



# NGS Best Practices Checklist

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- Follow our [Sample Submission Guidelines](#) when preparing your samples. For DNA/RNA samples, pay close attention to the following:
  - Total amount
  - Concentration (for DNA, measure using a double-stranded method such as Qubit or PicoGreen)
  - Purity
  - RNase/DNase treatment
  
- Prepare samples in microcentrifuge tubes** for projects with less than 36 samples. For larger projects, 96 well PCR plates are recommended. For more information, please review the Starting Materials section of your quote.
  
- Upload the electronic version of the Sample Form** through your online account or email it to [ngs@azenta.com](mailto:ngs@azenta.com).
  
- Print out your order receipt** and include it with your samples.
  
- Label each tube clearly** with the sample name as it appears on the Sample Form. Avoid dissolving samples in organic solvents, as they can leak and erase tube labels. Ensure the total number of samples matches the Sample Form.
  
- Arrange samples in a tube rack** or holder in the order listed on the Sample Form.
  
- Submit samples at the proper temperature** per our [Sample Submission Guidelines](#).
  
- Ship samples overnight** to the address listed on the order receipt.
  
- Track the status of your project online** through your Azenta Life Sciences account. The *Order Summary* page will show the latest status information and the estimated delivery date.