

# Submitting Custom Primer Instructions

## How to Prepare a Custom Primer for Drop-off at the HTSF

**ALL STEPS MUST BE COMPLETED IN ORDER TO HAVE YOUR SAMPLE(S)  
PROCESSED.**

**INCOMPLETE DELIVERY WILL DELAY PROCESSING UNTIL ISSUES ARE FIXED**

### Responsibilities of the Study:

#### Completed in the Study's lab:

- 1- Submit samples to TracSeq website. (see additional instructions on *Forms and Guides*)
- 2- Custom primer(s) needs to be indicated on submission.
  - a. List the sample name.
  - b. List the nucleotide sequence of the primer(s).
  - c. TracSeq will list custom primer preparation details for you to review.
- 3- Print the confirmed manifest for drop off at the HTSF and note the BATCH number.
- 4- Prepare the aliquot for delivery to the HTSF.
  - a. Primer(s) needs to be place in a 1.5ul tube **ONLY. Smaller 0.5 µl tubes are not permitted and will be returned to project.**
  - b. Concentration must be **100 uM**.
  - c. The volume needs to be **25 µl per lane** to be sequenced on submission. Make sure there is enough primer delivered. It is problematic to start preparing a run and not have enough primer. We need the extra volume in case a run needs to be repeated.
- 5- Label Custom Primer Tube clearly with the following information.
  - a. STUDY NAME
  - b. BATCH number
  - c. Primer Name(s)
- 6- Prepare samples AND custom primer(s) for drop-off at the HTSF.
  - a. Provide both samples and custom primer(s) when delivering materials to the HTSF.

- b. Custom primer(s) will be delivered to the sequencing group when samples are ready for sequencing.
- c. **Excess primer(s) WILL NOT be saved.** Custom primer aliquots MUST be delivered with each batch. We will not take primers from other projects in order to prevent possible cross contamination.
- d. If there is not enough volume in the custom primer tube, the sample will be paused in the sequencing queue until a new tube can be provided. This will most likely delay sequencing for 24 or more hours.