

Bracken-Grissom Lab – Genewiz Shipping Protocol

1. If not already done, fill out a Reference Plate Map spreadsheet.
2. Print out the Sequencing Plate well #, PCR Name, and PCR Tube # columns.
3. Organize your PCR amplicon samples so you can easily find the ones that are to be added to the sequencing plate.
4. Acquire a sequencing plate, and a sufficient number of row caps for it. Cross-link them for 180 seconds.
5. Lightly place the caps on the sequencing plate. Don't press them all the way on.
6. Write the plate name on at least 2 sides of the plate.
7. Place the sequencing plate on a PCR cold-block.
8. Begin adding 20uL of the PCR amplicon samples to the plate in the same order as shown on the printed Ref Plate Map spreadsheet. Do not press the caps on completely. Just enough to keep each well covered.
 - a. Be very careful and thorough!
9. After every sample has been added to the plate, press the caps on firmly, one well at a time.
 - a. If it doesn't hurt, you're doing it wrong....
10. Remove the plate from the PCR cold block, and insert into a plastic baggy, if one is available.
11. Locate a Styrofoam container large enough for the plate and some dry ice.
12. Create enough dry ice to keep the plate cold as it is shipped (1-2 blocks).
 - a. Dry ice blocks are made using the large CO₂ canisters on the far side of the lab. Make sure the wooden dry ice box and hose are attached to the canister, and assembled correctly.
 - b. Open the CO₂ canister valve until CO₂ can be seen exiting the blowout valve near the dry ice box. (This will be somewhat loud). Slowly close the valve until the blowout valve stops emitting CO₂.
 - c. Continue filling the dry ice box until the blowout valve starts releasing CO₂ again. Close the CO₂ canister valve.

- d. Open the dry ice box to reveal a solid block of dry ice. Transfer the block to the Styrofoam container. Crush up the block, and completely surround the sequencing plate if possible.
 - e. Make another dry ice block if necessary, but it shouldn't take more than 2 blocks.
 - f. Attached to the CO₂ canister is a yellow tag. Draw a hash mark for every block of ice you made.
13. Close the Styrofoam container, and tape shut. Insert the container into a cardboard box. DO NOT TAPE SHUT YET.
 14. Request a domestic FedEx shipping label, and two Dry Ice Warning Labels from Valerie Hall in the third floor office atrium.
 15. Fill out the required information on the shipping label (Refer to an older copy if necessary). Genewiz's address is given on the Genewiz order confirmation pages you printed out when you placed the order online
 16. Fill out the Dry Ice Warning Labels, and stick to the sides of the box.
 17. Place the Genewiz order confirmation pages inside the box and tape the box shut
 18. Give the box and the shipping label to Valerie Hall before 11am, or take them to the nearest FedEx yourself. Simply give the shipping label and the package to the FedEx agent, and they'll take care of everything else.
 19. Get a receipt for the shipment.

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