

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.

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- 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

- 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.



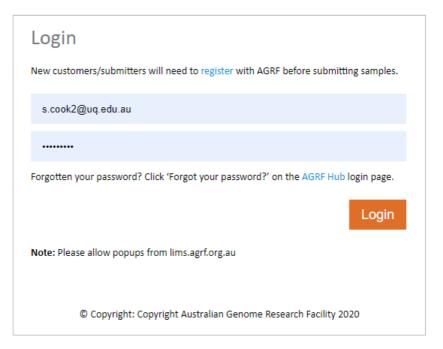


Figure 1: AGRF sample submission portal

	e Submission Portal		Welcome Stacey Cook
SUBMIT SAMPLES RETRIEVE DATA MY SUBMISSION Submit Samples	NS MY AGREEMENTS MY AGRF HUB		
Client Code: Organisation: Agreement Id:	UOGSBSSC2 University of Queensland School of Biological Sciences CAGRF20093980	Submitter Name: Submitter Phone: Submitter Email: Submitter organisation:	Stacey Cook s.cook2@uq.edu.au University of Queensland School of Biological Sciences
Service Type:*	Service Sequencing - Brisbane	Japanisa Significanti	ometally of appearance sensor of anongrad sources
Your invoice(s) for this submission/project will be sent to:			
Accounts Payable Organisation:	University of Queensland Accounts Payable Department	Accounts Payable Phone: Accounts Payable Email:	+61 7 3365 1699 invoices@uq.edu.au
Note: * denotes a required field.	Please carefully read the Key Terms and Conditions and Sange	r Sequencing Sample Submission User Guide	
Service:* Sample Format:* Notes: Please write any submission specific information here. If	V Fpossible, 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			
	originally from overseas, or subject to state quarantine restrictions? according to the OGTR (Office of the Gene Technology Regulator) or an IBC (institutional Biosafety Com? ?	imittee)?	Are your samples imported or subject to quarantine? What is subject to OGTR? What is a hazardous substance?
Payment Information			
Purchase reference by:*	v		

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

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LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

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

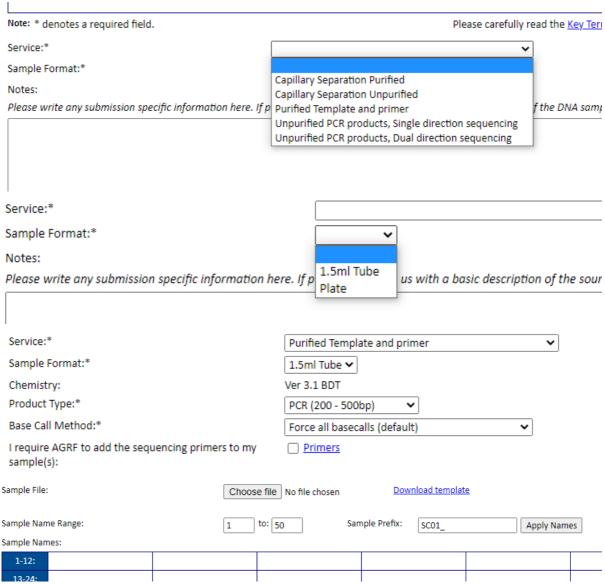


Figure 3: Images explain how to fill out the template on the submit samples form on the AGRF website.

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

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

Sample Nar	ne Range:		to: Sa	ample Prefix:	Apply Na	mes						
Sample Nar	nes:											
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:												
☐ Are y		outside of Australia, orig al storage or handling ac		subject to state quaranti fice of the Gene Technolo		Institutional Biosafety Cor	nmittee)?			Are your samples impo What is subject to OGI What is a hazardous su		ntine?
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Figure 4: Images explaining how to identify samples and confirm delivery and packaging information on the AGRF website.

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