# **Submitting samples for DLP**

## Requesting list of samples from data team

1. Sohrab’s team (Andrew, Ignacio, Anika) to send list of DLP samples to prioritize for submission every week
2. Check in eLab Inventory database for number of scs aliquots stored per site and inform team of how many scs aliquots are stored
3. Sohrab’s team (Andrew, Ignacio, Anika) will inform us of which exactly patient and sites they would like for us to pull from inventory to submit to IGO for DLP
4. Coordinate with Neeman via email as to which day she is able to accept samples and what time to drop them off

## Pulling samples, IGO submission, and inventory management

1. Check scs inventory excel spreadsheet for locations of scs aliquots to be pulled
2. Highlight the ones to be pulled from inventory in “orange” (see legend on top right of excel spreadsheet)
3. Note box and storage locations
4. Submit an iLab request to IGO (Request Services 🡪 NGS platforms 🡪 Direct Library Prep (Single Cell)(NGS platforms))
   1. **Phone number:**
   2. **QC Access:** [limj@mskcc.org](mailto:limj@mskcc.org);[mcphera1@mskcc.org](mailto:mcphera1@mskcc.org)
   3. **Data Access:** [limj@mskcc.org](mailto:limj@mskcc.org);[mcphera1@mskcc.org](mailto:mcphera1@mskcc.org); [havasove@mskcc.org](mailto:havasove@mskcc.org)
   4. **Project Name:** MSK Spectrum Ovary
   5. **Is this project a continuation of a previous project with IGO?** Yes
   6. **What is the project number of the previous project?** 11113
   7. **Number of samples:**
   8. **How many cells would you like to capture?** 800
   9. **Does IGO have your samples already?** No
5. Save completed form, update cost center/fund and submit request to core
6. Submit an IGO Sample Submission form
   1. **Material:** Cells
   2. **Application:** DLP
   3. **Species:** Human
   4. **Patient ID Type:** MSK Patients
   5. **Specified Patient ID Type:** MRN
   6. **Container:** Blocks/Slides/Tubes
   7. **# samples:**
   8. **iLabs Service ID:**
7. Generate table
   1. **Block/Slide/TubeID**: SPECTRUM-OV-*xxx* (Patient ID)
   2. **Sample ID:** SampleIDSite\_DLP\_sortingcategory (eg. 022LA\_DLP\_UNSORTED or 022LA\_DLP\_CD45-)
   3. **Species:** Human
   4. **Preservation:** DMSO – Viably Frozen
   5. **Sample Origin:** Tissue
   6. **Specimen Type:** Resection/Biopsy
   7. **Quantity of Tubes**: 1
8. Submit form
9. Pull samples from -80c freezer and place on dry ice for transport to IGO
10. Bring samples to IGO at scheduled drop off time for Neeman & team
11. Upon arrival to IGO, call Jen at 646-888-3759 to let her know you’re dropping off samples for DLP

## Database (eLab Inventory) management

1. Update the following fields in the excel doc spreadsheet (<https://docs.google.com/spreadsheets/d/1wth9QgwsOY74jtnbdkPEyxYmQYukULkkWVYg7udGS6o/edit#gid=0>)
   1. Sample ID
   2. Submission Date
   3. Sample Preservation
2. Open eLab Inventory in browser
3. Click on “Inventory” then “Sample List”
4. For each sample submitted, locate Patient ID and click into the series
5. Identify the aliquot that is being pulled for submission and click into the aliquot
6. Click “Edit” and “Edit Single Sample”
7. Add in Description “Sample submitted for DLP on *date*”
8. Remove the storage location by clicking on the “x” and click “Check out Sample”
9. Scroll down to “Downstream Submission” under the Processing Info section and change it from “Storage Only” to “Unsorted/Sorted Single Cell Sequencing” depending on whether the sample being submitted is sorted or unsorted
10. Complete the following fields:
    1. **Submitted Populations:**
    2. **Sequencing Technique:** DLP
    3. **DLP Date of Submission:**
    4. **DLP Sequencing Location:** IGO
    5. **DLP IGO ID:** leave blank and fill it in once Neeman completes the excel spreadsheet with the IGO ID (IGO Project column)
    6. **DLP IGO Project ID:** 11113
    7. **DLP IGO Submission ID:** IGO-xxxxxx
    8. **DLP REX Sample ID (IGO):** xxxSite\_DLP\_UNSORTED
    9. **DLP Sample Origin:** Gyn Lab
    10. **DLP Sample Status (IGO):** Consumed
    11. **DLP QC Status:** Leave blank and update when Neeman completes the excel spreadsheet to indicate that sample passed QC and will move forward
11. Once all fields are completed, press “Save and Close” and double check that all new metadata is accurate