

Guidelines for sample shipment - Extraction services



Shipping conditions

Please ensure all samples are clearly labelled, individually identified and securely packed. The labels should withstand frozen temperatures without detaching from sample tubes. Ideally we prefer to work with sample tubes that have 1D or 2D barcode labels, which can be scanned into our laboratory information management system (LIMS). All human samples must be anonymised.

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

* RNA is susceptible to degradation, therefore it is recommended that samples sent for RNA extraction should be preserved using RNAlater® or similar product or flash frozen with liquid nitrogen and shipped on dry ice to ensure that they remain frozen until extraction is performed. The preferred method of preservation depends on the sample type. Please contact our specialists for help selecting the correct method of preservation. (info.de@lgcgroup.com or +49 (0)30 5304 2200)

Information to be provided by the customer

- Completed sample submission form.
- List of samples sent (excel sheet).
- 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.
- Please ensure you retain any shipping receipts to facilitate the tracking process.

When and where to send your samples?

Location	Delivery times
Berlin, Germany	Mon - Fri 8 am - 5 pm
Hoddesdon, UK	Mon - Fri 8 am - 5 pm
Beverly, USA	Mon - Fri 9 am - 5 pm

GERMANY	UK	USA
<i>via courier service</i> please send to:	<i>via courier service</i> please send to:	<i>via courier service</i> please send to:
LGC Genomics GmbH Extraction Services Department Ostendstr. 25 • TGS Haus 8 12459 Berlin • Germany	LGC Genomics Ltd. DNA Extraction Department Unit 27 Pindar Road Hoddesdon • Herts • EN11 0WZ • UK	LGC Genomics LLC Extraction Services Department 100 Cummings Center • Suite 418G Beverly • MA 01915 • USA
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