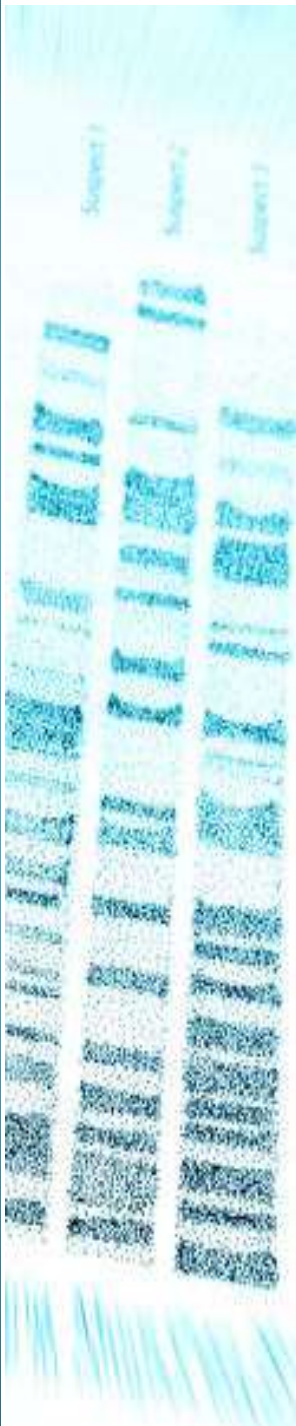


Fall 2010

RUCDR

STANDARD OPERATING PROCEDURES MANUAL



RUCDR STARLIMS Request for Biomaterials | KARIMA RAVENELL, MS

The [RUCDR STARLIMS Request for Biomaterials](#) video will show you how to order biomaterials from the RUCDR. You can access the video by going to <http://rucdr.org>. Click on the [LIMS](#) link on the top navigation menu, then the [TRAINING VIDEOS](#) link on the left navigation menu. Then, click on [RUCDR STARLIMS Request for Biomaterials](#).

If you do not have access to the [RUCDR STARLIMS Request for Biomaterials](#) video, then follow the following instructions:

1. Under INVENTORY MANAGEMENT OPTIONS, click on REQUEST FOR BIOMATERIALS.
2. Enter the PROJECT, SITE, and CONTACT NAME.
3. Your CONTACT EMAIL, PHONE, AND SHIPPING ADDRESS will automatically populate if registered into the system.
4. In the event there is no email or contact phone number associated with your account, they do need to be filled in for your request to be completed. Also, if you would like to change the address that these biomaterials are being shipped to, click on EDIT ADDRESS. Be advised that this change will not become permanent but will only apply to this particular request.
5. If there are any special instructions, enter them LETTER/INFORMATION section.
6. Click on the SOURCE tab. From the pull-down menu, choose the biomaterial source that you need. For example, if you need DNA, choose DIS-DNA ALL for a distribution of DNA.
7. Enter the number of samples needed.
8. **You must attach a list of the samples you need by clicking on the icon next to SAMPLE LIST and attaching a comma delimited file or comma separated file. Make sure that the number of samples in your list is the same as the number of samples requested.**
9. Next, enter in the amount and/or concentration. For example, 5 ugs at a concentration of 100 ng/ul.
10. Review your information and click on SUBMIT. A number will be assigned to each of your requests.
11. Each request that you make for biomaterials needs to be separate. Another example for a biomaterials request is for frozen cells. For frozen cells, choose DIS- FC for distribution of frozen cells.
12. Enter the number of samples needed.

13. **You must attach a list of the samples you need by clicking on the icon next to SAMPLE LIST and attaching a comma delimited file or comma separated file. Make sure that the number of samples in your list is the same as the number of samples requested.**
14. Review your information and click on SUBMIT. A number will be assigned to each of your requests. You may need to refresh your browser screen to see all of your biomaterial requests in the customer dashboard.
15. From the customer dashboard, you can track your request for biomaterials, as well as sample preregistration and supply requests. You will receive email notification after your biomaterials are sent from the RUCDR.

Videos for sample preregistration and supply requests are also available. If you need further assistance, please contact the RUCDR STARLIMS helpdesk by phone at 732.445.4429 or email at starlimshelp@biology.rutgers.edu.