**UCLA Lipidomics Lab**

**Sample Submission Sheet Instructions**

The following is an explanation of how to fill out the various columns in the sample submission sheet.

Sample – This column comes pre-filled with a simple numbering of the samples in the experiment.

ExpNum – This column is used to demarcate multiple experiments that you may be submitting together. Each independent experiment should be given a unique number (starting with 1). Be advised that these experiment numbers are used to parse sample data into separate excel workbooks.

GroupNum – Within a given experiment, sample groups should be given unique numbers (1, 2, 3, etc.). Groups should be biological replicates (identical wells of cells given the same treatment, samples from mice of the same background, etc.). Every member of a given group should be given the same number. This is used to calculate average, standard deviations, and for forming groups for PCA plots.

GroupName – Each group, should also have a Name for easy reference. This could describe treatment (i.e. 293T + statin) or the background of the mice being tested (LDLR KO liver). As with the number, each member of the same group should have the same GroupName.

SampleName – Each sample should have its own unique name. The easiest way to create this name would be add a number to the GroupName (i.e. 293T+statin\_1, 293T+statin\_2, etc.). In the case of mouse or human samples, you may wish to use a mouse or patient identifier to correlate the lipidomics data with other experimental data collected on that individual.

SampleNorm – This is the value used for normalization. For cultured cells, you would provide a cell number. For tissue, a tissue weight. For plasma, you would provide the volume of plasma you want to test.

NormType – For the three types of sample described above, fill in this box with “cell number”, “mg”, or “ul” respectively.