

HOW TO REQUEST A SEQUENCING SERVICE TO CRG GENOMICS UNIT:

1. NO ADVICE REQUIRED. You know the service you need and you have the samples ready:

1.1. Please fill the “**Sequencing Request Form**” and **send it** to ngs@crg.eu with the following information on the body of the mail:

- Number of samples
- Type of service (application)
- How to sequence (Single Read or Paired End, length of the read)
- Number of lanes needed or number of million reads per sample
- Information needed for the quotation of the service
 - Name of the PI (always)
 - Name of the Institute (always)
 - Address (for new users)
 - VAT number of the institute (for new users)

All services request forms are on CRG Genomics Unit web page:
<https://www.crg.eu/en/programmes-groups/genomics-unit>

1.2. Wait until the **Unit staff replies**, providing you a slot to bring/send the samples. **Do not bring/send** any samples without the approval from Genomics Unit.

1.3. It is mandatory that the samples are brought to the Unit in **1.5 ml tubes or plates**.

- The name of the samples and plates **must** be 6 characters long maximum and no special characters should be used (only underscore is accepted).
 - The name written **on the cap of the tube** must be the same as the one entered in the request form.
 - The tube wall must be free of any sticker or tape.
 - We recommend using “safe-lock” eppendorfs. Do not use parafilm.
 - Minimum volume is 10 µl.
 - For samples in **plates use one of the 2 options**:
 - Eppendorf twin-tec PCR 96 semi-skirted (ref. 30128575)
 - NZYTECH 96 well PCR plates half skirt (ref. LW00801)
- If sending plates with dry ice, we recommend using the Bio-Rad Microseal “B” seals (ref.MSB1001) to prevent detachment of the foil.



1.4. The time schedule for receiving samples at Genomics Unit is:

Monday 11h-13h
Wednesday 11h-13h
Friday 11h-13h

Alternatively, if you need to send samples **via courier**, make sure to notify us some days before the shipment, to agree on a date to send the parcel.

Send the parcel to:

Genomics Unit
Centre de Regulació Genòmica (CRG)
PRBB Building
C/ Dr. Aiguader 88, 5th floor, lab 520
08003 Barcelona

Please include inside the package the service request forms in paper.

The CRG Genomics Unit is not responsible for parcels sent without prior notification and agreement with the Unit staff.

1.5. If you do not bring / send the samples the agreed day, the slot for sample delivery will be lost.

2. **ADVICE REQUIRED. You have questions on the service you need:**

If you do not know how to sequence and require information and advice on the services, please, send an e-mail to ngs@crg.eu explaining briefly your project and what do you want to analyze so we can discuss with you the best strategy for you.

If you already know the number of samples and the application needed, please, specify it on the mail.



HOW TO RECOVER SAMPLES FROM **CRG GENOMICS UNIT**:

Note: bear in mind that your samples will be stored at the Genomics Unit for 6 months after data delivery. After that time, samples will be discarded unless you have taken them back.

1. Send an e-mail to ngs@crg.eu, indicating the name of the subproject and the name of the samples/libraries that you want to get back.
2. Once we have collected them, a confirmation e-mail will be sent.
3. If you come in-person, the time schedule for recovering samples is Monday to Friday, from 9 to 13h. Remember to bring dry ice or ice if needed (depending on sample nature).

For samples that need to be sent via courier, **the user** is responsible of arranging the shipment. The day and time frame to send the parcel has to be agreed with the Genomics Unit staff. In case of RNA samples, a package with dry ice has to be sent by the user.

