

# myReads® Sample Preparation Guide

**Please follow the instructions below carefully when planning your project and preparing, packaging, and shipping your samples.** Shipments that do not follow these guidelines may result in sample loss/degradation during shipment, may be refused or destroyed at customs, and/or may not be eligible for any applicable service outcome commitment(s).



**NEVER SHIP IRREPLACEABLE MATERIALS**



## SAMPLE QUALITY REQUIREMENTS

**Table 1. DNA, RNA, and Libraries**

	Standard DNA	Illumina-ready Libraries	Degraded DNA	Ancient DNA	Long Insert DNA	Standard RNA
Total mass (ng)	> 1000 ng	> 1000 ng	>10ng	Any	> 5000 ng	>250 ng (>2500 for depletion)
Modal fragment length	>10 kbp	Any	Any	< 1 kbp	> 10 kbp	n/a
EDTA concentration	2 mM maximum					
UV 260:230	1.7-1.9	n/a	Any	Any	1.7-1.9	1.9-2.1
Bioanalyzer (or similar) trace	Yes	Yes	Optional	Optional	Yes	Yes

**Table 2. Tissues**

	Plant	Ancient DNA Soft Tissue
Mass	Maximum 80 mg fresh or frozen material	10-100 mg per sample
Format	Preferred: sliced into small pieces	
Labelling	Tubes clearly labeled on top and side. No holes.	
Recording	Weight of each sample must be recorded on submission form	

**Preparation & Packaging**

- **Required format for all Standard, Long Insert, and Degraded DNA samples:**

- Dried down fully
- Placed in adhesive-sealed, colorless, skirted or half-skirted 96-well plate
- Protect in a covered plate rack, if possible
- Ship at room temperature (no ice needed)

- **Ancient DNA samples may be shipped in liquid form if preferred:**

- 100 µL volume MAXIMUM
- Parafilm-sealed, colorless, <2-mL volume snap-cap tubes
- Protect in a closed box or tube rack, if possible
- Use copious dry ice in styrofoam

- **RNA samples**

- Send in liquid form as above using copious dry ice in styrofoam
- Can also send dried or at room temperature in RNA stabilizer

**Make sure to:**

- Clearly label all samples in black marker on the lid and side
- Indicate well-positions (if in plate) on Sample Submission form
- Package materials so that seals cannot be pierced and wells/tubes cannot be crushed in transit (e.g. wrap in bubble wrap or similar cushioning)
- Include a signed and dated copy of the Sample Submission sheet
- Write your myReads project ID on the outside of the box



***Samples not packaged in this fashion will be shipped back to the return address.***

## Documentation & Shipping

- **Include a printed and signed copy of the Sample Submission form**
- **International shippers (outside of USA):**
  - Indicate “non-hazardous” as well as the type of ice used in both the item description and the Proforma Invoice
  - On institutional letterhead, include a document containing the following:
    - Species of origin
    - Whether or not the specimen is being used to study any agriculture disease or pests
    - An accurate invoice/packing list accounting for all vials that also includes the name of the responsible scientist sending the materials
    - This paragraph, modified as appropriate:

“Non-hazardous, sterile DNA from {species}{common name}, suspended in {solution type} in plastic tubes. For scientific analysis only. NON-INFECTIOUS, NON-HAZARDOUS, NOT PATHOGENIC, NOT AN ETIOLOGIC AGENT. Contain no known pathogens or viruses and are not hazardous to human health. Not a biohazard and in case of damage will not affect other organisms. Safe for air transport and all substances comply with applicable regulations. End use for laboratory research purposes only. No monetary value.”



***Failure to include these descriptions with international shipments can result in unexpected and potentially harmful delays in customs.***

- **Ship to:**

**myReads c/o Jennifer Klunk**

Daicel Arbor Biosciences  
5840 Interface Drive, Suite 101  
Ann Arbor, MI, 48103  
USA

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