



## The Centre for Applied Genomics DNA Sequencing Facility

# Submitting Samples in a 96-well Plate

- Leave at least two wells blank to accommodate the sequencing facility's internal controls (i.e. submit a maximum of 94 samples per plate).
- Under "Plate Samples", click on "Download XLS template".
- Follow the instructions for sample preparation and submission on the Finch Server homepage. ([tcag-2.ccb.sickkids.ca/Finch](http://tcag-2.ccb.sickkids.ca/Finch))
- *Include the well ID in the sample label along with the sample name (ie. A1\_samplename).*
- Do not enter any characters in fields for wells in which there are no samples. **If you enter a sample name for an empty well, you will be charged for that sample.**
- Upload the Excel file containing your sample information.
- Click "Save and Continue". **Once an order has been saved, you will be able to edit sample information, add or delete samples and edit purchasing information. You will not be able to change the primary service.**