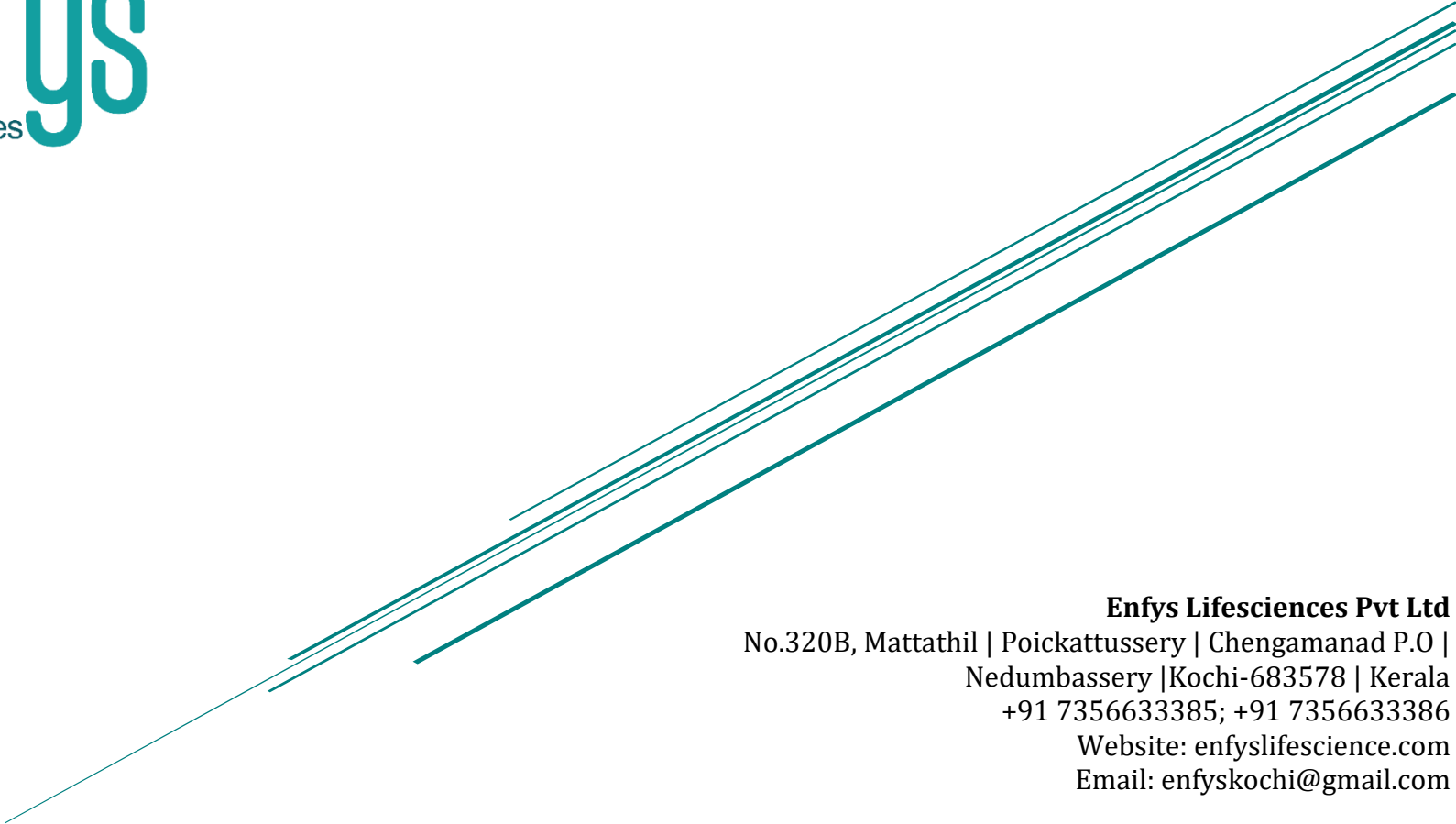


# SAMPLE SUBMISSION GUIDELINES

A series of five parallel teal lines that originate from the bottom left and extend diagonally towards the top right, crossing the contact information.

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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: Fungi

Sl. No	<u>Sample name</u> *	<u>Sample nature:</u> * Vegetative hyphae / spores :	<u>Sample format</u> * (plate/slant)	<u>Colony morphology</u> * (mention the colour and nature of the colony)	<u>Culture details:</u> * Clinical strain/Pathogenic /Environmental isolate/Symbiotic/not sure	<u>Age of the culture (in days)</u>
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 plate (You can mention the colony morphology clearly in the above table or attach a photograph of the desired culture)**
- **Fungi in Agar plates may be individually wrapped with parafilm for dispatching.**
- **If you are sending fungi 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%
- T<sub>m</sub> should be in the range of 50°C- 60°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

### **Special points to be considered:**

**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.