

If you have questions about how to organize a HT sequence request, please call John Elser at 301-846-6220 or Claudia Stewart at 301-846-5924

The Paper Work

Requests are made in the LMT-LIMS at:

<https://limsdev-abcc.ncifcrf.gov:8443/LIMS/custLogin.jsp>

Sample and request labels must be UNIX compatible text. This is Alphanumeric, dot, dash, underscore ONLY. No spaces please!

Position H12 is reserved for the LMT control. The LMT LIMS will not allow you to fill it with a sample name.

Once your request has been made, please go to the 'View Request' page and print the request you have just made and send along with the samples.

Samples Preparation

Samples must be submitted in 96-well (PE part #N801-0560) or 384-well (Abgene part# TF-0384) microtiter plates or their clones. Seal with foil seals (Beckman part #538619) since plastic seals permit excessive evaporation. We prefer that the samples come frozen on dry ice

For Sequencing Mixed Template and Primer

While we prefer to have the template and primer on separate plate, we understand that you may have limiting template and will want to send them combined. If you absolutely must send them combined in a plate, please follow the new volumes and concentrations of template and primer in the following proportions:

Primer	0.5 uM	3.0ul
Template	60-75ng/ul plasmid	9.0ul
	or	
	25ng/ul PCR	9.0ul
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Total		12.0ul

Clean-up and Sequencing

Please prepare two separate plates, one for the template and one for the primer. If you have a primer plate that you plan to use frequently, we can keep it here and you can refer to it in your request. If you will be using any of the common primers supplied by the LMT please refer to your primers as LMT-xxxx (e.g. LMT-M13Fw). The common primer sequences can be found in our website:

<http://web.ncifcrf.gov/atp/LMT/LMT-sequencing-Primers.pdf>

Plasmid DNA 60-75ng/ul	10.0ul
or	
PCR Product 25ng/ul	10.0ul
Primer 0.5uM	10.0ul

Shipping

Regulations require that we ask you to package and ship samples according to NIH guidelines.

For our Frederick customers to ship sequencing samples to Tollhouse Ave.:

- A. Safety requires a “Request for Shipment” form be filled out and sent to them prior to shipping any samples via the courier. A one time blanket form can be set-up for sending sequencing samples to Tollhouse Ave. which will streamline your paperwork. You can contact Sue Smith in Safety 301-846-5919 for details on this process.
- B. Call the courier by 4:30 pm the day before you plan on sending your samples. Let them know that you will have samples shipping to Tollhouse Ave. the next morning.
- C. Package your samples in an appropriate container and sufficient dry ice so that we receive them still frozen. Samples must be packed in a leak-proof container (Styrofoam box is OK). The lid must be secured with tape and labeled with both our address and phone number and your address and phone number
- D. Take your samples to the mail drop for your building by 9:30 am for pick-up.

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- E. Samples that are not properly packaged (for example-in a zip-loc bag, in a mailing envelope, in an interdepartmental mailing envelope, taped together, in a 50 ml tube....) will not be accepted by the courier.

For our Main Campus NIH customers to ship sequencing samples to Tollhouse Ave.:

- A. Call the courier by 9:30 am the day you plan on sending your samples. Give them your pick-up location and phone number as well as our address. Your phone number is very important, since couriers sometimes have difficulty accessing the NIH buildings due to the increased security. They may need to call you to let them into the building.
- B. Follow NIH guidelines for packaging and shipping.
<http://www.nih.gov/od/ors/ds/shipping/index.html>
- C. Package your samples in an appropriate container and sufficient dry ice so that we receive them still frozen. Samples must be packed in a leak-proof container (Styrofoam box is OK). The lid must be secured with tape and labeled with both our address and phone number and your address and phone number.
- D. Have your package ready by 11:00 am.
- E. Samples that are not properly packaged (for example-in a zip-loc bag, in a mailing envelope, in an interdepartmental mailing envelope, taped together, in a 50 ml tube....) can not be accepted by the courier.

Our shipping address is:
LMT Sequencing Lab
915 Tollhouse Ave.
Suite 211
Frederick, MD 21701

Our phone number is:
301-846-5676
and Fax:
301-846-6100

Labeling-Plates

Label the Plate (not the seal, we remove this to process the samples) with the Request Label and Request ID. The request ID is the number appended to the request once it has been made and can be found in the 'View Request' area of the LMT-LIMS.

If you are sending a primer plate with your request, label it with the request label, request ID and the word 'PRIMER'.

LMT Staff Questions

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If there are any problems or questions about your samples, or if there are any questions about your request, you will be notified by the LMT staff. Your request will show a status of 'Received and Waiting' until issues are resolved and this may increase your turnaround time. In the rare instance that a problem can not be resolved by e-mail or phone, your samples will be returned to you.