

## **Rules for the usage of the ABI PRISM DNA sequencers 3100 and 3130xl**

1. The DNA Sequencer 3100 serves mainly for teaching purposes, while the DNA Sequencer 3130xl has been designated for research.
2. Students are strictly not allowed to operate the DNA sequencers. Only designated trained departmental lab officers will be allowed to handle the DNA sequencers. No other staff member of any grade will be permitted to operate the DNA sequencers.
3. For research purposes, the departmental lab officers in charge of the DNA sequencers will not perform any sequencing reactions. Researchers are required to perform their own sequencing reactions with Big-Dye (ver.3.1) and dry their samples in 1.5 ml tubes. The lab officers in charge will load the samples onto the DNA sequencers. They will provide an electronic file with the DNA sequence and the electropherogram by email.
4. Each DNA sequencer can handle 192 samples at one time. The DNA sequencers will be in operation every Tuesday. Researchers are required to fill out a form sheet, to register in a logbook, and to place their dried samples Mondays into the designated  $-20^{\circ}\text{C}$  freezer in LS Lab 9. All samples will be treated strictly on a first-come-first-served basis.
5. There are operating costs involved in running the DNA sequencers. For research purposes, these costs are S\$2 per sample for members of the Department of Microbiology. Manpower is estimated to contribute 50% to the running costs. Therefore, researchers who are not members of the Department of Microbiology have to pay S\$4 per sample. Adjunct staff are considered members of the Department of Microbiology. The price will be reviewed on a regular basis. If the price does not cover the costs, the price will have to be raised.
6. The DNA sequencers operate once per week. Seven departmental lab officers have undergone training and have been designated to operate the DNA sequencers. Lab officers associated to labs with high numbers of sequencing requests can be asked to join the DNA Sequencing Team. Samples from labs whose associated lab officers refuse to participate when approached will be rejected.
7. Dr. Norbert Lehming (extn 3499) is the Department of Microbiology faculty member overseeing the operation of and regulations relating to these ABI PRISM DNA sequencers. Contact in LS Lab 9 is Mr. Lim (3289).

# NATIONAL UNIVERSITY OF SINGAPORE

## Department of Microbiology

MD 4, Level 4, 5 Science Drive 2, LS Lab 9, Singapore 117597

### DNA SEQUENCING REQUEST FORM

Please provide **ALL** the necessary information.

Telephone no.: 6516 3290

**Samples will not be processed if this form is incomplete.**

Facsimile no.: 6776 6872

Name of Principle Investigator: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Grant No.: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Dept/Faculty/Institution: \_\_\_\_\_

Contact No: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure the clause below is complied with before submission of the samples.

**No. of Samples:** \_\_\_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please comply with the clause below:

1. DNA sequencing is carried out on every Tuesday with **ABI PRISM® 3100 Genetic Analyzer**.
2. Please note that the samples must be processed with **BigDye Terminator v3.1** only. All samples must be purified and dried down.
3. Please submit samples in 1.5ml microtubes to LS Lab 9, Dept of Microbiology by Monday, 5.30pm. Late submission will only be run on the following week's Tuesday.
4. All samples will be run on a first come first served basis.
5. Charges for sequencing are: (a) For members of Dept of Microbiology-----\$2.00/per sample  
(b) For non-members of other Departments-----\$4.00/per sample
6. The results will be sent to the user via email. Each sample will generate a text file and a PDF file. Hence, please ensure that your mail box has sufficient space to receive the files.

Signature of Principle Investigator\_\_\_\_\_