**West Coast Metabolomics Center - Sample Submission Checklist**

Thank you for submitting samples to the West Coast Metabolomics Center. Please make sure to follow all items on the checklist below. Any samples received that do not meet the minimum requirements will be sent back immediately.

* Create a billing account at [PPMS](https://ppms.us/ucdavis/areq/?pf=7).
* Complete the [service lab information sheet](https://docs.google.com/a/ucdavis.edu/forms/d/1uvRX0rl392auiMt-i5L5i7XIxZh_4nZqmaUXv-gqpUQ/viewform).
* Fill out a sample list (using WCMC template) and include one copy with the sample shipment and email another copy to metabolomics@ucdavis.edu, attn: Scott.
* Please make sure samples follow the minimum requirements:
* Clearly labeled samples, either printed labels or clearly and legibly handwritten, on both side and top of sample.
* Include a box map if handwritten samples.
* Use a permanent, non-smudging pen (i.e. Sharpie) if handwritten.
* Label samples with one identifier (e.g. 1,2,3,4,5) or (e.g. A, B, C, D, E) for simplicity.
* Use 2 mL snap-cap eppendorf tubes.
* Place tubes in a 9 X 9 sample box.
* Please do not send samples in zip-lock bags, 96 well plates, or Falcon tubes.
* Minimum and maximum volume requirements should be met.
* If you are sending urine, please include creatinine levels or specific gravity.
* Do not send whole plants.
* Samples (including backups) will be kept for one month after data has been sent and then will be discarded.
* Please check off each box, sign, and include the checklist in your shipment.

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_