



General Guidelines

Format & labware

- Please submit all samples in a sealed fully skirted PCR plate with clear wells, such as:
 - Biorad Hard Shell Plate (HSP #9601)
 - Eppendorf Twin-tec plates (951020401)
 - SuperPlate 96-Well PCR Plates (AB2800)
 - Fisherbrand™ 96-Well Low-Profile, Skirted PCR Plates (14-230-237)
 - Axygen Scientific PCR96FSCS (available from Fisher Scientific as 14-222-326)
- Please use a peelable plate seal, rather than strip caps, to seal the plate.
- The plexWell library prep is designed for 96 samples per submitted plate. Each plate submitted should contain DNA in a minimum of 90 wells.
- If submitting multiple plates, ensure that each plate is clearly identified with a unique identifier and that a physical barrier is inserted between plates to prevent puncture of the seal on the bottom plates
- A complete [sample submission form](#) for each plate must be submitted to services@seqwell.com prior to lab processing. Each plate submission form must have a unique plate name from prior submissions if applicable.

Sample Concentration

- Accurate sample concentration information is crucial to library preparation and sequencing success. Sample QC is not part of seqWell's normal process. Providing inaccurate sample concentration information will result in delays, rework and incur additional cost. Adhering to the following bullet points will ensure proper processing
- The optimal concentration of samples shipped is 5-50 ng/μl as quantified by a **dsDNA fluorometric assay** such as picogreen. All samples on the plate should be within the same order of magnitude. Quantification by absorption as 260/280 is not representative of the dsDNA content and is not a replacement for Qubit or picogreen style assays.
- All samples within a plate should be within the same order of magnitude concentration range.

Sample Volume and Buffer

- 10 mM Tris-HCl, pH 8.0 is the preferred sample buffer. Submission in ultra pure water is also acceptable. For other buffers, consult with our support team prior to submission.
- Acceptable sample volumes are ≥30 μl.

Sample Purification

- Samples should be purified from other contaminants. Standard purification processes with extraction are sufficient. PCR products should be purified from the reaction by standard means such as bead based purification.

Shipping Considerations

- We recommend shipping your samples overnight with cold packs, though it may be shipped at room temperature if it arrives at our lab within 2-4 days. Please protect the plate from rough handling and vibration by putting it inside a small cardboard box with ample padding material.
- Send the tracking number to services@seqwell.com.
- Clearly mark your package as "COLD" to ensure proper handling.
- Morning delivery options are preferable.
- **SHIPPING ADDRESS:** Services Department
seqWell, Inc.
66 Cherry Hill Drive
Beverly, MA 01915