

DNA SEQUENCING VOLUME DISCOUNT INSTRUCTIONS

In order to receive a volume discount for the submission of 48 or more samples at a time, you **MUST** follow the instructions below. This allows us to process your samples more efficiently and use fewer supplies. As a result, we are able to offer you a price discount. If you do not follow these directions, the processing of your samples will be delayed until you make the necessary corrections.

SAMPLE TUBES

1. Samples must be already aliquotted into 0.2ml PCR tubes in the 8-strip format and covered with the appropriate 8-strip dome caps. The facility will provide these strips and caps free of charge. Do not use adhesive films to cover your tubes – please use our strips and caps.

2. Order your samples from **left to right, bottom to top** in a plate as shown here.

We will need one position for our own positive control standards, so **please leave A1 empty** when arranging your samples. In the diagram this position is marked with an “X”.

Therefore your 1st sample must be in position B1 and your second sample in position C1, your 9th sample in position B2, and so on.

Except for the positive control space at **A1**, **DO NOT include other empty spaces or empty**

tubes before the last tube in your set. If you do, these tubes will be processed along with others and you will be charged for them.

Place your on line finch order. Be sure to bring the order details printout to the facility. Label the rack with your name and order details number.

3. Label the actual tubes (or at least the first and last tube of each strip) so that we can keep them in order after the caps have been removed. **It is more important to label the tubes than the caps.**

12								
11								
10								
9								
8								
7								
6								
5								
4								
3								
2								
1	X							
	A	B	C	D	E	F	G	H

4. Except for the positive control spaces, **DO NOT include other spaces or empty tubes** before the last tube in your set. If you do, these tubes will be processed along with the others and you will be charged for them.
5. Follow the instructions provided on our website on how to create an order a Finch order. Be sure to bring a print out of your order details sheet along with your samples.

Premixed samples should be dropped off in room 135 Jones from 9AM to 4PM.

Additional helpful information:

The Finch LIMS system is an online data ordering and retrieval system. The web address is <http://lims.duhs.duke.edu:8080/Finch/Core/loginForm>
Instructions on setting up a group PI accounts as well as individual user accounts are on the DNA sequencing home page. There are four PDF files on the homepage labeled FINCH. Things to keep in mind:

- 1) If your PI is new to the facility you will need to set up a Lab group sign up sheet and bring the completed form to the DNA Analysis facility room 135 Jones.
- 2) Each user in the lab needs to set up online individual user account. If you have filled out all fields online correctly and we have no further questions your account is activated within one business day. Once your account is activated the submit button will be available. Submit your order and bring samples to the facility.
- 3) Again, be sure to bring a print out of your order details sheet along with your samples.

Thank you for your cooperation in following these instructions!

If you have any further questions feel free to contact us.

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