Metabolon

COMPLETING YOUR DIGITAL MANIFEST

- To support study quality and on-time project delivery, a completed digital manifest with the information detailed below is required prior to shipment.

- You should have received a digital manifest template file (Excel format).

- If you have not received a digital manifest template file from Metabolon, please contact your Client Success Project Manager.

Open the Digital Manifest File

To begin populating your digital manifest, the template file should be opened in Excel. You can then begin populating the project and individual sample information by either manual entry and/or by using a barcode scanner.

Entering Project-Specific Information

The following fields in the manifest header **must be completed**:
- *Project Code (provided by Metabolon)*
- *Primary Investigator Name*
- *Primary Investigator Email*

Entering Sample Specific Information into the Digital Manifest

Required Fields:

The following fields in the manifest **must be completed**:

- → *Unique Tube Label ID*
- → *Sample Amount*
- → *Box Number (Sample Rack or Container ID)*

- → *Client Matrix*
- → *Sample Amount Units*
- → *Sample Box Location (Sample Rack or Container Position)*

Do not delete or rename any columns, except for the "Custom Attribute" columns. "Custom Attribute" columns are provided for additional sample metadata. All other columns and names are formatted to upload automatically to work with our system tools. Any changes could delay your project.

Step by step

1. ***Unique Tube Label ID***—**Column B (Required)**
   Click your cursor in the first cell to be entered. Use the barcode scanner to **scan the barcode** on the sample tube to populate the *Unique Tube Label ID* field of the digital manifest.

   Note: For tubes without barcodes, you will need to manually type a unique ID for each sample into the *Unique Tube Label ID* field.

   Note: If the side of the sample tubes is labeled with human-readable text or 1D barcodes, please complete the sample *Box Number* field in column F and *Sample Box Location* field in column G to indicate tube location (A1, A2, etc.).

2. ***Client Sample ID***—**Column C**
   This field is not required, but may be used as needed to reference an internally used reference ID.

3. ***Client Matrix***—**Column D (Required)**
   Manually enter the sample matrix type (EDTA plasma, serum, feces, etc.)

4. ***Box Number*** and ***Sample Box Location***— **Columns F and G (Required)**
   Please enter the rack or container ID in column F and the sample tube position within the rack (or container) in column G.

5. ***Sample Amount*** and ***Sample Amount Units***—**Columns H and I (Required)**
   Please enter the sample amount in column H and their units in column I.

6. ***Comments(s)***—***Column J***
   Can be used to note specific information about samples. Please limit comments to 100 characters.

7. **Additional Sample Attributes**—**Columns K to U**
   To support statistical analysis and interpretation, please enter the additional sample attribute information if applicable. This may include group number, time point, subject or animal ID, age, sex, race, disease state,etc. for each sample.

   Note: Up to 10 additional custom attributes can also be entered into columns V to AE. These headings can be renamed to describe the specific metadata.

8. For each sample, **repeat Steps 1 through 5** until all samples have been entered into the digital manifest.

Determining Your Own Run Order

Samples will be processed in box order and will be further randomized prior to analytical analysis. The Client can elect to have samples processed in a custom run order by contacting their Client Success and/or Business Development Executive—additional charges will apply.

Checking for Duplicates

Any duplicate *Unique Tube Label ID* in column B will automatically be flagged with a red background. Verify all scanned or entered *Unique Tube Label IDs* are unique by confirming no red background flags are present.

Submitting your Samples and Completed Digital Manifest

1. Email a copy of your completed digital manifest to samplemanager@metabolon.com.
2. Print a copy of your completed digital manifest to include in your sample shipment.
3. Follow the shipping guidelines in the Sample Preparation & Shipping Procedures (provided separately).

Glossary

1D Barcode Tube—A sample tube with a one-dimensional (1D) barcode (similar to a UPCsymbol) located on the side.

2D Barcoded Tube—A sample tube with a two-dimensional (2D) barcode that is most often located on thebottom of a sample tube (See Figure 1).

Box Number—A unique label that identifies the box that contains the sample.

Client Matrix—The specimen type such as EDTA plasma, serum, feces, tissue, etc.

Client Sample ID—An alphanumeric description of the sample defined by the client that is used to report study findings. It may not be a unique label for each sample whereas the Unique Tube label ID must be unique.

Human Readable Text—A written or typed alphanumeric label located on the side of a sample tube.

Project Code—The project code provided by Metabolon for a specific study.

Primary Investigator Name—The primary investigator as defined on the project contract.

Sample Box Location—The specific sample location within a sample box (A1, B2, etc.), where the alpha character is the box row and the numeric is a box column. Load samples in column order (A1, B1, C1, etc.)

Unique Tube Label ID – A required field in the completed digital manifest, either a 2D barcode, 1D barcode, or human-readable identifier. Must be unique across all samples within a given project. The label is legible, is typically 8 to 15 characters in length, and fits within the tube label dimensions.
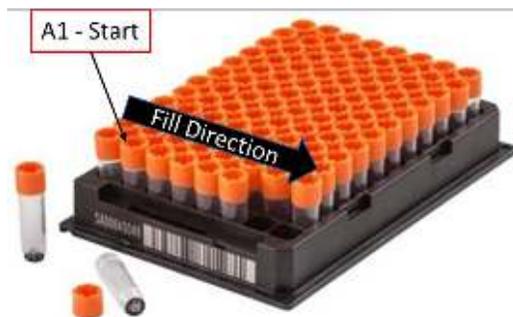

Figure 1. Example of a 2D data-Matrix barcoded tube and associated storage rack for liquid.

Figure 2. Example of a FluidX TPE Septum Cap Mat for liquid.