CUSTOMER-PREPARED LIBRARY SUBMISSION GUIDELINES

DNA quantity

Libraries must be submitted at a minimum concentration of 5 ng/µL as measured by Qubit or 15 ng/µL as measured by Nanodrop, with a 260/280 ratio >1.7. Minimum library volume needed for QC and sequencing is 12 µL, though more is preferred.

Upstream library prep considerations

1. Please provide all index **SEQUENCES** (the same index number from different library preparation kits do not always refer to the same sequence).
2. The A_{260}/A_{280} should be 1.7–1.9. Ratios that deviate from this significantly suggest that DNA quantification is not accurate and your library may not have been successful.
3. If possible, please provide an expected size for your library — this is especially important for amplicon libraries, which do not always size correctly on the Agilent Bioanalyzer. A gel image is not necessary, but can be helpful.
4. Samples should be in 10 mM Tris-HCl or nuclease-free water. Please note the type of buffer on the submission form. EDTA should be avoided as it impedes downstream enzymatic reactions.
5. Upon receipt, all libraries will be QC'd by Agilent Bioanalyzer and qPCR; the customer will be charged a per-sample QC fee. Results will be returned to the customer at their request.

Shipping

1. A completed submission form must accompany all shipments.
2. Samples <12 should be submitted in either a 0.5 mL or 1.5 mL nuclease-free microfuge tube with the sample name **clearly** written on the cap — NO more than 6–8 letters/numbers — **and the PI's name on the side**. If >12 samples submitted, the samples should be in a nuclease-free PCR plate sealed appropriately with the PI name on the side of the plate skirt (spreadsheet with plate layout should be e-mailed to genomics@vai.org and should also accompany plate). All items shipped should be sealed in a plastic bag.
3. Sample should be shipped on dry ice overnight to:
   Van Andel Institute
   Attention: Marie Adams
   333 Bostwick Ave. NE, Room 1211
   Grand Rapids, MI 49503