

DNA Learning Center BARCODING 101

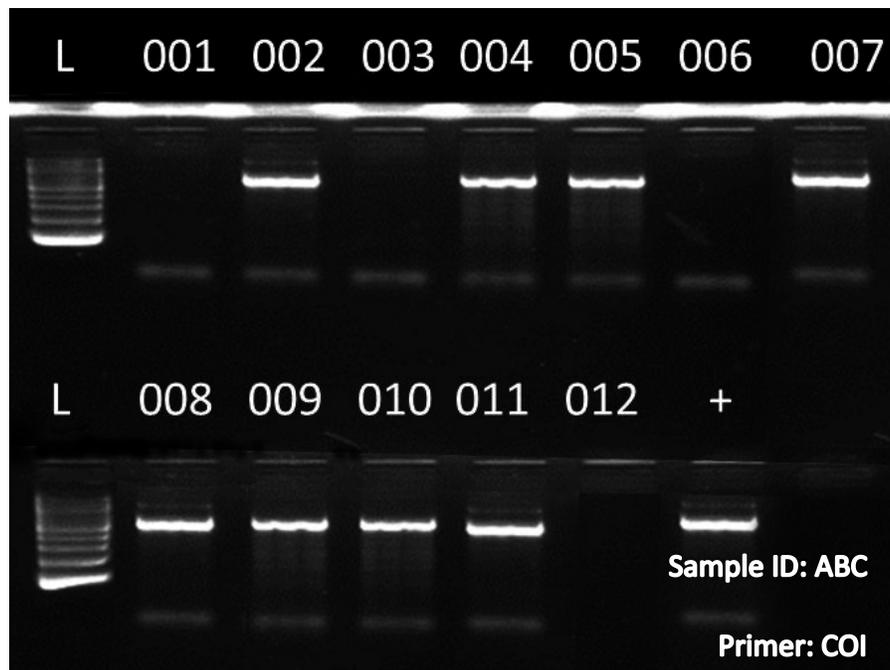
Protocol for uploading gel images of PCR amplified DNA samples (for Barcode Long Island and Urban Barcode Project Student Teams)

1. Sign-in to the Sample Database: <https://sampledb.dnalc.org/barcoding/> Click on the project for which you would like to upload gel images.
2. On the bar above the project info, next to “Samples,” click the “Sequencing” option. *NOTE: The “Sequencing” option will only appear once the sample minimum has been added to the sample database. **Please note, the sample minimum for UBP and BLI is 3.** Gels cannot be uploaded without satisfying this minimum.
3. Click “Choose File” to upload a gel image. **Gels MUST be uploaded as a .JPEG.** Only one image can be uploaded at a time. Make sure all gel images are labeled with sample ID and sample numbers above the corresponding lane, as well as primer type. (See example following). **IMPORTANT: In the text box below the upload gel image section, students MUST indicate which samples they feel should be sent for sequencing. We require this information before samples can be accepted for sequencing.** Example text: “We believe that samples 001, 002, 004, 006, 007, and 008 are good samples to send for sequencing.” Once you have selected the gel photo to be uploaded and indicated the samples to be sent for sequencing, click “Upload gel image.”
 - a. If you need to upload multiple gels for the project, you will be given the option to “Add another gel” below the image that you just uploaded. You will need to upload the gel and indicate samples to be sent for sequencing in the same manner as the previous gel. **IMPORTANT: Each gel MUST be uploaded before submitting your request. Once a request is submitted, you will not be able to upload additional gels for the project.**
4. Once all gels are uploaded, use the drop-down menu to the right of the gel image to link each sample to its corresponding well. You must also choose the primer with which your sample was amplified. When finished, click “add link” and another set of drop-down options will appear for your next sample. You will not have the option to include a lane for your ladder or positive control. If, for example, your ladder is loaded in well 1, then for your first sample “ABC-001,” select “well 2.”

- a. Gels **CANNOT** be uploaded for a sequencing request unless information regarding sample common name, taxonomic identification (to the best of team’s ability), geolocation, and *at least* one picture is added to the Sample Database **for each sample**. (Be aware that we recommend a minimum of three pictures per sample – see Sample Documentation protocol for additional information).
5. Once you have linked all of your samples to their corresponding wells, click “Submit Request.” This will notify the DNALC team of your pending submission. (Once you have submitted, you will not be able to edit your gels or upload additional gels). The DNALC team will review your gel images within a few days of your submission and will either approve or reject your request. If approved, you will be able to package your samples for shipment to GENEWIZ (we will contact you with additional information at that time). If rejected, you will receive a notification as to why, as well as a follow-up from a DNALC team member.

Please make sure gel images are good quality and completely labeled before uploading. Poor gel images with difficult to follow sample-well identification will delay our response to your request.

Example gel image:



Text can be added to gel images in programs such as Microsoft Paint, PowerPoint, Photoshop, etc.; be sure to save all images as .JPEG before uploading.