

# Sample Shipping Instructions for Illumina/PacBio Sequencing Services



**1** Please ensure sample tubes are clearly permanent-labelled with sample name and preparation date. Please make sure tube names match the sample names on the order form.

- ▶ Please use lab grade (freezer-safe) marker for tube labelling. Other markers will lead to smearing or erasure in -80°C freezer conditions.
- ▶ If you use stickers to label your tubes, please handwrite labels on the tubes as well. Stickers are likely to fall off at -80°C.
- ▶ The relevant
  - i) PO
  - ii) Signed & sealed proposal
  - iii) Advance payment
  - iv) Sample submission form and
  - v) Customer Registration form/details (for new customer only)should be submitted along with samples.

**2** Ship RNA samples in any 1.5mL LoBind tube. For best results, we recommend the following product, but will accept equivalent products from other manufacturers:

Eppendorf 1.5mL LoBind Tubes, Eppendorf Catalog No. 0030108051

**3** Seal tubes properly using parafilm to prevent leakage and contamination.

**4** Pack samples in a way that prevents tubes being crushed during shipment.

We recommend placing 1.5mL tubes within a box or tube racks/holders to keep samples from being crushed or opened during shipment. Bubble wrap (or crumpled paper) will give additional protection.

**5** Ship samples on cool pack or dry ice as per below pasted shipping recommendations (item 7 below) for your sample type.

**6** Fill out order form provided by our sales representative and include a copy inside your package in addition to emailing a copy to our sales representative.


## 7 Choose shipping options per sample types below:


Sample Type	Shipping Recommendations
Cells	Ship in dry ice
Tissue	<ul style="list-style-type: none"> <li>▶ Snap freeze in Liq N2 - Ship in dry ice</li> <li>▶ Immersed in RNA stabilization reagent - Ship in dry ice</li> <li>▶ Immersed in All protect Tissue Reagent - Ship in dry ice</li> </ul>
FFPE	Slides can be shipped at room temperature, FFPE in tubes should be shipped in dry ice
DNA	Ship with ice pack via a carrier specialized in cold chain transport (2-8°C), Lyophilized DNA can be shipped at room temperature
RNA	Ship in dry ice
Ready to run Libraries	Ship with ice pack via a carrier specialized in cold chain transport (2-8°C)

For premium services (10x Chromium, HiC-Arima/Dovetail, Bionano), follow the same shipping instructions as above for Cells, Tissue, FFPE, DNA, RNA & Ready to run libraries. In case, you are shipping blood samples, please follow the instructions given below.

Sample Type	Shipping Recommendations	
	<b>10x Chromium Sequencing HiC – Arima/Dovetail</b>	<b>Bionano (DLS/NLRS)</b>
Blood	EDTA Tube, Ship with ice pack or blue ice with cold chain transport system (2-8°C)	EDTA Tube, Ship with ice pack or blue ice with cold chain transport system (2-8°C) within 5 days of collection or as Frozen Blood
<b>Etiolated Plants</b> (if sending young fresh leaves)	<ul style="list-style-type: none"> <li>▶ Clean the leaves of dirt and debris before packaging.</li> <li>▶ Place leaves on a stack of moist paper towels.</li> <li>▶ Spread them out in a single layer.</li> <li>▶ Cover with moist paper towels.</li> <li>▶ Do not stack leaves.</li> <li>▶ 4°C shipment to be delivered quickly, preferably overnight.</li> </ul>	

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