



Donnelly Sequencing Centre

# Getting Started Checklist

## Step One: Get in touch and get a quote

- Download a copy of the Sample Information Sheet at <http://ccbr.utoronto.ca/getting-started> - you'll use it throughout your project.
- Email [dseqcentre@utoronto.ca](mailto:dseqcentre@utoronto.ca) to discuss the best methods for your project.
- Obtain a quote. Fill out the top section of the Project Info & Checklist tab of the Sample Information Sheet and send it back to us. If you're outside of the University of Toronto, we'll need a Purchase Order (PO) to complete sequencing, and your finance department will need this quote. We can start library prep without this PO, but will not complete sequencing.
- Use your quote within 3 months of issue.

## Step Two: Prepare your samples

- Ensure that your extraction or library prep method ends with elution in molecular grade water or 10 mM Tris pH 8.0 - never in a buffer containing EDTA.
- Quantify your samples using a fluorometric method (e.g. Qubit or Quant-iT) and make sure you have enough. Contact us to run this service for you if needed. For sequence-ready libraries, contact us at [dseqcentre@utoronto.ca](mailto:dseqcentre@utoronto.ca). For samples that you're submitting for library prep, consult the table at <http://ccbr.utoronto.ca/getting-started> - we recommend submitting twice the minimums. Add the quantities to the Sample Information Sheet.
- Test your samples for contamination using a NanoDrop or similar instrument. Add the 260/280 and 260/230 ratios to the Sample Information Sheet.
- Test your samples for integrity. For genomic DNA, run gels or TapeStation and submit the results to us; for RNA, run BioAnalyzer or TapeStation and add the RIN scores to the Sample Information sheet. Contact us to run BioAnalyzer service for you if needed.

## Step Three: Submit!

- Ensure that your samples are in 1.5 mL tubes, strip tubes, or 96-well plates, clearly labelled to match sample IDs in the Sample Information Sheet.
- Review the Terms and Conditions tab of the Sample Information Sheet, and email us the completed sheet.
- Drop off samples at the DSC in person, or ship with sufficient dry ice. For international shipment, try to ship on a Monday - shipping Wednesday-Friday doesn't leave time for Customs clearance.

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