

Olink Protein Biomarker Discovery

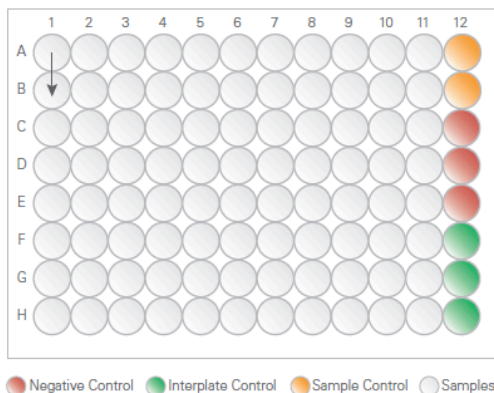
SAMPLE PREPARATION

Preparation of samples for submission to the Olink Protein Biomarker Discovery platform at the McGill Genome Centre must be done according to the specifications below. Samples that do not meet these requirements may not be guaranteed the desired results, may result in delays to the project and/or may be subject to additional labor charges and will be communicated to the client before proceeding.

The waybill must be provided at the same time as sample submission to the lab for tracking purposes and also in order to prevent delays.

- Supply $\geq 40\mu\text{l}$ of each sample in temperature-resistant, non-protein binding plastics. The MAXIMUM volume should be $< 100\mu\text{l}$.
- Use a 96-well PCR plate format, preferably with full skirt (e.g. Sarstedt #72.1980.202, or the Eppendorf "TwinTec" line, sealed with Life Tech #4306311), or using Biobanking system tubes such as "Matrix" or "Fluidex" tubes. All plasticware used need to be -80°C , dry ice resistant and resealable. Please confirm any other plasticware than the above with the platform.
- Ensure your samples are randomized, or in an order ready to be run and compatible with the Olink specific plate layout, see below. If you are unable to comply with the 96-well format or do not randomize your samples, we can transfer and randomize at an additional hourly cost.
- Ensure each well is separately sealed using an adhesive film for individual caps/seals.
- Clearly mark sample plates/tubes with a simple alphanumeric code, that you can later identify, using temperature/dry-ice resistant pens and/or labels.
- Use pseudonymized sample identification names - no duplicate/identical sample IDs are allowed
- Plates: use the sample plate ID in the Sample Manifest as is clearly labeled on the plate. Tubes: sample ID on the tube needs to correspond to sample ID in the Sample Manifest
- Note: Empty wells scattered within plates will be charged as samples.

PLATE LAYOUT



Leave **A12-H12** (12th column) empty for controls supplied by Olink.

Start in **A1** and fill samples **column wise**.

SAMPLE MANIFEST (DOWNLOAD OLINK EXCEL FILE)

Fill out the Sample Manifest file and return to the platform contact. Please clearly state the Quotation/SoW number as reference in the email and on the Manifest. The sample Manifest must be returned before sending the samples for analysis. If the manifest does not adhere to the guidelines below or otherwise incorrect, the sample Manifest may be returned to the customer. This may delay the analysis of your samples and can be subject to additional costs.

- Fill out the Sample Manifest with Plate ID (labeling name on your sample plate), Well ID (well number on the sample plate for the specific sample) and Unique Sample ID (name of the sample, please ensure that each sample name only occurs once).
- Define the sample type for each sample from the list in the column named sample type and the volume supplied in sample volume.
- Any additional information regarding the samples can be filled out in the column named Additional information (optional).
- Fill out one sample Manifest file per study/quote and in one sheet of the Excel file. If you have multiple plates, place them after each other in the same sheet.
- Use Unique sample ID. For duplicate samples/names, add an extra discriminator (i.e. sample A_1 and sample A_2).
- Use <30 characters (a-z, 0-9, -#%0) including spaces. Do not use ";", ",", or "new line".

SHIPPING

- Samples should be shipped on dry ice, sufficient for shipment to the Biomarker platform lab in the Genome Centre.
 - ADDRESS??
- Make sure the plates are securely sealed, add extra adsorption paper in case of leakage and make sure to place the samples in a sealed bag.
- Ensure that the heavy dry ice will not damage the samples during shipment.
- Contact your preferred courier for local regulations regarding appropriate labeling for risk assessment and shipment of your human samples on dry ice.
- Place a copy of the SoW in the parcel to identify samples.
- Send the tracking number and courier company name to the corresponding project manager; xxx@genome.mcgill.ca and add Quotation number in the communication.
- If you are bringing samples in-person, please email us beforehand or PHONE(?) to coordinate delivery
- Our business hours are Monday to Friday 8 a.m. to 5 p.m
- Upon arrival, the samples and documents will be examined, and you will receive a confirmation email. samples will be stored at -80°C.