

## Guidelines for Submission of Materials in 96-well Plate Format

In addition to program- and product-specific sample submission requirements, the JGI requires that investigators adhere to the additional guidelines outlines below for submission of materials in 96-well plate format.

Investigators submitting **22 or more** samples at one time are strongly encouraged to submit materials in 96-well plate format. Samples should be prepared in TE buffer. In addition, we ask that you assess the quality of at least 10% of samples prior to submission. Guidelines for quality assessment (“Genomic DNA QC protocol”) can be found here: <http://my.jgi.doe.gov/general/protocols.html>

Because your samples will be processed using the JGI’s automated platforms, we require use of the following plate:

### Eppendorf twin.tec PCR 96, DNA, DNase and RNase-free, semi-skirted

(Within the U.S.: Order # 951020303; International: Order # 0030-128.575)

#### Reference:

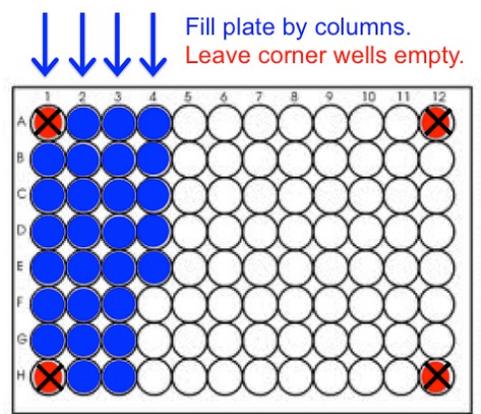
U.S. Orders: [http://eshop.ependorfna.com/Eppendorf\\_twintec\\_96\\_PCR\\_plates](http://eshop.ependorfna.com/Eppendorf_twintec_96_PCR_plates)

#### International Orders:

<http://www.ependorf.com/int/index.php?sitemap=2.1&pb=01ced89b48e28fd7&action=products&contentid=1&catalognode=14136&productpage=4>

**Plate Sealers:** CIC Aluminum Foil Seal: <http://www.cryostuff.com> (Part # FS100)

Leave the corner wells (A1, A12, H1 and H12) **EMPTY**. Place samples into the plate, filling by column (Column 1 B-G, then Column 2 A-H, Column 3 A-H, etc.). Leave unused wells empty.



#### Additional Guidelines:

	DNA	Std RNASeq Eukaryotic Total RNA
Volume per well	50-100 uL	50-100 uL
Concentration	>20 ng/uL	>200 ng/uL
Mass	>1 ug/well	>10 ug/well
DNase Treatment Required?	No	Yes

Last Updated 10/26/12

**Plate Naming:**

It is important that the plate name be unique and descriptive. "Plate Label" is the field ("Sample Info" tab, column Q) in the SPTIS Excel form where you will enter this information. Double-check that the plate label information on the Excel form matches the physical label on the plate prior to shipment. **Mismatched or improperly labeled materials will be returned to the shipper.**

Please name your plate using the following convention:

- first 3 letters of the last name of the Principal Investigator
- 6 characters for organism name
- up to 7 characters for additional description
- counter (if multiple plates are sent)
  
- use dots as delimiters of the above three parameters
- plate name cannot be more than 20 characters in length

**Examples:**

smi.esccol.23hphos.1 (PI=Smith; Organism= E.coli; Description=23hr time point grown under Phosphate conditions; Plate=#1)

jon.zeamay.stemdrk.2 (PI=Jones; Organism=Zea mays; Description= Stem tissue, grown under dark conditions; Plate= #2)

If you are having trouble determining a unique name for your plate, please consult your Project Manager.

*Last Updated 10/26/2012*