



PCR + Sanger Services Best Practices Checklist

- Follow our [Sample Submission Guidelines](#) when preparing your samples. For DNA/RNA samples, pay close attention to the following:
 - Total amount
 - Concentration
 - Purity
 - RNase/DNase treatment
- Prepare samples in microcentrifuge tubes or 8-strip tubes for projects with less than 36 samples. For larger projects, 96-well PCR plates are strongly recommended. Please ensure tubes/plates are properly sealed for shipping.
- Indicate any special sample requirements (BSL-2 processing, actinobacteria samples, etc.) in the comments section of your online order form.
- Upload the electronic sample form (.xlsx) through your online account or email it to molgen@azenta.com.
- Print out your order receipt and include it with your sample shipment.
- Label each tube/plate clearly with the sample name as it appears on the electronic sample form. Ensure the total number of samples matches the electronic sample form.
- Submit samples at the proper temperature per our [Sample Submission Guidelines](#).
- Ship samples overnight to the address listed on the order receipt. Samples shipped on Fridays may not be received until the next business day.
- Track the status of your project online through your Azenta Life Science's account. The *Order Summary* page will show the latest status updates and the estimated delivery date.