

# Sample Submission Guidelines Whole Plasmid Sequencing (WPS)

Powered by Oxford Nanopore Technologies

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## Sample Requirements

- Plasmid size: up to 50 kb
- Tube type: 1.5 mL microcentrifuge tubes or strip-tubes
- Quantification: Use a **Qubit Fluorometer** (or equivalent)

**Note: Nanodrop is not recommended and may lead to sequencing failure.**

## DNA Concentration and Volume

DNA Concentration	Minimum Volume Required
20–200 ng/μL	≥ 15 μL
>200 ng/μL	≥ 5 μL

## Elution Buffer

Avoid high-EDTA buffers. Water or standard commercial kit elution buffers are acceptable.

## Sample Naming Protocol

Sample name should contain between 1 and 40 characters.

Use only upper/lower-case letters, numbers, dashes (-), and underscores (\_) in your sample name. Special characters will be removed by ACGT during processing.

## Run Schedule

- Samples are run every Thursday.
- Samples must be received at an ACGT facility by end-of-day Wednesday to be included in the week's Thursday run.
- Data results will be uploaded to your account within 5 to 7 business days from the date samples arrive at our lab.

## Deliverables

You will receive an email notification once your results are available. Please log into your account to access your data. You will receive the following files:

- FASTA – Consensus sequence(s)
- HTML – Report

## Shipping Guidelines

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### Individual Tubes

DNA samples can be shipped at **room temperature** without compromising results, provided they are free of contaminants. Ensure all tubes are **securely sealed**. For 1.5–1.7 mL microcentrifuge tubes, we recommend **wrapping the caps in parafilm** for added protection. Samples may also be submitted in **PCR strip-tubes**.

### 96-Well Plates

To minimize the risk of leakage and to maintain DNA integrity during transit, follow these recommendations:

- **Seal securely:** Use compatible **strip caps** for the tightest seal. If adhesive seals are used, opt for **strong aluminum tape** and press it firmly around each well.
- **Prevent shifting:** Pack plates **tightly** using paper, foil, or padding to minimize movement and reduce the chance of seal disruption during shipping.

### Important Notes:

- Upon arrival, samples will be inspected for seal integrity and volume to confirm suitability for processing.
- Please include a printed copy of your Sample Submission Form in the shipment.

### Shipping Address

ACGT, Inc.  
35 Waltz Drive  
Wheeling, IL 60090  
USA

You may deposit your DNA sample(s) for Whole Plasmid Sequencing at any of ACGT's drop boxes. Please visit our [Shipping and Drop Box Information](#) page for a map of nationwide drop-boxes.

**Note: Deliveries are not accepted on weekends (Saturday or Sunday).**

For any questions or assistance, feel free to contact us at [wps@acgtinc.com](mailto:wps@acgtinc.com).