

HOW TO SUBMIT SAMPLES TO **CRG GENOMICS UNIT**:

1. Please, **fill the “Sequencing Request Form”** and **send it** to ngs@crg.eu
You will find the requests forms on Genomics Unit web page (“Services & Equipment” tab): <http://www.crg.eu/en/programmes-groups/genomics-unit>
2. **Use 1.5 ml tubes for the samples. Tubes should contain:**
 - **Name** of the sample (please, use the same sample name as in the service request form). Max. 4 characters, capital letters. Write sample name on tube-cap (do NOT write any information on tube walls: we will stick our internal number there, so please, do not use any sticker or tape there).
 - Minimal volume **10 ul** (we need to have enough volume for samples QC and the sequencing or microarray service)
3. **In case of using 96 well plates:** we can just work with the plates Eppendorf Twin.tec PCR 96 semi-skirted (ref. 30128575). Please, use those ones.
4. **Time schedule for receiving samples at Genomics Unit if you come in person:**
Monday 11h-13h
Wednesday 11h-13h
Friday 11h-13h

If these days / time are not suitable for you, please let us know so we can agree another day / time for you.
5. **Alternatively, if you send samples via courier**, there is not a specific time schedule, but it is important to inform us in advance.
In this case, please direct them to:

Genomics Unit
Centre de Regulació Genòmica (CRG)
PRBB Building
C/ Dr. Aiguader 88, 5th floor, lab 520
08003 Barcelona

Please include inside the package the service request forms in paper and also e-mail the request form (electronic format) to us (ngs@crg.eu).
It is important that you let us know that you have send some samples, so we can be aware that we should receive a package.

