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| **LABORATORY REQUISITION FORM** | | | | |
| **Name of Researcher:** | | | **Project Name:** | |
| **Unit / Division:** | | | **Contact Details:** | |
| **Address:** | | | **Email Address:** | |
| Collaboration | | | Services Rendered | |
| **PROJECT INFORMATION** | | | | |
| **Species:**  Human  Rat/Mouse  Plant  Virus  Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_  **Specimen type:**  Whole blood  Buffy coat  Cultured cell  Tissue  Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Nucleic Acid Isolation:**  DNA/RNA extraction to be performed:  **Yes**  **No**  Target:  gDNA  Total RNA  Viral RNA  If no, please complete the below information, regarding the nuclei acid isolation method used:  **DNA/RNA**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Extraction method:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Storage buffer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **SEQUENCING STRATEGY** | | | | |
| **Sequencing required:**  Exome Sequencing  Transcriptome Sequencing  Whole Genome Sequencing  Metagenomic Sequencing | | | **Coverage Required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SE50  PE50  SE100  PE100  PE150  (SE: Single-read sequencing; PE: Paired-ended sequencing) | |
| **BIOINFORMATIC ANALYSIS** | | | | |
| Prior consultation with bioinformatician  **Yes**  **No**  Comments: | | | | |
| **SAMPLE REQUIREMENTS** | | | | |
| **DNA Requirements:**   * Sample quantity / yield: ≥ 1 ug * Sample concentration: ≥ 12.5 ng/ul * Sample purity (OD 260/280): 1.8 ~ 2.0 * Sample integrity / quality score: Intact, ≥3 | | | **RNA Requirements:**   * Sample quantity / yield: ≥ 1 ug ~ 2.5 ug * Sample concentration: ≥ 12.5 ng/ul * Sample purity (OD 260/280): 1.8 ~ 2.0 * Sample purity (OD 260/230): 1.8 ~ 2.0 * Sample integrity / quality score: RIN value of ≥ 7 | |
| **SUPPORTING DOCUMENTATION REQUIRED - CHECKLIST** | | | | |
| Spreadsheet of sample information and quality control readings (hard copy and electronic copy).   |  |  | | --- | --- | | * Sample name or sample reference number | * Volume (ul) | | * Species | * Total quantity (ug) | | * Sample component (e.g. 20% DNA and 80% water) | * OD 260/280 reading | | * Number of tubes | * OD 260/230 reading | | * Concentration (ng/ul) | * RIN values for RNA |   Gel electrophoresis or Bioanalyzer gel images reflecting band size of marker.  Ethics approval certificate.  Material Transfer Agreement | | | | |
| **AUTHORIZATION AND DECLARATION** | | | | |
| This is to confirm, that the shipment contains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (quantity and type of samples) that is for research purpose only.  The samples are derived from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (source of sample e.g. human whole blood) and they are not hazardous, infectious, toxic or radioactive.  The necessary authorization for the testing of these samples has been obtained. | | | | |
| **Signature:** |  | | **Date:** |  |
| **FOR INTERNAL USE - ONLY** | | | | |
| Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Specimen observation:**  Samples received intact, under correct conditions.  Supporting documentation.  Correct sample quantity, as per declaration. | |