



Shipment Protocol Sequencing Services Omni-ATAC

It is important to follow the criteria summarized below when sending fresh cells or cell pellets for Omni-ATAC Sequencing services to the Genomics Core Facility of Erasmus MC.

Cells quantity and Quality Guidelines

1. The cells should be intact and homogeneous and single cell, washed in PBS.
An exact amount of 50,000 cells is important for the outcome of the library prep.
2. There are two options for providing cells for Omni-ATAC:
 - A. Fresh cells
 - Harvest 50,000 cells in max 50 uL PBS and put this into a 1.5 mL low binding tube.
 - Make an appointment with the CoFa genomics personnel in advance, so they can directly process the fresh cells. Bring the samples before 13.00hr.
 - B. Frozen Cell pellet
 - Snap frozen pellet of 50,000 cells into a 1.5 mL low binding tube.
3. We can process max. 10 samples per batch.
4. Make sure the identifiers on the tubes are clearly readable.

Sample Information File (SIF)

We'd like to receive an Excel Sample Information File (SIF) containing the following information for each sample:

1. The prep method ("Omni-ATAC seq NS")
2. Analysis type (e.g. "NextSeq2000 PE50", see contract for details)
3. Tube ID
4. Sample name
5. Type of start material ("cells")
6. Species
7. Mapping reference (example: human (GRCh38); Mouse (GRCm38))

Please save this file with your contract number and prepmethod in the filename!
(e.g. SIF_S-2023-79_Omni-ATAC.xlsx)



Important considerations for sample IDs

For efficient processing of your samples, we recommend you to keep a few guidelines in mind concerning sample IDs. Most genetic software are unable to handle sample IDs including these features and will generate errors. Also tracking systems and Excel might recode sample IDs with these features. It is fixable post data-generation but this is error prone. When making your sample IDs please avoid the following:

- Special characters in sample IDs (e.g., 12.34 or 12,34 or 12_34 should be 1234)
- Spaces in sample IDs (e.g., 12 34 should be 1234)
- Number IDs starting with one or multiple '0's (e.g., 01234 should be either 1234 or a01234)
- Duplicate IDs. If a sample has been run twice please add an addition to the IDs (e.g., 1234a and 1234b)

In general we advise to use a combination of numbers and letters, and avoid special characters, symbols and spaces.

Sample Shipping Guidelines

(external shipments)

1. Before sending your frozen cell pellets, please contact our lab and send Sample Information File to: genomics-sequencing@erasmusmc.nl.
2. Make sure the tubes are labeled with an Tube ID. Preferably use stickers.
3. Accompany the samples by the following information :
 - Contract number
 - Which samples should be present in the box
 - Research Centre / study name
4. Frozen cell pellets should be **securely sealed, wrapped and shipped on dry ice** by overnight courier. Do not ship samples on a Thursday, Friday or Saturday. Only ship samples after our lab has agreed on the moment of shipping.
5. Ship to the following address (open 7.30-16.30 hr):
 - Erasmus MC
 - Genomics Core Facility
 - Att: <Name Technician> / <Contact Person> Oole
 - Room Ee-575
 - Westzeedijk 353
 - 3015 AA Rotterdam
 - The Netherlands
6. Please keep close contact with our lab at (see Contact information) when shipping the samples. Report exact time, date, shipment number etc. before sending the frozen cell pellets.
7. We will notify you upon receiving the frozen cell pellets.

(internal shipments)

1. Before sending your fresh cells or frozen cell pellets, please return a copy of your signed contract to get a project number.
2. When handing in **Fresh cells** please **ask the CoFa genomics personnel in advance if they can receive and process your fresh cells** when you want to hand them in.
3. Go to the website and log in using your account:
<https://biomics.erasmusmc.nl/wordpress/login/illumina-intake-2/>
4. Select the corresponding project and fill in the required details of your samples.
5. After the sample registration, your samples are assigned to:
 - An Intake ID (I25-xxxx-xx)
 - A storage box position.
6. Bring your samples to Ee691; here you can find the printed labels, add the matching labels onto your samples.
7. Hand your fresh cells or frozen cell pellets over to the CoFa genomics personnel, so we can store your frozen cell pellet at -80°C, or start work on your fresh cells immediately.

Contact information

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3015 AA Rotterdam
The Netherlands

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For general questions regarding projects, please contact the contract- and project manager dr. Gaby van Dijk (g.m.vandijk@erasmusmc.nl or genomics@erasmusmc.nl).