

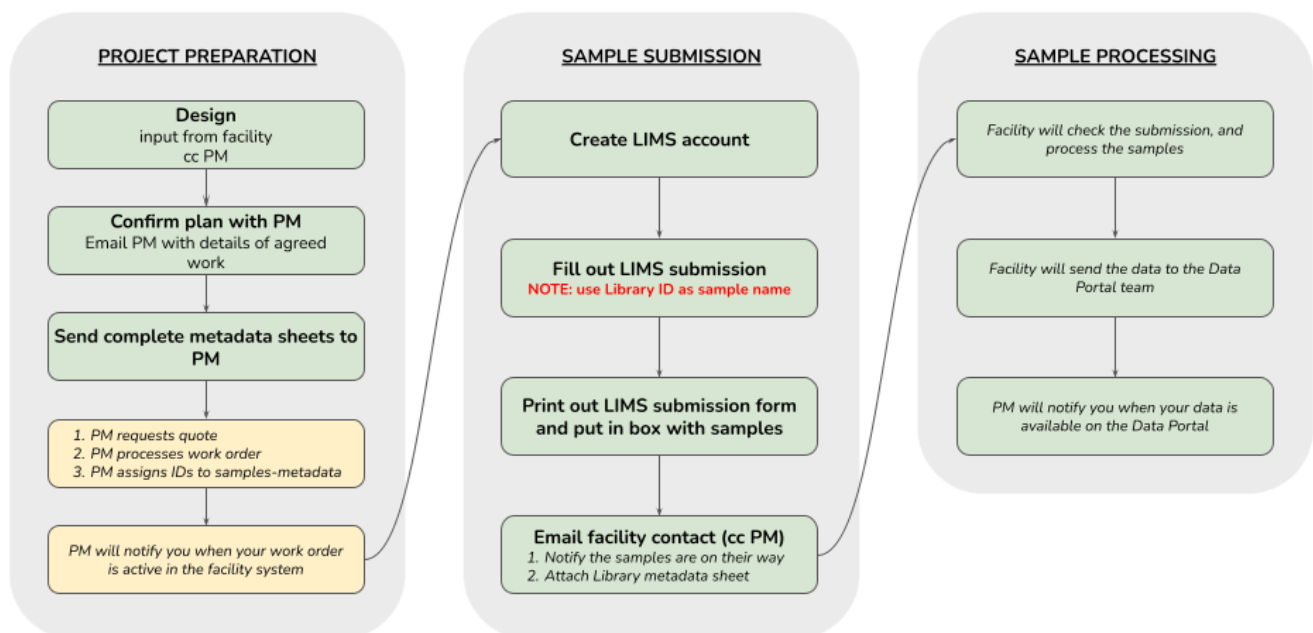


## PROJECT WORKFLOW AND PROCESS FOR SAMPLE SUBMISSION AS PART OF BIOPLATFORMS AUSTRALIA THREATENED SPECIES INITIATIVE

**Please read this carefully and contact Bioplatforms Australia's Threatened Species Initiative Program Manager ([smazard@bioplatforms.com](mailto:smazard@bioplatforms.com)) before initiating sample preparation to ensure facility coordination and administrative requirements are in place for sample processing.**

<b>Project Name</b>	<b>Threatened Species Initiative</b>
<b>Bioplatforms Australia contact</b>	<b>Program Manager - Sophie Mazard &lt;<a href="mailto:smazard@bioplatforms.com">smazard@bioplatforms.com</a>&gt;</b>
<b>Initiative DOI</b>	<b><a href="https://doi.org/10.25953/3eje-q240">https://doi.org/10.25953/3eje-q240</a></b>
<b>Initiative umbrella NCBI ProjectID</b>	<b>PRJNA1075750</b>

This document outlines the project workflow and sample submission process for the Threatened Species Initiative. The figure below illustrates the high-level workflow that project leads need to take to prepare and submit samples through the Threatened Species program. These steps are detailed below.



Bioplatforms Australia subsidises access for the use of their network of research infrastructure providers. These providers are listed under the following categories of genomics, proteomics, metabolomics, bioinformatics. (find the list of relevant facilities in [Appendix 1](#), more details can be found here:

- <https://bioplatforms.com/research-platforms/>

## **PROJECT PREPARATION:**

### **1. Project design**

- a. Identify the service and/or provider you wish to use from the Bioplatforms' network (see Appendix 1).  
*(Note: Offerings vary considerably depending on the provider and the Bioplatforms Australia contact (PM - [smazard@bioplatforms.com](mailto:smazard@bioplatforms.com)) will facilitate the identification and contact of the most appropriate provider, if required)*
- b. If you need to discuss components of your project with experts at the facilities, please contact them directly – the initiative's PM can provide you with the most appropriate contact (please always cc the PM).
- c. Ensure you understand the sample requirements (facilities have service guides on their websites and/or you can confirm with the facility contact).

**IMPORTANT:** Please cc the initiative's PM in any emails between you and the facility, as they may be able to batch samples with other projects or look for cross-project opportunities.

### **2. Administrative requirements (quote, work order and metadata)**

- a. Following agreement of the work to be conducted at the chosen facility and the proposed time frame, email the Initiative's PM ([smazard@bioplatforms.com](mailto:smazard@bioplatforms.com)) with:
  - i. details of the final agreed work and proposed timeframe. Please include as much detail as possible.
  - ii. the completed sample metadata spreadsheet (**template provided by PM** – please download and save as *TSI\_projectcode\_samplemetadata\_date.xlsx*)
- b. Create an online submission account (if applicable) for the facility you will use.

#### **The PM will then:**

- a. Assign the relevant IDs in the sample metadata and the library metadata spreadsheets and return this to you.  
  
*(Note: For the library metadata you only need to fill in columns in GREEN. All other columns will be filled in by either the PM or the facility.)*
- b. Request an official quote from the facility
- c. Process quote into a work order for the facility

## **SAMPLE SUBMISSION:**

### **1. Administrative requirements**

- a. Check and confirm the completed Bioplatforms metadata spreadsheets and inform the PM
- b. Ensure that you have all of the necessary information required (service agreement, work order, identifiers, submission templates)

### **2. Sample preparation and online submission**

- a. Submit the sample information to the facility through their requested method, usually online submission system;
  - i. Facilities may have their own submission sheet template – ensure you complete this beforehand
  - ii. **IMPORTANT: ensure that the “sample name” in your submission is the corresponding Bioplatforms “library\_id” number (found in the library metadata spreadsheet)**
  - iii. Upload the pre-completed Bioplatforms library metadata spreadsheet (as additional document on LIMS)
- b. Once the online submission is complete, print the submission receipt to be included with your sample package

### **3. Packing – sending samples**

- a. Refer to the relevant service guide or contact the facility to ensure that you have the correct packaging requirements
- b. Post the samples with the printed confirmation of the online submission
- c. Send email to the facility letting them know that the samples are on their way (include reference of the facility agreement ID) and attach (as backup) the prefilled librarymetadata.xls so that they can fill this out when they undertake the analyses.

**Please note - the facility will not process any sample that has not been submitted through their online submission system and they will not queue the samples until they have the prefilled Bioplatforms' librarymetadata.xls.**

## **SAMPLE PROCESSING AND DATA DELIVERY:**

1. The facility will prepare the samples and carry out the analyses
2. The facility will complete the library metadata spreadsheet and data portal transfer information
3. The facility will inform the data portal team (help@bioplatforms.com) that the data-metadata is ready for transfer
4. The data portal team will begin the ingest into the data portal with all the associated metadata
5. The PM will email you to let you know when the data is available for access.



## **APPENDIX 1 – Bioplatforms network of facilities**

### **Genomics**

- Australian Genome Research Facility
  - Website - <https://www.agrf.org.au/>
  - Contact - [CustomerCare@agrf.org.au](mailto:CustomerCare@agrf.org.au) (please confirm for service specific contact)
- Ramaciotti Centre for Genomics
  - Website - <https://www.ramaciotti.unsw.edu.au/>
  - Contact - [ramaciotti@unsw.edu.au](mailto:ramaciotti@unsw.edu.au)
- ACRF Biomolecular Resource Facility
  - Website - <https://jcsmr.anu.edu.au/research/facilities/brf>
  - Contact - [brf@anu.edu.au](mailto:brf@anu.edu.au)
- Genomics Western Australia
  - Website - <https://www.genomicswa.com.au/>
  - Contact - [Genomics.WA@telethonkids.org.au](mailto:Genomics.WA@telethonkids.org.au)