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## Agilent Bioanalyzer 2100 Order Form

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| **Name, Affiliation, & Email address of user:** | *Email address is mandatory* |
| Name of PI or budget holder: |  |
| **Budget Centre or PO number:** | *BC is mandatory* |
| Number of samples: |  |
| DNA or RNA? |  |
| Approximate sample concentration: |  |
| Organism and tissue type: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Sample Name** | **No.** | **Sample Name** |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
| 5 |  | 5 |  |
| 6 |  | 6 |  |
| 7 |  | 7 |  |
| 8 |  | 8 |  |
| 9 |  | 9 |  |
| 10 |  | 10 |  |
| 11 |  | 11 |  |
| 12 |  | 12 |  |

Signed: Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**What to do next:**

1. Please email a completed submission sheet to: Julie.Galbraith@glasgow.ac.uk and [polyomics@glasgow.ac.uk](polyomics%40glasgow.ac.uk), and include a printed copy of the submission sheet with your sample delivery.
2. **What we require:**Please provide a minimum of 3µL per sample. For RNA Nano Chip, please supply your samples at a concentration of < 500ng/µL. Samples at a concentration of < 25ng/µL may need to analysed using a RNA Pico Chip.
3. **Please bring or post your samples to:**NGS Laboratory, Glasgow Polyomics
Wolfson Wohl Cancer Research Centre, Lab 214-6
College of Medical, Veterinary & Life Sciences
University of Glasgow, Garscube Estate
Switchback Road
Bearsden G61 1QH
UK
4. **Delivering samples in person:**If you are delivering your samples in person then please confirm a delivery time with a member of staff before travelling to the laboratory. As the building reception is staffed only from 9:00–15:30 please do not attempt deliveries outside these times.
5. **Posting samples from within the University of Glasgow:**University of Glasgow users can deliver the samples to the NGS Laboratory using the internal mail system. Deliveries for Garscube leave Gilmorehill at 9:30 and 13:30 each working day from the basement of the Boyd Orr Building. It is not advised to send samples on a Friday afternoon as they might not reach the facility until the following Monday morning. To prioritize the delivery of your samples, please mark the box clearly to indicate that it contains dry ice. Please enclose a printed copy of your sample submission form with your samples, and alert our NGS Service Manager by email (gp-sequencing@glasgow.ac.uk) to let us know that the samples are on their way.