



PACBIO SUBMISSION FORM

DATE: _____

PLEASE ENSURE BOTH SIDES OF FORM ARE FILLED OUT ENTIRELY

PI: _____

Institution/Company Name: _____

Submitted By: _____

Financial Contact and Billing Address:

PI Email: _____

Submitter Email: _____

Institution/Company: _____

PO/Quote Ref: _____

Signature: _____

SAMPLE INFORMATION

Name of Organism: _____

Size of Organism's Genome: _____

Type of DNA Submitted:

 *Ready to go lib, gDNA, amplicon, etc

Sample Buffer: _____

Library Prep Type: _____

*Consult with facility for details

Multiplex (Yes/No)? _____

*If yes, please discuss multiplexing details with facility

Desired Coverage: _____

Total 8M SMRT cells: _____

*Standard pre-extension and movie time will be decided by facility unless otherwise specified

*Data will be provided demultiplexed and CCS-processed unless you indicate otherwise.

- Please email an Excel file with the following information to nextgen-seg@biotech.wisc.edu:
 - Sample Name
 - Concentration
 - Volume
 - Index Sequence (if Lab Prepared Library)
- Submit samples <24 in 1.5ml single tubes and samples >24 in a 96-well skirted plate (A1, B1, C1, etc – not A1, A2, A3). Samples not submitted in this format can be refused or subjected to a transfer fee.
- All sample tubes/plates must be labeled with the sample name, PI last name, and date.
- Along with samples, please send:
 - An aliquot of the buffer the samples are in
 - A 1:10 dilution of all samples in a volume of 20ul

FOR OFFICE USE ONLY:

Submission # _____ Run # _____ Run Date _____ Billing Date _____ Order # _____

BIOINFORMATICS OPTIONS

Analysis to be done by:

- UWBC Bioinformatics Resource Center (Please email brc@biotech.wisc.edu to inform them of your project.)
- Collaborator: Name _____ Email _____ UWNNetID _____
- Submitting Lab

SAMPLE DISPOSAL

We store dilutions of all libraries (both customer prepared and facility prepared) for 10 years. We will only store input DNA or stock library for 6 months from submission date. If you would like your excess DNA/stock library back, please make arrangements with nextgen-seq@biotech.wisc.edu to pick up DNA. **Please note we do not ship samples outside of the US.**

Please initial next to and check the desired option:

_____ Please dispose of input DNA and/or stock library 6 months from submission date.

_____ I am responsible for making arrangements to pick up my excess DNA and/or libraries. I acknowledge that DNA and/or libraries will be disposed 6 months from submission. (Submitter and PI will be notified/reminded within the text of the email notifying them of data availability.)

I have read and understand the Illumina Sequencing Policy found on the UWBC website (please initial): _____

FOR OFFICE USE ONLY:

Submission # _____ Run # _____ Run Date _____ Billing Date _____ Order # _____