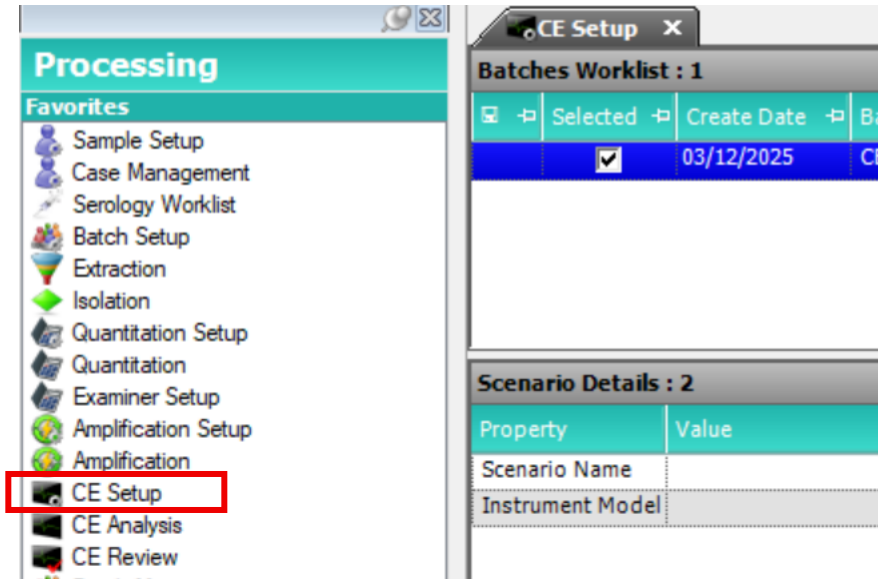


**A. Capillary Electrophoresis – Batch Create**

1. Open **Processing** → **DNA Processing** → **CE Setup**.



2. Click **Create Batch**. The CE Batch Create screen opens.
3. Click the **Create** button located under the New Batches worklist.
4. Select the appropriate **Batch Type, Kit, and Fill Order**.
  - CE Batch Setup – Use for single amplification kit.
  - Hybrid GF/GFE/YFP – Use for multiple amplification kits.
5. Click **Create**. Scan the newly-printed bar code. Click **Close**.
6. Scan the batch from the **Available Batches** worklist. STACS populates the scanned batch's samples onto the **Samples for Batch** worklist and adds its bar code to the **Source Batch** field.
7. Scan a destination batch from the **Destination Batches** worklist.
8. Right-click an unpopulated 'DNA' well in the **Destination Batch** and select **Ladder** to assign a ladder. Click on the extra ladders and remove them, as necessary. If doing a Hybrid batch, ensure that the **Kit** is selected in the dropdown menu, so that you are adding the appropriate ladders. GF is green, GFE is orange and YFP is violet.
9. Select a well in the **Destination Batch(es)** where you would like the sample allocations to begin.
10. Perform one or more of the following actions:
  - a. Scan the desired samples from the **Samples for Batch** worklist.

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- b. If doing a Hybrid batch, in the **Kit** dropdown, choose the kit for the samples you would like to add first.
- c. Click **Allocate** to allocate all qualifying samples from the **Samples for Batch** worklist. This list will show the ng amped of each sample. Allocate the samples into injections for std/max/low appropriately. As a note, if doing a Hybrid batch, as long as the sample are being injected at the same parameter, they can be added to the same injection, even if from different kits.
11. Click **Save**. If finished, click **Complete Batch**.

## B. Capillary Electrophoresis – Setup & Analysis

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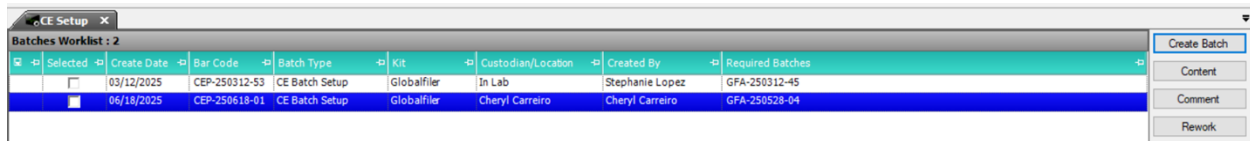
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1. Open **Processing** → **DNA Processing** → **CE Setup**.
2. Select/Scan the batch from the **Batches Worklist**.



Selected	Create Date	Bar Code	Batch Type	Kit	Custodian/Location	Created By	Required Batches
<input type="checkbox"/>	03/12/2025	CEP-250312-53	CE Batch Setup	Globafiler	In Lab	Stephanie Lopez	GFA-250312-45
<input checked="" type="checkbox"/>	06/18/2025	CEP-250618-01	CE Batch Setup	Globafiler	Cheryl Carreiro	Cheryl Carreiro	GFA-250528-04

3. Click on **Print Labels**. Print the batch barcode label, which will go on the plate.
4. To pull up the plate map to either print or keep on screen, click on **Content** and in the Batch Content tab, click on **Worksheet**.

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Batch Content : 96				
Well	Bar Code	Lab Case Number	Exhibit Number	Lot Number
A01	CC024	CLC-250613-1456	1-5	
B01	BI000179			EP1_ALS010
C01	250089			CLCTEST613
D01	GC000007			GF121624
E01	WA000009			053024
F01				
G01				
H01				
A02				
B02				
C02				
D02				
E02				
F02				
G02				
H02				
A03				
B03				
C03				
D03				
E03				
F03				
G03				
H03				
A04				
B04				
C04				
D04				
E04				
F04				
G04				

5. Click **Select Scenario**. Select the matching scenario from the worklist. Click **Select**.

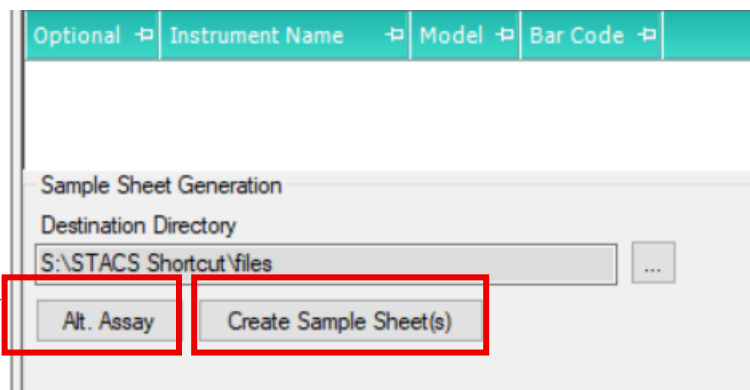
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6. Scan the consumable and batch barcodes.
7. Click **Start Process**. This will generate the 3500-import file.
8. Specify the location to store the file(s). U:\STACS share\CE\Sample Sheets
9. Click **Save**.
10. Open **Processing → DNA Processing → CE Analysis**
11. Scan the 3500xL barcode.
12. Scan your batch from the **Batches Worklist**.
13. For max injections, select **Alternate Assay**. Click on the wells in the injection that will be max injected at low. This will label them “max”. It is not necessary to complete this for the entire injection. Standard injection time will be the default for any unlabeled sample on instruments 2, 3, 4, and 5. Low will be the default for any unlabeled sample on instruments 1 and 6.
14. Click **Create Sample Sheet**.
15. Once the sample sheet is created, if you need for one of your questioned injections to be injected at “low”, pull up your sample sheet and manually change the “assay” column to “low”.

**Max injection: Alt Assay**



16. To pull up the plate map to see reagent amounts to either print or keep on screen, click on **Content** and in the Batch Content tab, click on **Worksheet**.
17. Click **Save** and **Start Process**.
18. Once complete, click **Complete Process** and record the activity results using the Complete Batch Activity screen.
  - **Process Successful:** the batch advances to CE Analysis.
  - **Process Aborted:** the batch remains on the **Batches Worklist**. A **Batch Comment** is required with this option.

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- **Process Failed:** the batch returns to CE Batch Create. A **Batch Comment** is required with this option.

**C. CE Review**

1. Open **Processing → DNA Processing → CE Review**. Check your batch by doing a quick GeneMarker/Genemapper ID-X analysis. If there are any major issues (whole plate failure or samples with failing size standard or controls that don't pass, you can rework any samples or plates at this step. Either choose individual samples in your batch and click **Sample Rework**, or choose the whole batch and select **Rework** (see step D for further details).
2. Once the initial round of rework is done, select the CE run and click **Save**. Upon saving, the '**Complete Batch Activity**' window will pop-up. Select the appropriate option.

Completing this step marks the sample(s) as **Pending Conclusion**.

3. Once the full analysis is done, go to **Processing → Utilities → View Batches** and filter by CE batch date. Highlight your CE batch and press '**content**'. At the bottom press '**Batch Comment**' and add any comments needed to the batch, including that your controls, ladders, and size standards passed. If batches contain multiple analysts, each of you can add your own comments as they will be date and time stamped with your name.

**D. Rework**

- a. If needed, re-work may be directed through CE Review:
- b. **Rework** button = entire batch will be reworked
- c. **Sample** rework = individual sample will be reworked.
- d. Choose the entry point (Examiner setup, CE Setup, or CE Analysis) and reason.
- e. If a re-injection is being done, type in the new plate name (e.g., xxx-1) with the reason "re-inject" or reprep/reinject, etc.
- f. Choose
  - i. **CE Analysis** for a reinjection
  - ii. **CE Setup** for a reprep/reinject
  - iii. **Examiner Setup** for a reamp. You would follow the steps for amplification listed in STACS SOP-6.
- g. The samples\batch will be available in the step selected. See below.

**1. CE Analysis = Re-injection**

- a. The original CEP barcode will be listed in the "batches worklist".
- b. The new plate name will be in the comments and in the CE 3500 software.

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- i. Note the batch barcode name will not change.

Batches Worklist : 3							
Selected	Requeued	Create Date	Bar Code	Batch Type	Kit	Custodian/Location	Instrument
<input type="checkbox"/>	<input type="checkbox"/>	03/14/2025	CEP-250314-22	CE Batch Setup	Globalfiler	In Lab	
<input type="checkbox"/>	<input type="checkbox"/>	03/14/2025	CEP-250314-23	CE Batch Setup	Globalfiler	In Lab	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/20/2025	CEP-250620-12	CE Batch Setup	Globalfiler	Cheryl Carreiro	

- c. Scan the instrument barcode.  
d. Scan the CEP-xxx barcode.  
e. When another injection time is needed, select **Alt.Assay**  
f. A window will pop up and the wells to be injected at an alternate assay will be selected. Max injection time, “Max”, will fill the boxes of those chosen with one mouse click.

Alt.Assay

Batch CEP-250624-01 includes the following Alternate Assays:  
Globalfiler: Max.

Well Properties : 8

	1	2	3	4	5	6	7	8	9	10	11	12
A												
B												
C												
D												
E												
F												
G												
H												

Save Close

Consumables

Consumable Name	Format	Bar Code	Optional
-----------------	--------	----------	----------

Additional Instruments

Optional	Instrument Name	Model	Bar Code
----------	-----------------	-------	----------

Sample Sheet Generation

Destination Directory  
S:\STACS Shortcut Files

Alt. Assay Create Sample Sheet(s)

Well Properties : 8

	1	2	3	4	5	6
A	Max					
B	Max					
C	Max					
D	Max					
E	Max					
F						
G						
H						

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- g. Click **Save**.
- h. Click **Create Sample Sheet**.
- i. Another window will pop up and ask which controls to reinject.

Selected	Well	Bar Code	Sample Type	Kit	Comments
<input checked="" type="checkbox"/>	C01	250090	Blank	Globalfiler	
<input type="checkbox"/>	D01	GC0000...	Positive Control	Globalfiler	
<input checked="" type="checkbox"/>	E01	WA0000...	Consumable Negative Control	Globalfiler	
<input checked="" type="checkbox"/>	H03		Ladder	Globalfiler	
<input type="checkbox"/>	H06		Ladder	Globalfiler	
<input type="checkbox"/>	H09		Ladder	Globalfiler	
<input type="checkbox"/>	H12		Ladder	Globalfiler	

- j. Select the samples and click **Save**.
- k. A file folder will pop up and save your sample sheet in that location.
- l. Add some indication that this sample sheet is different than the first, such as -1, -max, -reinject, etc.
- m. Click **Save**.
- n. Click **Start Process**.
- o. When the injection is done click **Complete Process**.
- p. Go to **CE Review** and select the Batch.
- q. Select **Save**.
- r. A window will pop up; select successful (or not, with a comment) and click **Save**.
- s. The batch will disappear and is ready for the next steps.

## 2. CE Setup = Re-prep/Re-inject

- a. For re-prep a new CEP file will be made and a barcode.
- b. Scan the new CEP barcode.
- c. Allocate samples.



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- d. Select **Complete** next to **Destination Batch** at top right.
- e. Follow **Part B** above in **CE Setup** for this new batch and follow **Part C** for **CE Analysis**.
- f. Below is an example of the original plate and new plate.

Plate Name	Application Type	Capillary Length (cm)	Polymer Number of Wells
CEP-250620-12	H12 36 cm POP-4	96	DPS\060299 CEP-250620-12

Well	Sample Name	Assay	Results	Group	File Name Convention	Sample Type
A01	A01_CC027_CLC-250620-1434_200	STANDARD		CT-DSS_GF	CT-DSS	Positive Control
B01	B01_BI000140	STANDARD		CT-DSS_GF	CT-DSS	Negative Control
C01	C01_250091	STANDARD		CT-DSS_GF	CT-DSS	Positive Control
D01	D01_GC000005	STANDARD		CT-DSS_GF	CT-DSS	Negative Control
E01	E01_WA000009	STANDARD		CT-DSS_GF	CT-DSS	Allelic Ladder
H03	H03_LADDER	STANDARD		CT-DSS_GF	CT-DSS	Allelic Ladder
H06	H06_LADDER	STANDARD		CT-DSS_GF	CT-DSS	Allelic Ladder
H09	H09_LADDER	STANDARD		CT-DSS_GF	CT-DSS	Allelic Ladder
H12	H12_LADDER	STANDARD		CT-DSS_GF	CT-DSS	Allelic Ladder

CEP-250624-01.txt - Notepad

File Edit Format View Help

3500 Plate Layout File Version 1.0

Plate Name	Application Type	Capillary Length (cm)	Polymer Number of Wells
CEP-250624-01	H12 36 cm POP-4	96	DPS\060299 CEP-250624-01

Well	Sample Name	Assay	Results	Group	File Name Convention	Sample Type
A01	A01_CC025_CLC-250620-0954_100	Max		CT-DSS_GF	CT-DSS	Sample
B01	B01_CC026_CLC-250620-0954_101	Max		CT-DSS_GF	CT-DSS	Sample
C01	C01_250090	Max		CT-DSS_GF	CT-DSS	Negative Control

Well	Lab Number	Exhibit Number	Bar Code	Lot Number	Kit	Batch Type	Extraction Batch	Amplification Batch
Bar Code : CEP-250218-01 (24 items)								
Bar Code : CEP-250221-07 (23 items)								
Bar Code : CEP-250312-55 (8 items)								
Bar Code : CEP-250313-31 (5 items)								
Bar Code : CEP-250313-59 (5 items)								
Bar Code : CEP-250313-67 (9 items)								
Bar Code : CEP-250313-69 (3 items)								
Bar Code : CEP-250313-73 (5 items)								
Bar Code : CEP-250314-06 (6 items)								
Bar Code : CEP-250618-01 (5 items)								
C01		250089	CLCTEST61325	Globalfiler	CE Batch Setup	E2L-250613-02	GFA-250528-04	
B01		B1000179	EP1_AL5010625	Globalfiler	CE Batch Setup	E2L-250613-02	GFA-250528-04	
A01	CLC-250613-1456	1-5	CC024	Globalfiler	CE Batch Setup	E2L-250613-02	GFA-250528-04	
D01		GC000007	GF121624	Globalfiler	CE Batch Setup		GFA-250528-04	
E01		WA000009	053024	Globalfiler	CE Batch Setup		GFA-250528-04	

Refresh	Sample Rework	Content	Comment	Rework	Dev	Review	Save	Close
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g. Click **Save** and **Close**.