



# Sample submission form - Extraction services

Please complete the application form, print a copy and return by fax to the relevant laboratory Berlin - Germany Fax: +49 (0)30 5304 2201 Hoddesdon - UK +44 (0) 1438 900670

If you have any questions or require further information, please do not hesitate to contact us. **Please ensure all samples are clearly labelled and individually identified.**

## Customers details

Name: ..... Company: .....

Customer no: ..... Quote no: ..... PO number: .....

## Address for sample delivery (if different from quote)

Name: .....

Institute / company: ..... Department: .....

Street / no: .....

Post code: ..... Town: .....

Country: .....

Tel: ..... Fax: .....

Email: .....

## All customers must complete sample details below

Sample material: .....  
(Please specify the type of sample and storage media e.g. whole blood sample, EDTA vacutainer)

No. of sample: ..... Sample volume (weight if tissue): .....

Origin of the samples:  human  animal species: .....  
 plant  transgenic species: .....  
(document for HTA licence)

Samples are known to be infectious:  Yes  No

Infectious agent: (e.g. HCV, mycobacteria): .....

Further details: .....

## Human Tissue Act (2004) compliance - If your samples are human in origin please complete the following 3 questions.

1. Are the samples being used as part of a Research Ethical Committee (REC) approved project?

Yes      What is the REC Project Number? .....       No

2. Have you appropriate sample tracking in place for these specific samples?

(Anonymous samples should be traceable back to the original procurer, and others back to the donor)

Yes  No

3. Does the patient consent cover the proposed analysis being requested?

Yes  No

Please send a blank consent form used for this purpose. If no, please provide a detail explanation why consent is not required. Note in the absence of patient consent the laboratory may decline to process the samples. Have you appropriate sample tracking in place for these specific samples? (Anonymous samples should be traceable back to the original procurer, and others back to the donor).

**Please specify which Nucleic acid extraction service is required**

DNA extraction  RNA extraction (Berlin only)

**Additional services**

**Please indicate clearly any extra services that are required.**

Quantification of DNA / RNA concentration (UV measurement)

Concentration normalisation of DNA extracts required

final concentration:.....ng / µL

final volume:.....µL

Additional aliquots of DNA

Neat  Normalised volume: .....µL

..... Number of aliquots

Please note: Normalised DNA and additional aliquot(s) will be prepared in 96-well plates unless specified

.....

Quality check of RNA with Aglient 2100 Bioanalyzer

Gel electrophoresis analysis

**Preferred container for concentrated DNA/ RNA**

96-well MTP  2D barcoded matrix tubes in rack  Screw cap tube

Other..... (please contact our extraction team)

I read and accept Standard Terms and Conditions for the Supply of Genomic Products and Services. (www.lgcgroup.com/terms-and-conditions)

I accept samples provided as described in guidelines for sample shipment.

Print name: ..... Job Title:.....

Date: ..... Signature:.....

[www.lgcgroup.com/genomics](http://www.lgcgroup.com/genomics)

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