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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)
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| * 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.  |