**Sample Submission Checklist**

Please make sure all items under the appropriate category on this sheet are checked and true before submitting your samples to the sequencing core. If you cannot complete any of these items, please contact us.

***Submission for Library Construction***

* My sample tube contains at least 10µl.
* My sample is in a low-bind tube.
* I am submitting at least 1 ug of DNA/RNA, preferably measured using a method other than nanodrop.
* My DNA sample has a purity 260/280 ratio of at least 1.8.
* My RNA sample has a RIN (RNA Integrity Number) from Bioanalyzer of 8 or above.
* My sample tube is labeled with the assigned sample ID provided by the core, which is given to me during sample submission through Galaxy (internal MGH customers only).
* My sample tube is labeled with the correct self-generated sample ID listed on the submission form (external customers only).
* I have filled out the library construction sample submission form in its entirety (external customers only).

***Submission for Sequencing***

* My sample tube contains at least 10µl.
* My sample is in a low-bind tube.
* My library has been validated and quantitated, preferably using a method other than nanodrop.
* The sample aliquot that I am submitting has a concentration less than 100nM, preferably between 10-20nM.
* I have used a 2-4% Agarose gel, Bioanalyzer, SPRI beads, or other method to determine an accurate library size that is approximately 300bp +/- 10% for PE76 reads or shorter (including adapters).
* My adapters match my choice of sequencing primer.
* My sample tube is labeled with the assigned sample ID provided by the core, which is given to me during sample submission through Galaxy (internal MGH customers only).
* My sample tube is labeled with the correct self-generated sample ID listed on the submission form (external customers only).
* I have filled out the sample sequencing submission form in its entirety (external customers only).

***Sample Delivery (All samples)***

* My submission form has been emailed to [nextgen@research.mgh.harvard.edu](mailto:nextgen@research.mgh.harvard.edu) (external customers only)
* A copy of my submission form is included with my sample (external customers only).
* I have informed [kaleena@molbio.mgh.harvard.edu](mailto:kaleena@molbio.mgh.harvard.edu) of my intent to deliver (external customers only).
* My sample is being delivered overnight on dry ice (external customers only).
* My samples have been given directly to Tammy Gillis (MCPZN 5312) or Kaleena Shirley (MCPZN 7402), or placed in the freezer as instructed by them (internal MGH customers only).