
SAMPLE SUBMISSION GUIDE FOR METAGENOMIC STUDIES

Registration is mandatory

Registration to our integrated and secured management system is free and can be done at the following address: <https://pag.ibis.ulaval.ca/seq/en/enregistrer.php>

Once you have registered, you will be provided with a user name and password required to submit samples and access your results. The data in our system is organised by principal investigator and everyone registered under the same PI has access to the data from the entire group.

A quotation is required for sample submission

You can ask for a quotation directly to the platform to nextgen@ibis.ulaval.ca.

A payment method is required for sample submission

We accept most usual payment methods. Below you will find the information that must be provided for each method.

Purchase order: We need the PO number and attach a copy of the PO (in PDF format), particularly if there are special instructions for payment.

Credit Card: We accept Visa and Mastercard. You must supply the contact information (name, address and email) of the person responsible for the payment. A link to a secured payment site will be sent to that person. Please note that we will invoice at the moment we feel confident that we can deliver the complete service under our high quality standards. DO NOT ENTER CREDIT CARD INFORMATION ON OUR SAMPLE SUBMISSION SITE.

Prepayment: We can generate an invoice readily for bank transfer. You must supply the contact information (name, address and email) of the person responsible for the payment. Please note that we will invoice at the moment we feel confident that we can deliver the complete service under our high quality standards.

Sample requirements

Make sure to provide DNA samples of the best possible quality. DNA quality can be sample-dependent but can also be affected by the extraction method used. Diversity libraries (bacterial 16S, eukaryote 18S, fungi ITS, etc) are generated by using the PCR method which efficiency can be greatly reduced by several sources of contamination. If you have any concern or questions regarding the quality of your samples or extraction method, feel free to contact us via e-mail.

Samples must be provided to a minimum **volume of 10 µl** and a **concentration between 15 to 30 ng/µl** for analysis (although concentration should be between **1 to 10 ng/ul** for faeces samples). The samples must be provided in a **transparent PCR plate**.

Always label your plates on the side and we encourage our customers to use a nomenclature system that will make each submission unique. A good way to make names unique is to use a combination of the PI name, date and plate number, for example: BBoyle_20170824_Plate1.

You must also write the ticket number on your plates. This number will be sent to you by email after you submit your samples.

For incomplete plates, use a column layout rather than a row layout. See example below:

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

Please ensure that the plates are sealed correctly before shipping. We recommend the use of Abgene 0558 sealing films (AB-0558) or equivalent. The sealing film or tape must prevent evaporation and sample movement during transport and must be removable for further processing.

Submitting samples

Samples must be submitted through our sample submission site. The easiest way is to use the link in the email containing the quotation.

You must be registered and supply the required information.

Once your submission is completed you will receive an automated reply with a ticket number. You must label your plates with that ticket number. The ticket number will be your reference when contacting us.

Please send us a sample list with corresponding plate positions and DNA concentrations in a text or Excel format by replying to the automated email.

Instructions for shipping

Protect the plates to ensure that they will not be damaged during transport. We recommend the use of a styrofoam container and ice packs as a refrigerant. Don't use dry ice as it tends to make seals peel-off. We strongly recommend shipping only on Mondays and Tuesdays.

Please ship at the following address:

Plate-forme d'analyses génomiques
Pavillon CE-Marchand
1030, rue de la Médecine
Local 0147 (Reception des marchandises)
Université Laval
Quebec (Quebec) G1V 0A6
CANADA

Within Canada

Use an overnight carrier service with next morning delivery.

International

Use the fastest carrier possible. It is important to advise us upon shipping so we can speed up customs clearance. A pro-forma invoice must accompany the package. We can provide a template upon request. Please send carrier information and tracking number to sequencage@ibis.ulaval.ca.

It is possible to ship dried samples at room temperature to avoid cross contamination during transport.