University at Buffalo
The State University of New York

Genomics & Bioinformatics

UB Genomics and Bioinformatics Core (GBC)
Affymetrix GeneChip Services Sample Submission Form

Please print both pages of this form and bring the completed and signed copy with you when you drop-off or ship samples to the UB Genomics and bioinformatics Core for Affymetrix Services. We will not accept samples unless accompanied by this signed and completed form.

Lab Contact Information

PI Name _____

Institution/Business _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Technician Name _____

Phone _____

Email _____

SUNY at Buffalo Researchers Only – How will you be paying for your Affymetrix Services (Research Foundation Account, State Account, etc.)?

_____

Array Information

Type of Array (Example: Mouse Genome 430 2.0 Array) _____

Number of Arrays (arrays must be ordered in multiples of two) _____

Sample Information

The following information is required for each sample that you are bringing to the UB Genomics and Bioinformatics Core for Affymetrix Services. Confirm that each sample name is unique and that the name provided on this form matches the name written on the sample tube. Identify the method that was used for RNA extraction, and if you used a method other than the recommended Qiagen RNeasy Kit please attach and copy of your protocol and confirm that your samples have been 'purified' and DNase treated. Please attach an agarose gel image of your samples to this form and make sure to clearly identify the samples run in each lane. If you are unable to provide any of the required information for your samples you must contact the Core prior to dropping off samples to discuss alternative options.

Sample Name	Volume (µL)	Concentration (ng/µL)	260/280 Ratio	260/230 Ratio	Measurement Method (NanoDrop, Spec, etc.)	Method of Extraction (Qiagen RNeasy, Trizol, etc.)

Sample Name	Volume (µL)	Concentration (ng/µL)	260/280 Ratio	260/230 Ratio	Measurement Method (NanoDrop, Spec, etc.)	Method of Extraction (Qiagen RNeasy, Trizol, etc.)

Sample Drop-Off

The UB Genomics and Bioinformatics Core is open for sample drop-off Monday-Friday 10:00 am - 4:00pm. Please call ahead or schedule an appointment to make sure that a technician will be available to accept your samples as we are often busy working on other projects. Samples should be brought to the UB-GBC (B3-123) at the New York State Center of Excellence in Bioinformatics and Life Sciences Building (CBLS) located at 701 Ellicott Street in Buffalo, NY 14203. There is a receptionist at the entrance of the CBLS who will be able to let you in the building and contact us to let us know that there is a researcher dropping off samples. Alternatively, samples can be shipped overnight on dry ice to the below address, but please email or call to let us know to expect the sample shipment.

Required Signatures

Please have both the Principle Investigator (PI) that will be paying for the Affymetrix Services and the Research Technician/Student/Post-Doc preparing the samples sign below acknowledging that all of the information provided on the form is correct. Signature of this form acknowledges that the PI and Technician/Student/Post-Doc have read the UB Genomics and Bioinformatics Core Affymetrix Services Document and agree to all sample submission, quality, quantity, project scheduling, and researcher financial responsibility requirements. Signature of this form authorizes the UB Genomics and Bioinformatics Core to order all consumables necessary for the researcher's Affymetrix project and confirms that the PI is financially responsible for items ordered for their project and all labor cost associated with the project.

Principle Investigator Signature _____ **Date**_____

Technician/Student/PostDoc Signature _____ **Date**_____

Contact Information

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New York State Center of Excellence in Bioinformatics and Life Sciences
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Buffalo, NY 14203
phone: (716) 881-7514
email: cbi-ubnextgencore@buffalo.edu

UB Affymetrix GeneChip Services Core Use Only

Technician receiving samples:

Date Received:

# of Samples:

Sample Location:

Comments: