

Sample Submission Procedure

Required Information before samples are submitted

Must be filled out and emailed to tmplinfo@uab.edu

NO SAMPLES WILL BE PROCESSED UNLESS WE HAVE THIS INFORMATION

In order to provide the best service to our clients this document is provided to explain the procedures for submission of samples for analysis to the Targeted Metabolomics and Proteomics Laboratory.

1. All samples have to be clearly labeled.
2. A sheet that is produced by the Proteus LIMS system has to be turned in with each sample. If you do not have access to the LIMS system, you may request a USER name by going to :
 - a. <http://138.26.149.13:8080/lablink/Welcome.do>
 - b. Press "Request a user ID" and follow the instructions. All fields in RED have to be filled in.

Request a User ID

Forgot Your Password?

Open the [LabLink Help file](#)

User name:

Password:

Sign In

3. Once you have done this an approval will be emailed to you after being approved.
4. In the meantime, several pieces of information will need to be gathered
 - a. Oracle Account number (entire string) for billing. We WILL NOT run any samples unless we have a valid account number
 - b. Valid dates for the Oracle account number you are using
 - c. Grant name/number associated with Oracle account #
 - i. This is used to track expenditures by NIH and a requirement
 - d. Core/Center affiliation
 - e. PRIMARY contact
 - i. When getting a username it is preferable to have the Principal Investigator AND the person submitting to have access to Proteus for data transfer/viewing
 - f. Number of samples you are expecting to analyze
 - g. Collaborative arrangements, if any
5. A separate sheet is included with this document that can be filled out with some of this information

6. Once you have all this information, we can set up a meeting to discuss with you the specifics of the analysis. Please realize that this is a very important step for you as we want to be able to provide the best service we can to you. At this meeting we will also discuss the costs associated with your analysis.
7. Submitting samples
 - a. First Item is to create a Project Name in Proteus. RED fields REQUIRED
 - b. Naming conventions as follows: LastName_FirstName_ProjectName_InstrumentAnalysis_DateCreated
 - i. Last name and First name of PI
 - ii. Project name should be descriptive but concise. We reserve the right to change the name somewhat for clarity. InstrumentName may be added, if known
 - iii. Date is the date you created the project name

The screenshot displays the 'Sample Submission - Create a New Project or Select an Existing Project' page in the GenoLogics LabLink system. The page title is 'Sample Submission - Create a New Project or Select an Existing Project' and the user is identified as 'Scott Sweeney at Administrative Lab signed in as sswweeney Jun 17, 2010'. The form contains the following elements:

- A message: 'Required fields have a red outline.'
- A radio button selected for 'Select an existing project' with a dropdown menu showing '22Jun09'.
- A radio button for 'Create a new project'.
- A section titled 'Enter Project Information' with the following fields:
 - 'Project name:' with a text input field that has a red border.
 - 'Origin:' with a dropdown menu.
 - 'Note:' with a large text area.

Navigation buttons 'Next' and 'Cancel' are located above the form. The left sidebar contains links for 'LabLink Home', 'Create a Project', 'Submit Samples', and 'Open the LabLink Help file'. The bottom of the page shows 'Powered by GenoLogics' and 'Done'.

- c. Press Save and your project will be entered into the system

Please note that you may add other files to the Proteus system once you have submitted samples. This includes Reference papers, pictures, datasheets, etc. that may aid us in getting the results of your inquiry. Please note also that YOU may leave NOTES in the system for us to read that will serve as a means of communicating WITHIN the LIMS system. Of course, emailing is OK as well

Samples:

- i. If only a few samples are to be submitted then the following page may be used. You will have to submit samples one at a time (good for 10 or less) Note that all sample names HAVE to be unique...so be descriptive.
- ii. If a larger number of samples are being submitted, there are [files here](#) that will facilitate data entry for YOU and US
- iii. Please fill in as much information as you can and make sure that all information is correct before submitting the samples

Targeted Metabolomics & Proteomics Laboratory

Enter Sample Information for Project - 22Jun09

Required fields have a red outline.

Import a sample spreadsheet

Enter samples

Enter Sample Information

Number of samples: 1

Base sample name:

Sample volume (ul): 0.0

Storage Temperature:

Species Origin:

UpLoaded Experimental Design:

Enzyme:

Sample Type:

The next window you will see will ask you to review your sample names and confirm you are about to submit these samples:

Review Your Samples

Please review your sample information. Click Agree to signify your understanding and agreement.

Name	LIMS ID	Status	Project	Date Received	Last Note	Storage Temperature	Species Origin	UpLoaded Experimental Design	Enzyme	Sample Type	Expected Molecular Weight	Sample Matrix	Current Solvent	Account number	Toxicity?	Quantitation Required	pKa (if known)	Amount of sample submitted	Analysis/Imaging
TEST-1		Pending	22Jun09					false											

Back Disagree Agree

Once you pressed the Agree button you will see the following page. Please print this page out and include with your sample.

Targeted
Metabolomics &
Proteomics
Laboratory

LabLink Home
Create a Project
Submit Samples

Open the [LabLink Help file](#)
Get [instructions, forms, and templates for submitting samples](#)

Summary of Submitted Samples

Please print this page and attach it to your physical sample submission. The Sample LIMS IDs can be provided to the Lab at any time and are unique to your samples.

Name	LIMS ID	Status	Project	Date Received	Last Note	Storage Temperature	Species Origin	UpLoaded Experimental Design	Enzyme	Sample Type	Expected Molecular Weight	Sample Matrix	Current Solvent	Account number	Toxicity?	Quantitation Required	pKa (if known)	Amount of sample submitted	Am Im
TEST-1	SWE184A72	Pending	22Jun09					false											

Generated by Scott Sweeney on Jun 17, 2010 (Supervisor: System Administrator)

X _____

Done

Powered by [Genomics](#)

Once we have received your samples and analysis is finished, we will upload the data for you in to the PROTEUS LIMS system and you may download and print. We generally will also email a courtesy copy as well. Please understand that there are many investigators that we work with as a core facility and we are very busy. The more information that we get up front from you allows us to get your data back to you in a timely manner.

We ask that samples be submitted only between 10 AM and 3 PM to allow us to properly handle your samples.

If you have any questions concerning the LIMS system, please email tmplinfo@uab.edu or call Scott Sweeney at 205-934-3462

Our website is <http://tmpl.uab.edu>