1. PURPOSE/SCOPE

This document describes the process to run the Microbiome\_Nephele script. This script was developed to create a manifest file needed for input into Nephele. It takes in the sequencing file generated from LIMS and alters data in the data table format needed for Nephele. It then finds and moves sequencing files into the appropriate folder for compressing and submitting to Nephele.

1. REFERENCE DOCUMENTATION

|  |  |
| --- | --- |
| Number | Title |
| SP#### | Include other SOPs, SPs, REFs, FORMs required and/or referenced (do not include version numbers) |
| #### | User Manuals, MSDS, Experienced User Cards, other reference materials |

1. BACKGROUND

Background information as to how the SP fits into the general workflow of the area or any pertinent information that would be useful to better understand the SP. (Can be brief or extensive).

1. DEFINITIONS

|  |  |
| --- | --- |
| Word/  Abbreviation | Include any definitions, abbreviations or acronyms required to follow and understand the procedure |
|  | Order alphabetically |
|  |  |

1. PROCESSES/GUIDELINES
   1. General policies and process/guidelines applicable to this function.
      1. May include notes or cautions to highlight specific information.
         1. Additional information can follow.
         2. More information can follow
            1. Additional information can follow (try not to use this bullet if possible and do not go down one more indent with numbered outline). When adding information that does not have to be sequential use a bullet not a numbered outline.

Use bullets if indenting any further.

* + - * 1. Example of numbered outline (for this level).
        + Example of bulleted outline (for this level).
  1. Additional numbered bullet added as required.

|  |
| --- |
| **NOTE or CAUTION**: Suggest using 1x1 table |

1. FINAL DISPOSITION/RESPONSIBILITY
   1. Include any additional information relating to specifications, verification steps, and record maintenance.
2. ATTACHMENTS
   1. Include any attachments such as pictures, screenshots, etc.
3. REVISION HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| SP Number | Version | Description of Revision | Effective Date |
| SP#### | 1.0 | Original Release | YYYY/MM/DD |
|  | 1.1 | Minor revisions made to SP; does not require documentation of additional training by staff |  |
|  | 2.0 | Major revisions, requires documentation of training |  |
|  |  | Always include summary of revisions and reasons for change. Additionally, include any SPs that are replaced or made obsolete by the new version. |  |