

Guidelines for sample shipment - Nucleic acid extraction services

How to send your samples:

Different sample types	Recommended shipping conditions
Cultured cells*	On dry ice
Blood* (buffy coat / plasma / serum etc.)	On dry ice or wet ice
Tissue*	On dry ice
Buccal swabs	Dried, at room temperature
Dried / ground plant material	At room temperature
Fresh plant material	On dry ice or wet ice
FTA paper	Dried, at room temperature

* RNA is susceptible to degradation, therefore it is recommended that samples sent for RNA extraction should be preserved using RNAlater® or similar product, frozen with liquid nitrogen and shipped on dry ice to ensure that they remain frozen until extraction is performed.

Information to be provided by the customer:

- List of samples sent
- Sample source (human, animal etc.)
- Sample type (blood and preservative e.g. EDTA, citrate, heparin; buffy coat, serum, plasma, buccal swab etc.)
- Sample volume
- Any material known to be infectious must be clearly labelled regardless of the origin or pathogen.

Steps to ensure safe sample shipment:

- Customer notifies LGC Genomics when the package is en route, along with the name of courier, date of shipment and waybill number.
- LGC Genomics notifies the customer when the package arrives.
- Upon arrival, LGC Genomics checks the contents against the provided sample manifest to ensure that each sample has arrived intact.
- If a package is delayed en route, LGC Genomics notifies the customer and the courier before beginning the tracking process.
- LGC Genomics requests that the customer retains any shipping receipts to facilitate the tracking process.

Where to send your samples?

Please send your samples
via courier service to:

LGC Genomics GmbH
Dr. Frank Schubert
Ostendstr. 25 / TGS Haus 8
12459 Berlin, Germany

or **via post** (envelopes only - no packages please) to:

LGC Genomics GmbH
Dr. Frank Schubert
P.O. Box 940327
12443 Berlin, Germany

When to send your samples?

Delivery days: Monday - Friday
(Please note that there is no one to take receipt of samples on Saturdays and Sundays)

Infoline: +49 (0)30 5304 2250



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