Guidelines for Preparing and Submitting Pooled Libraries to the Oxford Genomics Centre

There are a series of basic steps to follow to ensure safe delivery of samples and timely initiation of your project. This guideline will walk you through these steps and direct you to the appropriate documents to read for your particular project needs.

⚠️ Failure to follow these guidelines and incorrect submission of samples will:

1. Delay the initiation of your project
2. Put your samples at risk
3. Result in additional charges being applied to your project

If in doubt please consult your project manager.

Sample Submission Overview

The schematic below is designed to give you an overview of the steps that you are required to take to ensure the necessary amount of material is provided in the correct container, at the right temperature and with all the required paperwork. Following these guidelines will protect your samples, avoid delays in projects initiation and prevent additional charges for processing.
1. **Library QC Guidelines**

To ensure successful preparation of libraries a set of guidelines have been prepared that describe the minimum amount and quality of material required.

1. **Pre-prepared Libraries QC**

These guidelines can be found on our website [http://www.well.ox.ac.uk/ogc/documents](http://www.well.ox.ac.uk/ogc/documents)

2. **Place Libraries in Tubes**

**Tubes:** Please use Eppendorf LoBind 1.5ml microcentrifuge tubes. Tubes should be packaged together in a sealed container (e.g. small bag or box) before putting onto dry ice. The sealed container must be labeled with your name and quote or project number.

![Image]

For tubes, ensure all libraries are uniquely labeled and the labels match those given on the sample submission form (E.g: Input 1, Input 2).

<table>
<thead>
<tr>
<th>Customer Sample Name</th>
<th>Input 1</th>
<th>Input 2</th>
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⚠️ If the libraries are in the wrong containers, we reserve the right to return at your cost or to charge a processing fee.

Only one aliquot of each library should be submitted unless by prior arrangement.

3. **Complete the Appropriate Paper Work**
4. **Packaging Libraries**

1. All libraries should be on dry ice if being shipped or if to be left in WHG reception area.

**Submitting Samples for those with Access to WHG Lab 3 Freezers**

When dropping off your samples

1. There is a designated freezer for sample drop off. The freezer is located in the first bay on the south side of Lab 3. A plan of Lab 3 and the location of the freezer can be seen in Appendix 1.
2. Samples should be left in this designated area between 10am and 2pm on standard working days.

⚠️ This freezer will not be checked other than between these times so we recommend only to leave samples between 10am and 2pm in order that your samples are not lost or defrosted if the freezer is opened or fails after this time.
3. The labeled plate or box/bag of tubes should be placed in appropriate drawer; either the one for DNA or the one for pre-prepared libraries.
4. On top of the freezer there is an area in which to leave RNA samples on dry ice.

⚠️ After 2pm, nobody will return to check for samples until the following working day. If you are unable to drop off your samples between 10am and 2pm, please arrange for a colleague to do so or wait until the following working day.

1. **Deliver or Ship Libraries**

**Submitting Samples- drop-off point in WHG reception**

1. It will be possible to leave libraries in a cupboard in reception (see image below) between 10am and 12pm on any working day- this area is not secure and will become warm, please put all samples on dry ice.
2. After 12pm, nobody will return to check for samples until the following working day.
3. If you are unable to ship or drop off your samples in this time slot, please wait until the next working day or ask a colleague to send the samples in your absence.

**Submitting Samples- shipping samples**

1. Samples should only be shipped between Monday and Wednesday (or 2 working days before the start of the weekend in the case of bank holidays).
2. All samples should be on dry ice. Some couriers have specific guidelines for shipping samples on dry ice and should be contacted for details prior to packaging up your samples.
3. Please send to:

   High-Throughput Genomics (Sequencing),
   Wellcome Centre for Human Genetics,
   Roosevelt Drive,
   Oxford.
   OX3 7BN
Appendix 1

Diagram of Laboratory 3 showing Lab 3 entrance and Submission freezer.