	0.15	1.58	0.05		TE buffer	IDXXXX_5-CT2-P1-A5	Group2		
6	CT3	P1	A6	DNA	licrobial metasamp	20	4.8	0.10	1.88	0.05		TE buffer	IDXXXX_6-CT3-P1-A6			
7	WS1	P1	A7	DNA	licrobial metasamp	20	1.3	0.03	0.87	0.07		TE buffer	IDXXXX_7-WS1-P1-A7			
8	WS2	P1	A8	DNA	licrobial metasamp	20	3	0.06	2.22	0.12		TE buffer	IDXXXX_8-WS2-P1-A8	Group3		
9	WS3	P1	A9	DNA	licrobial metasamp	20	4.3	0.09	1.34	0.39		TE buffer	IDXXXX_9-WS3-P1-A9			

Avoid spaces and special characters in the sample name: only use numbers and letter separated by dash "-"

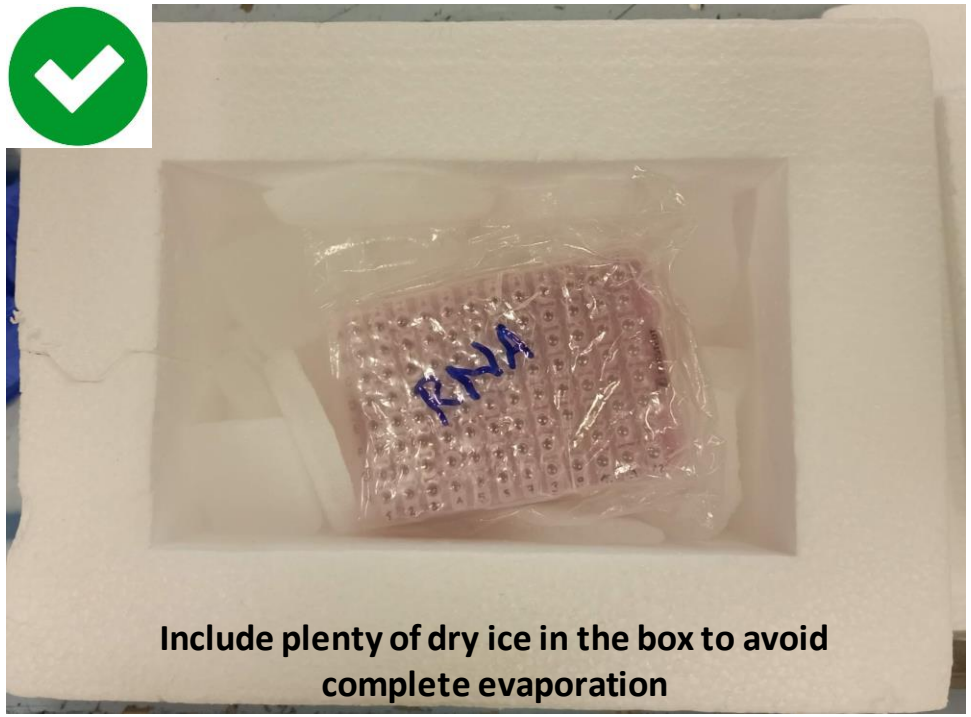
Box preparation guidelines

Prevent damage of individual wells by use of protective wrapping and place the plate in a bag within box.
Ensure that sample tubes and plates are protected from damage by use of bubble wrap or similar.

Box preparation guidelines

Specific precautions for **RNA samples**

Send RNA samples in **dry-ice** or **lyophilized** with GenTegraRNA or GENEWIZ RNA Stabilization Tubes.



Include plenty of dry ice in the box to avoid complete evaporation

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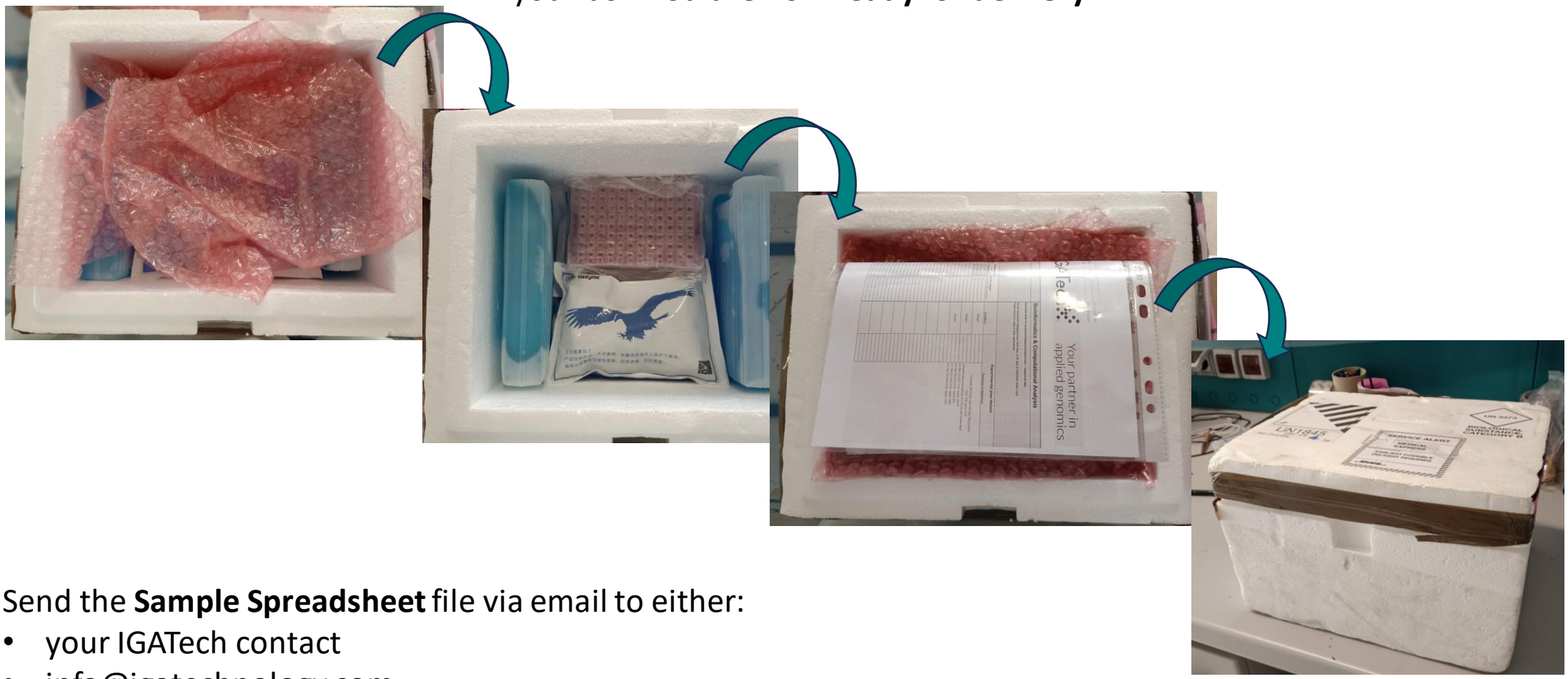
Box preparation guidelines

Ensure that sample tubes and plates are well fixed in shipping box, enclose the **Sample Spreadsheet** and close your box. **You are now ready for delivery**



Send the **Sample Spreadsheet** file via email to either:

- your IGATech contact
- info@igatechnology.com

Thank You

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