Sanger Sequencing
Submission Guidelines

Below are the basic guidelines – for more detailed information please refer to our handbook located here:
http://www.biotech.cornell.edu/node/556

1 Place an order online:
Samples will be accepted only after an order has been placed using our online ordering system which can be reached from our website: http://www.biotech.cornell.edu/brc/genomics-facility For Sanger Sequencing orders (template and primer submission) select “DNA Sequencing” for “Facility” and either “Sample in PCR Plate” or “Single Tube Sequence” as the “service”

2 Sample vial requirements:
We accept samples in two formats:

1. **Tubes:** 500ul standalone screw top vials. USA Scientific (catalog number 1405-9700 to 1405-9706 select color, 1405-9799-mixed color caps). These are the tubes the lab orders and uses. Picture example and prefered labeling method can be found in our Sanger Sequencing Handbook.

2. **Plates:** Any PCR style plate can be used for full services Sanger Sequencing (template and primer submissions). We recommend when shipping your plates at room temperature to use strip caps on the top of your plate as seen here. The uses of adhesive seals is not recommend and can cause contamination due to sample leakage. Fill your samples down the columns as followed. Sample 1-A1, Sample 2-B1, Sample 3-C1 and so one. Fill the following column Sample 9-A2, Sample 10-B2, Sample 11-C2 and so on throughout the entire plate. The last 2 wells, H12 and G12 on the 96 well plate must be left empty for controls

(Above example for shipping)

3. **Large batches of samples** (71 or more) can be submitted in a plate and run at a reduced cost (“our Plate Pricing”). The Plate Pricing discount is only available on samples submitted in a 96-well PCR style plate. However, please note that failure reruns are not available with Plate Pricing. We prefer to receive large numbers of samples in plates (16 or more), rather than in individual tubes, as it allows us to process the samples more efficiently. When less than 71 samples are submitted in a 96-well plate, tube price will be charged. Please contact us before submitting full plates of samples so that we may go over the submission details with you.

3 Sample Drop off and Mailing:
Samples may be dropped off in room 147 in Biotechnology Building from 8:00 AM to 4:30 PM Monday through Thursday and 8:00 AM to 4:00 PM on Fridays and may also be sent via FedEx or US Mail. Our mailing address is 526 Campus Road, 147 Biotechnology Building, Cornell University, Ithaca NY 14853. Please note that there is no delivery on Saturdays or holidays and we have received numerus broken tubes and plates, so please cushion and seal your plates before mailing.

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