TIPS FOR SENDING SAMPLES TO BERKELEY

Updated 26 Sep 2011 – Megan Bontrager

Prepare your samples in tubes or plates. See Berkeley Sequencing Facility website for detailed instructions. Be aware that if you send your sequences on a Friday they will probably be unrefrigerated for the weekend, so I recommend sending them Monday-Thursday.

FORMS:

You will need to fill out a sequencing facility form, which can be filled out and printed on the Berkeley Sequencing Facility’s website.

You also need a shipping documentation record. There are generic, partially filled out copies of this form in the cupboard under the microwave in the Gilbert Lab, or you can find it online if you search “UCSC shipping documentation record”. **In the top margin of the form write our mail code: 438.**

Complete both these forms and bring them with you to the loading dock.

PACKAGING YOUR SAMPLES:

If your samples are in a plate:

a) Make sure it is a plate that is compatible with Berkeley’s facilities (again, see their website).

b) Make sure the plate is sealed well!

If your samples are in 1.5 mL eppendorf tubes:

a) Close lids tightly.

b) Put your eppendorf tubes into 50 mL screw-top Falcon tubes for secondary containment and to keep them from rattling around too much during shipping. You can fit 5 or so eppendorfs into each Falcon tube.

Label tubes and plates well. Eppendorfs should have sample names on them that match your sequencing order form. Falcon tubes and plates should also have the name of the person ordering the samples and the date. If you have multiple plates, make sure it is clear which samples are in each plate.

Take plates/tubes and forms to Baskin Engineering loading dock. Go inside to the FedEx desk (they are open 8-3, Monday-Friday). They will give you a padded envelope or box to put your samples in. Give them the forms and samples and tell them that it is DNA for Berkeley, and they will send it for you.

Berkeley will send your sequences to the e-mail on the form. This usually takes a day.