



Protocol for Preparing Samples to be Submitted for Sequencing

1. Mentors are automatically notified via email once we've accepted a team's sequencing request(s). This email will contain information regarding which samples we have approved to be packaged and sent for sequencing. (If your sequencing request was not approved, you will be contacted with further information and instructions). **Important** - we may not have approved all samples that you and your students recommended be sent. Please be sure to **ONLY** prepare the samples that we have approved. Please contact us if it is unclear why a sample was not approved.
2. To prepare samples for sequencing, all remaining sample must be transferred from the PCR tubes into the long connected strip tubes that you received. This must be done separately for each student team. Samples need to be transferred in increasing numerical order, as this is how samples will appear on our GENEWIZ submission form. Note: Please do not write *BLI* sample IDs on the strip tubes, as these numbers have no meaning to the GENEWIZ sequencing facility. Instead, tubes need to be labeled with 1, 2, 3, etc.

For example: If a group of students want to send samples 001, 002, 004, and 008 for sequencing, they would need to transfer these samples into the tubes of a strip tube in that order (**DO NOT** cut apart strip tubes, even if you do not fill all 8 tubes per strip). The tube containing sample 001 will be labeled with "1," 002 with "2," 004 with "3," and 008 with "4." The next group's set of samples will also start with sample "1", as each project is a separate submission to GENEWIZ. These numbers must be written on the tops and sides of the strip tube.

3. Once transferred and labeled, make sure the tube caps are closed tightly and place each group's set of samples into the separate petri dishes that you were given. Each dish can hold a maximum of 4 sets of strip tubes, need be. Please tape the petri-dish(es) closed and have students write their team's 3 letter code on the tape.
4. The petri dishes containing the samples must be dropped off at the DNALC to be sent for sequencing. Please be sure to keep samples refrigerated until they are ready to be brought to the DNALC.