



DNA

EXTRACTION & SUBMISSION GUIDELINE



This handbook outlines the essential guidelines for submitting samples. Following these instructions will ensure a smooth process, timely analysis, and optimal results. This handbook is designed to be clear and concise, but if you have any questions after reviewing it, please don't hesitate to contact us.

We're here to help!

www.admerahealth.com
908-222-0533

126 Corporate Boulevard
South Plainfield NJ 07080
CLIA ID: 31D2038676

DNA Extraction Requirements

DNA Extraction Requirements

Sample Type	Storage Method	Quantity	Shipment
FFPE	Slides	5 slides at 10 µm/slide	Room Temperature or Wet Ice
	Curls in Eppendorf Tubes	2-4 curls/tube	
Cultured Cells	Cells resuspended in RNAprotect Cell Reagent	>50k cells	Dry Ice
Tissue	Tissue Resuspended in RNAprotect Tissue Reagent	>30 mg	Dry Ice
	Snap-frozen		
ATAC-seq - See DNA Tissue Sample Preparation Guidelines			
Blood, Plasma, Serum	Frozen in EDTA tube	>400 µl	Dry Ice
Saliva & Buccal Swabs	Host DNA: ORAcollect DNA	1 tube/sample	Room Temperature or Wet Ice
	Microbial: DNA/RNAshield SafeCollect Saliva	2 tubes/sample	
Stool & Gut Material	Snap-frozen		Dry Ice
	OMNIgene GUT Tube		
Bacteria	Resuspended in RNAprotect Bacteria Reagent	5-7.5 x 10 ⁸ cells	Dry Ice
	Snap-frozen		
Plants & Fungus	Snap-frozen (prefer lyophilized) plant tissue	20 mg (dry weight) 100 mg (wet weight)	Dry Ice

Please submit a [Sample Safety Consent Form](#)

HMW DNA Extraction Requirements

HMW DNA Extraction

Sample Type	Storage Method	Quantity	Shipment
Tissue	Frozen	300-600 mg	Dry Ice
Blood	Collected in EDTA	4 ml	Dry Ice
Cultured Cells	Frozen	1 x 10 ⁷ cells	Dry Ice
Bacteria	Pelleted & frozen	1 x 10 ⁸ cells	Dry Ice
Plant	Lyophilized or frozen	1.5 grams	Dry Ice

Please submit a [Sample Safety Consent Form](#)

Dual Extraction Requirements

Dual Extraction Requirements

Sample Type	Storage Method	Quantity	Shipment
	Slides	5 slides at 10 µm per slide	
FFPE	Curls in Eppendorf tubes	2-4 curls/tube 2 tubes/sample	Room Temperature or Wet Ice
	Blocks for cutting	1 block/sample	
Cultured Cells	Cells resuspended in RNAprotect Cell Reagent	>50K cells	Dry Ice
Tissue	Tissue Resuspended in RNAprotect Tissue Reagent	>30mg	Dry Ice
	Snap-frozen		
Blood			
Plasma & Serum		Requires separate submissions	

Dual Extraction Requirements

Sample Type	Storage Method	Quantity	Shipment
Saliva & Buccal Swabs	Microbial: Zymo Swab preservation kits	2 tubes/sample	Dry Ice
Stool	OMNIGene GUT DNA and RNA	1 tube/sample	Dry Ice
Bacteria	Requires separate submissions		
Plants & Fungus			

[This section intentionally left blank]

Please submit a Sample Safety Consent Form

DNA Sample Requirements

DNA Sample Requirements

Sample Type	Volume	Quantity	Concentration	Notes	Buffer Shipment
Genomic DNA- WGS/WES/Custom Panel/ Metagenomics/Amplicon	30µl [‡]	Recommended: 500 ng Minimum: 30 ng	Recommended: >30 ng/µl Minimum: >5 ng/µl		
*FFPE DNA	30µl [‡]	Recommended: 500 ng Minimum: 50 ng	Recommended: >30 ng/µl Minimum: >10 ng/µl	Fragments should be longer than 1500 bp.	
Genomic DNA – 16s/ITS	30µl [‡]	Recommended: 5 ng -50 ng Minimum: 1 ng	Recommended: >1 ng/µl Minimum: >0.2 ng/µl		**Tris Buffer or Low TE Buffer; Ship with Wet or Dry Ice
Genomic DNA - WGBS	30µl [‡]	Recommended: 500 ng-1 µg Minimum: 100 ng	Recommended: >10 ng/µl Minimum: >5 ng/µl	We recommend sending non-bisulfite-treated samples.	
Immunoprecipitated DNA for ChIP-seq	30µl [‡]	Recommended: 5 ng - 10 ng Minimum: 500 pg	Recommended: >0.2 ng/µl Minimum: >0.05 ng/µl		

*FFPE: Formalin-Fixed, Paraffin-Embedded

**Tris buffer contains 10mM Tris-HCl and Low TE contains 10mM Tris-HCl (pH8.0) with 0.1 mM EDTA

[‡]If less than the minimum volume, our team will volume up to 30 µl.

HMW DNA Sample Requirements –WGS PacBio Sequencing

Sample Type	Amount	Volume	Concentration	Purity	Fragment Size
Human, animal, plant	Recommended: 15 µg Minimum: 5 µg	30µL [‡]	>100ng/µL	OD260/280=1.7-1.9	>=30kb
Bacteria & Fungi	Recommended: 1- 2µg Minimum: 500ng			OD260/230>= 2	>= 20kb

[‡]If less than the minimum volume, our team will volume up to 20 µL.

DNA Cell Sample Preparation Guidelines

Sample Type	Library Preparation	Quantity	Buffer Shipment Method	Notes
Cell	<u>ATAC-seq</u> Requires 2-3 replicates tubes/sample	Cryopreserved cells	Dissociated cryopreserved cells in single-cell suspension	Quality: Highly Recommended: >90% viability
		<u>Recommended:</u> 1M cells/sample <u>Minimum:</u> 500K cells/sample	Dry ice * Snap-frozen cell pellet not accepted	Acceptable/At-Risk: 70-90% viability Dead cell removal required: <70% viability Minimum 300K cells Fail QC: <50% viability

Cell	<u>Hi-C</u> Requires 2 replicate tubes/sample	5M Crosslinked Cells, in duplicate	Dissociated cryopreserved cells in single suspension. Ship on dry ice
------	--	------------------------------------	---

Please submit a Sample Safety Consent Form

DNA Tissue Sample Preparation Guidelines

Sample Type	Library Preparation	Quantity	Shipping Method
Tissue (Mammalian)	ATAC-seq	<u>Flash frozen</u> Recommended: 20-50 mg *Cryopreserved Tissue	Dry Ice

*Inquire with our Project management team

Please submit a Sample Safety Consent Form

See Shipping Note on next page

DNA Sample Shipping Instructions

Ship samples to:

Attention: **Admera Health Quote #**
 Admera Health, LLC
 126 Corporate Blvd
 South Plainfield, NJ 07080
 Phone +1-908-222-0533
 Email custom-services@admerahealth.com

Samples must arrive **Monday–Friday only**. Do NOT ship on days that would result in weekend arrival.

Shipping Instructions Checklist

Step 1. Submit required documents (at least 24 hours before shipping)

- Complete the online **Sample Information Form**
- Fresh/Frozen samples (BSL-2): Complete Sample Safety Consent Form** and email safety form to custom-services@admerahealth.com

Step 2. Label Your Samples

- Write the tube/sample ID on the top of each tube.** Confirm it matches what you submitted electronically.
- Keep IDs **short and simple**, less than 8 characters with letters and numbers only
- Take a photo** of all labeled samples before packing.

Step 3. Pack Your Shipment

Packaging (choose the right container):

- Review examples in Packaging Recommendations

Documents & package markings:

- Include a copy of your **Admera Health Quote #** in the package.
- Mark the outside with the **Project ID** and **Service Type**.
- Include the required **Shipping Note** inside AND outside the package for these project types:
 - **Extraction** — DNA Extraction slip [here](#)
 - **Cryopreserved cell sampled for ATAC-seq** — shipping slip [here](#)

Temperature & cold chain:

- Follow the temperature requirements for your sample type:
 - **Dry ice shipments** → include at least **5 lbs of dry ice per transit day**; affix a Dry Ice label to the outside

- **Ice pack shipments** → use enough ice packs and fill remaining space with bubble wrap

Step 4. Ship Your Package

- Confirm the **Admera Health Quote #** appears on the shipping label.

Step 5. Notify Admera After Shipping

- Email the **tracking number** and **sample photos** to custom-services@admerahealth.com.

Packaging Recommendations

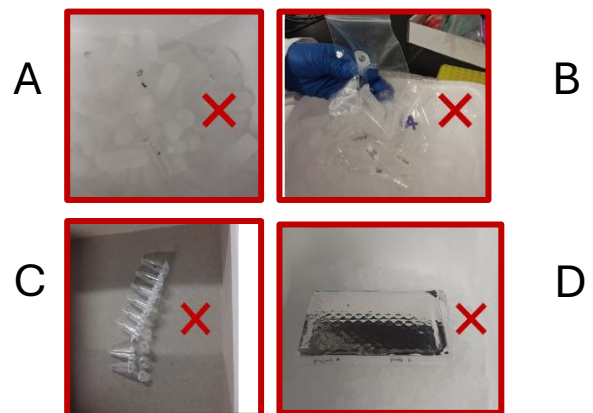
Recommended (do these things)

- **Label the top** of every tube with its sample ID.
- **≤5 1.5mL tubes:** place inside a 50 mL centrifuge tube. **See picture 1.**
- **>5 1.5mL tubes:** use a sturdy cardboard box. **See picture 2.**
- **Plates:** always use a plate rack. **See picture 3.**



Not Recommended (avoid these common mistakes)

- Placing sample tubes directly in ice or dry ice without a secondary container. **See picture A.**
- Putting samples in a plastic bag and placing that directly in dry ice — bags crack at low temperatures. **See picture B.**
- Packing strip tubes directly on ice or dry ice. **See picture C.** Shipping plates without a rack — they can break in transit. **See picture D.**



Please print & ship this notice with your DNA submission:

Shipping Note

DNA Extraction Samples

Please direct packages to our extraction team for accessioning!

Please print & ship this notice with your samples if sending cryopreserved samples

Shipping Note

**Cryopreserved Cell Samples
(for Single-Cell or ATAC-seq)**

**Please direct package to
Liquid Nitrogen Storage!**