

Robarts Research Institute

Microbiome Sample Submission Guidelines

Standard Operating Procedure (SOP)

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1. Background

This SOP outlines the proper guidelines for microbiome sample submission to ensure consistency between submissions and smoothness of downstream sample processing and data analysis.

2. Guidelines

- i. A *minimum* of 25 uL volume is required for each sample
- ii. Submit samples in 96 well V-bottom plate with a seal
 - a. Flat bottom plates must *not* be used
 - b. individual caps on each well are *not* acceptable
- iii. Each plate can *only* contain a maximum of 91 samples
 - a. Leave wells D12 – H12 empty for each plate
- iv. Label each submitted plate on the side with non-erasable markers
 - a. Labelling on the seal is *not* acceptable
- v. Email David Carter, dcarter@robarts.ca, the Illumina Submission spreadsheet, which contains the sample names, index IDs, and index sequences (template is shown in Figure 1. and can be downloaded from here:
http://dataserver.robarts.ca/pi/Supplemental_Material/
 - a. Each sample *must* have a unique index or pair of indices

	A	B	C	D	E
1	Sample_Name	I7_Index_ID	I7_sequence	I5_Index_ID	I5_sequence
2	Control-1	Nex.SA701	AACTCTCG	Nex.SA501	ATCGTACG
3	GL0001	Nex.SA702	ACTATGTC	Nex.SA501	ATCGTACG
4	SNP1512	Nex.SA703	AGTAGCGT	Nex.SA501	ATCGTACG
5	Butterfly-005	Nex.SA704	CAGTGAGT	Nex.SA501	ATCGTACG
6	qwerty1234	Nex.SA705	CGTACTCA	Nex.SA501	ATCGTACG
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Figure 1. An example of the submission spreadsheet. Samples in this example has a unique pair of indices.