

# sequencingcenter

John Wayne Cancer Institute  
Providence Saint John's Health Center

## **METHYLATION ARRAY (EPIC) SAMPLE SUBMISSION FORM**

**INSTRUCTIONS:** Please complete and email this form along with the MethylationEPIC Sample Sheet to [hsut@jwci.org](mailto:hsut@jwci.org) prior to sample submission.

REQUESTOR INFORMATION	
Institution:	
Date:	
Requestor Name:	
Phone:	
Email:	
Principal Investigator:	
Phone:	
Email:	

SAMPLE INFORMATION	
Total Number of Samples:	
Sample Origin- check all that apply:	<input type="checkbox"/> Human Cell Lines <input type="checkbox"/> Human Tumor Tissue (Fresh or Frozen) <input type="checkbox"/> Human FFPE Tissue
DNA Quantification Method:	<input type="checkbox"/> PicoGreen dsDNA <input type="checkbox"/> Other—Specify method(s) on Sample Sheet

DATA ANALYSIS	
Would you like data analysis to be conducted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
RESIDUAL MATERIALS	
<input type="checkbox"/> DISCARD <input type="checkbox"/> RETURN (additional shipping charges may apply)	

Internal Use Only	
Approval:	
P.O.#:	
Date Received:	

## **Submission Information**

### **Platform**

Illumina Infinium MethylationEPIC BeadArrays for DNA derived from FFPE, frozen tissue, or fresh cells.

### **Sample Requirements:**

*Please ensure the DNA samples submitted meet the quality, concentration and volume requirements indicated below. **The BeadChip has a 8-sample per array format, please submit samples in sets of 8.***

1. Please provide *at least* 1µg of DNA derived from fresh cells or frozen tissue and *at least* 500ng of DNA derived from FFPE tissue. If your samples do not meet these minimum input requirements please contact Sandy Hsu ([hsut@jwci.org](mailto:hsut@jwci.org)) to discuss the options.
2. Sample concentration must be between 25ng/µL and 100ng/µL. Please concentrate the sample if the DNA concentration is below 25ng/µL. DNA should be quantified by PicoGreen or similar fluorescent assay.
3. Sample must be suspended in nuclease-free water or 1X TE buffer; Volume ≥ 15 µL.
4. Removal of melanin contamination is highly recommended.
5. Samples should be contained in a 1.5 mL tube with the lid secured with parafilm. **Please clearly label each sample tube** with the following:
  - SampleID on the cap and side of each tube; SampleID should match the SampleID provided in the MethylationEPIC sample sheet.
  - Date and institution or PI initials on the side of each tube.
6. All samples will be quantified by PicoGreen upon arrival at JWCI. We will use 2µL of sample volume to determine DNA concentration.
7. An incomplete MethylationEPIC Sample Submission Form or MethylationEPIC sample sheet will result in a delay with your order.
8. The submitter is responsible for the samples submitted to the Sequencing Center including all necessary consent, HIPAA compliance, and any applicable specimen regulations.

### **Sample Shipping Instructions:**

John Wayne Cancer Institute  
2200 Santa Monica Blvd.  
Rm 128 Sequencing Center  
Santa Monica, CA 90404  
Attn: Sequencing Center

- Please email shipment tracking information to Sandy Hsu ([hsut@jwci.org](mailto:hsut@jwci.org))
- Samples should be shipped on enough dry ice to keep the sample frozen upon arrival at JWCI.

**I have read and understand the above submission information and requirements**

<b>Signature:</b>	
<b>Date:</b>	