

| LSOP Title Submitting samples to AGRF | |
|---------------------------------------|--|
| LSOP No. | LSOP72 |
| Version | 1.1 |
| Location | UQ Node/Centre-wide |
| Policy/Procedure Link | |
| Risk Assessments | |
| Approved by | Franziska Fichtner |
| Date Approved | 10/05/2022 |
| Date Effective | 14/10/2021 |
| Next Review Date | 14/10/2026 |
| Contact for Assistance | plantsuccess@uq.edu.au |

1.0 Scope

This procedure covers the process for submitting samples for sequencing with AGRF.

This LSOP does not cover submitting samples with other companies.

2.0 Definitions

AGRF – Australian Genome Research Facility

ID – Identification

3.0 Materials and Equipment

1. Samples to be sent
2. Computer

4.0 Prescribed Actions

Procedures:

1. Create an AGRF account
2. Go to www.agrf.org.au, select 'login' then create an account using the 'register' button.
3. Once your account has been confirmed, advise the lab manager of the email address that was used to create the account.

4. The lab manager will then add the email as a 'sample submitter' to the group AGRF agreement ID.
5. Once the lab manager has confirmed you have been added to the agreement you will be able to submit samples.

Sample submission

1. Go to the AGRF sample submission portal and login (Figure 1)
<https://lims.agrf.org.au/ClientSubmission/Logon.aspx>
2. Click select samples on the main header (Figure 2)
3. On the submit samples webpage fill out (Figure 3 and Figure 4):
 - a. Service that you require
 - b. Fill in the sample format
 - c. Product type
 - d. Base call method
 - e. Sample Name AND Range
 - f. Including a sample prefix (this should fill out the table)
 - g. Delivery method
 - h. City
 - i. Delivered By
 - j. Temperature

5.0 Monitoring and Review

This LSOP will be reviewed annually, or as may be otherwise required because of changes to ARC requirements or changes to institutional policy and procedure.



Sample Submission Portal

Login

New customers/submitters will need to [register](#) with AGRF before submitting samples.

s.cook2@uq.edu.au


Forgotten your password? Click 'Forgot your password?' on the [AGRF Hub](#) login page.

Login

Note: Please allow popups from lims.agrf.org.au

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Figure 1: AGRF sample submission portal



Sample Submission Portal

Welcome Stacey Cook

[SUBMIT SAMPLES](#) [RETRIEVE DATA](#) [MY SUBMISSIONS](#) [MY AGREEMENTS](#) [MY AGRF HUB](#)

Submit Samples

| | | | |
|---------------|--|-------------------------|--|
| Client Code: | UOQ8585C2 | Submitter Name: | Stacey Cook |
| Organisation: | University of Queensland School of Biological Sciences | Submitter Phone: | |
| Agreement Id: | CAGRF20092980 | Submitter Email: | s.cook2@uq.edu.au |
| Service Type: | Service Sequencing - Brisbane | Submitter Organisation: | University of Queensland School of Biological Sciences |

Your invoice(s) for this submission/project will be sent to:

| | | | |
|--------------------------------|---|-------------------------|--------------------|
| Accounts Payable Organisation: | University of Queensland Accounts Payable Department | Accounts Payable Phone: | +61 7 3365 1699 |
| | | Accounts Payable Email: | invoices@uq.edu.au |

Note: * denotes a required field. Please carefully read the [Key Terms and Conditions](#) and [Sanger Sequencing Sample Submission User Guide](#)

Service:*

Sample Format:*

Notes:

Please write any submission specific information here. If possible, provide us with a basic description of the source of the DNA sample and the name/function of the gene(s) being sequenced.

Safety and Regulatory Information

☐ Are you sending samples from outside of Australia, originally from overseas, or subject to state quarantine restrictions?

☐ Do your samples require special storage or handling according to the OSTR (Office of the Gene Technology Regulator) or an IBC (Institutional Biosafety Committee)?

☐ Do your samples contain any hazardous substances?

[Are your samples imported or subject to quarantine?](#)

[What is subject to OSTR?](#)

[What is a hazardous substance?](#)

Payment Information

Purchase reference by:*

Figure 2: AGRF Submit Samples. Input for sample submissions.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Submitting samples to AGRF*

Note: * denotes a required field.

Please carefully read the [Key Terms](#)

Service:*

Sample Format:*

Notes:

Please write any submission specific information here. If possible, please include a basic description of the source of the DNA sample.

Capillary Separation Purified
Capillary Separation Unpurified
Purified Template and primer
Unpurified PCR products, Single direction sequencing
Unpurified PCR products, Dual direction sequencing

Service:*

Sample Format:*

Notes:

Please write any submission specific information here. If possible, please include a basic description of the source of the DNA sample.

1.5ml Tube
Plate

Service:*

Sample Format:*

Chemistry:

Product Type:*

Base Call Method:*

I require AGRF to add the sequencing primers to my sample(s):

Purified Template and primer

1.5ml Tube

Ver 3.1 BDT

PCR (200 - 500bp)

Force all basecalls (default)

☐ [Primers](#)

Sample File:

Choose file

No file chosen

[Download template](#)

Sample Name Range:

1

to:

50

Sample Prefix:

SC01_

[Apply Names](#)

Sample Names:

1-12:

13-24:

Figure 3: Images explain how to fill out the template on the submit samples form on the AGRF website.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Submitting samples to AGRF*

Sample Name Range: to: Sample Prefix:

Sample Names:

| | | | | | | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1-12: | SC01_1 | SC01_2 | SC01_3 | SC01_4 | SC01_5 | SC01_6 | SC01_7 | SC01_8 | SC01_9 | SC01_10 | SC01_11 | SC01_12 |
| 13-24: | SC01_13 | SC01_14 | SC01_15 | SC01_16 | SC01_17 | SC01_18 | SC01_19 | SC01_20 | SC01_21 | SC01_22 | SC01_23 | SC01_24 |
| 25-36: | SC01_25 | SC01_26 | SC01_27 | SC01_28 | SC01_29 | SC01_30 | SC01_31 | SC01_32 | SC01_33 | SC01_34 | SC01_35 | SC01_36 |
| 37-48: | SC01_37 | SC01_38 | SC01_39 | SC01_40 | SC01_41 | SC01_42 | SC01_43 | SC01_44 | SC01_45 | SC01_46 | SC01_47 | SC01_48 |
| 49-60: | SC01_49 | SC01_50 | | | | | | | | | | |
| 61-72: | | | | | | | | | | | | |
| 73-84: | | | | | | | | | | | | |
| 85-96: | | | | | | | | | | | | |


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☐ Are you sending samples from outside of Australia, originally from overseas, or subject to state quarantine restrictions? [Are your samples imported or subject to quarantine?](#)

☐ Do your samples require special storage or handling according to the OGTR (Office of the Gene Technology Regulator) or an IBC (Institutional Biosafety Committee)? [What is subject to OGTR?](#)

☐ Do your samples contain any hazardous substances? [What is a hazardous substance?](#)

Payment Information

Purchase reference by:* Purchase Order Code:* 

For ease of reference, please ensure your AGRF username appears on the purchase order document.

Delivery and Packaging Information

Delivery Method:

City:

Delivered by/Dropped at:

Temperature:

Figure 4: Images explaining how to identify samples and confirm delivery and packaging information on the AGRF website.