



Australian National University Biomolecular Resource Facility

## Illumina Sequencing

BRF Library Preparation & Sequencing  
Order Form



BIOPLATFORMS  
AUSTRALIA

# 1. Contact & Billing Information

Customer Information
Full Name
Address
Phone
Email

PI (or lab head) Information	
Full Name	
Phone	
Email	
Signature (digital)*	Date





Billing Information	
GLC Charge Code (ANU Customers Only)	Purchase Order/Work Order, or Email Address (Non-ANU Customers Only)

\*Please use the Adobe E-Sign tool, or type initials. By signing you acknowledge and accept BRF charges, [terms and conditions](#).

# 2. Sequencing Information

Please fill in the following section, using the **dropdown menus** to select which sequencing kit is required for your project (choose only one instrument per order form). Use the dropdown menu under "Data Delivery" to choose how you would like the sequencing data to be delivered. Under the "Read Lengths" section, enter your chosen read lengths e.g. 150 bp paired-end, 100 bp single-end etc.

For more information on data output and compatible read lengths, please email the BRF at [brf@anu.edu.au](mailto:brf@anu.edu.au)

MiSeq	NextSeq 2000	NovaSeq 6000	NovaSeq X Plus
			
Reagent Kit	Reagent Kit	Reagent Kit	Reagent Kit
Read Lengths	Read Lengths	Read Lengths	Read Lengths
Data Delivery			

## 2. Sample Submission Instructions

The requirements for sample submission for library preparation by the BRF are:

- 1. Completed order form:** please fill in and sign this order form and email a copy to [brf@anu.edu.au](mailto:brf@anu.edu.au) (**do not print**).
- 2. QC documentation:** prepare reports (e.g. fragment analysis) and spreadsheets listing sample numbers, IDs, sample type and QC results as described in the Illumina Sample Submission Guidelines document (which can be found on the BRF Illumina Sequencing webpage), and email these documents to [brf@anu.edu.au](mailto:brf@anu.edu.au)
- 3. Sample labelling:** please use a simple numbering convention for sample labelling (e.g. 1, 2, 3 etc). Samples can have unique names, but must be listed in the QC spreadsheet with their corresponding sample number. If you are submitting  $\leq 24$  samples, please use 1.5 mL tubes for each sample with the sample number clearly and neatly written on the lid. If you are submitting  $> 24$  samples, please use 96 well plates with the samples plated column-wise, and detail the sample numbering, IDs, well location and QC results in the QC spreadsheet.

The Illumina Sample Submission Guidelines document contains detailed information about library preparation services and sample requirements. Please read and use these guidelines for submitting samples for library preparation at the BRF. For samples that do not meet all criteria, please contact the BRF to discuss whether they can be processed.

Below is an example of how a QC spreadsheet should be formatted. The header fields will vary for different sample types. For example, a QC spreadsheet for RNA will need to have a RIN score column; a spreadsheet for plant HiC will need a sample mass column etc.

Sample Number	Sample ID	Sample Type	Concentration (ng/ $\mu$ L)	Volume ( $\mu$ L)	Total (ng)	NanoDrop 260/280	NanoDrop 260/230	Species
1	BG_18	gDNA	41.6	25	1040.0	1.8	1.9	<i>Arabidopsis thaliana</i>
2	BG_19	gDNA	40.0	25	1000.0	1.9	2.0	<i>Arabidopsis thaliana</i>
3	BG_20	gDNA	39.9	25	997.5	1.9	2.1	<i>Arabidopsis thaliana</i>
4	BG_21	gDNA	45.0	25	1125.0	1.7	2.1	<i>Arabidopsis thaliana</i>
5	BG_22	gDNA	45.1	25	1127.5	2.0	2.2	<i>Arabidopsis thaliana</i>
6	BG_23	gDNA	42.4	25	1060.0	2.1	2.1	<i>Arabidopsis thaliana</i>
7	BG_24	gDNA	42.3	25	1057.5	2.0	2.0	<i>Arabidopsis thaliana</i>
8	BG_25	gDNA	49.1	25	1227.5	2.1	2.0	<i>Arabidopsis thaliana</i>

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[Website](#)

[JCSMR Illumina Sequencing](#)

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