SAMPLE SUBMISSION GUIDELINES

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Customer Details:

Name of Customer*	
Contact address*	
Billing Address*	
Name and Contact number * (of the person responsible to give the details related to the sample)	
E-mail ID*	
Quote No/PO# and Date*	
Signature of the customer*	

Sample type: Bacteria

Sl. No	**Sample name***	**Gram positive / negative: ***	**Sample format * (Streak plate/slant)**	**Culture details: *** Clinical strain/Pathogenic /Environmental isolate/Symbiotic/not sure	**Age of the culture * (in days)**	**Media and culture conditions *** (for growing the culture n for DNA Preparation)	**Purity: *** Pure/ mixed/ Not sure/
1							
2							
3							
4							
5							

Precautions to be taken during preparation and submission of samples

- **Contamination in culture Samples may result in failure of sequencing reaction.**
- **The colony for sequencing should be clearly marked on the streak plate**
- **Bacterial Samples for DNA isolation should not be of more than 3 days old.**
- **If the culture is more than 2 days old, it will be revived in fresh media (as suggested by the customer) and then only proceeded for DNA isolation**
- **An additional charge of Rs.100/- may be applicable for purifying/reviving isolates.**

- **Bacteria in Agar plates may be individually wrapped with Parafilm for dispatching.**
- **If you are sending Bacteria in agar slants confirm that cotton plug is tight and wrapped in parafilm**
- **If you are sending your cultures/Samples in glass vials/glass tubes/glass plates, please ensure that you pack them with enough packing material and give all precautions to avoid breakage of the glassware during transit**

Sl. No	**Sample code** *	Name of the gene to be sequenced	Size of the gene (bp)*	Sequencing to be done in one Direction or two Direction (1D/2D)*	Primer provided (Y/N) *	Mention the name of Universal Primers to be used	Primer sequence*	Primer volume provided *	Primer concentration (pmol/ul) *	Annealing temperature of the Primer*
1										
2										
3										
4										
5										

Important Details required for Sequencing

General Instructions on Primers for sequencing

- Use molecular biology grade water or Tris buffer for dilutions

- Provide primer sequence if primers are provided from your end.
- Primer concentration should be 10pmol/µl
- Primer requirement; volume 10µl (Minimum)
- For every additional reaction supply 5µl each of primer and template at above mentioned concentration.
- Please make sure that your primer can adequately bind to your template. Insufficient primer binding often leads to poor- quality results.

Optimal Sequencing Primer Characteristics:

- Primer length should be between 18-25 bases length
- GC content should be between 45%-55%
- Tm should be in the range of 50^{o}C- 60^{o}C
- We won't accept RAPD primers or degenerate primers for sequencing
- Have a G or C at 3' end
- 3' end is complementary with your template

<u>Special points to be considered:</u>

IMPORTANT:

Samples will be rejected if they have been received in the following conditions

- Broken tubes and plates (PCR tubes/Microcentrifuge tubes/ culture slants/storage vials)
- Samples without proper labelling
- Petri plate without proper sealing
- Very low sample volume than the requirement
- Contaminated culture plates for DNA/Plasmid isolation.

Disclaimer

Any damage caused to the samples during transit will not be our responsibility.