Sample requirements

NCCT
NGS Competence Center Tübingen

Address

Universitätsklinikum Tübingen
Institut für Medizinische Genetik und angewandte Genomik
Genomics core facility c.ATG
Ebene 8
Calwerstraße 7
72076 Tübingen

General Information

As a sender, **you are responsible for checking whether your samples are hazardous**. The sender has the responsibility to indicate any hazardous material and omitting or mislabeling hazardous material and thereby endangers the health of another is punishable by Law.

Our laboratory does not accept genetically modified organisms (GMO) or organisms of safety-level above S1. Material derived from such organisms should be declared as soon as possible in the consultation with the project manager. If possible, the sender has the responsibility to inactivate them completely by sending extracted nucleic acids for example.

Known potential hazardous materials also need to be declared in a similar manner. All shipments of blood and blood products must be labeled with a biohazard symbol.

Shipment recommendation

To ensure the identification of the samples and of the project, please add to the samples a printed and completed copy of the sample sheet (available at https://github.com/qbicsoftware/metadata-doc or on request at ncct-labor@med.uni-tuebingen.de). Importantly, **without a quote ID the samples cannot be entered into our system** and the project cannot start. When filling the sample sheet, if any relevant information does not fit any foreseen column of the template, add them as one or multiple comment columns and mention the issue to the project manager in charge of the project.

All tubes should be labelled clearly with a sample ID, a date and the name of the sender. Double sealing of the samples has to be performed to avoid potential leak (using for example zip bag, seal bag or 2 tubes) is also needed.

All tubes and plates have to be labelled clearly with a sample ID, a date and the name of the sender. We recommend for DNA or RNA **batch <20 samples the use of nuclease-free, DNA-free, low-bind 1,5 ml tubes** and for native tissue or cells **the use of nuclease-free, DNA-free, 2 ml tubes safelock**. **2 ml tubes are crucial for the extraction of tissue and cells as lysis is performed using metal beads and cannot be performed in conic tubes**. For the isolation of RNA/DNA from blood, please send original blood collection tubes (either PAXgene RNA or EDTA tubes). We do not handle tubes smaller than 1,5 ml as storage and labelling is problematic.

For batch with > 20 samples, use 96- or 384-well lo-bind-plates.

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Courier

The send need to forward to the core facility the tracking number, this is an important step to allow both the sender and the receiver to know the status of the delivery. It is also critical to precise the expected arrival date. As long as the package is not in our facility, the sender is the main contact for the shipment. We recommend to do not send the package on Thursday or Friday that it does not spend the week end on the way.

We recommend selecting a courier with a warranty of delivery within 72 hours such as TNT, UPS, GLH or Fedex. In case of unique samples sensitive to temperature, custom courier such as world courier is recommended as they allow personalized tracking solution, but are more expensive.

Samples are usually sent on dry ice (particularly for RNA work), please pay attention to regulation for postal shipment of dry ice and quantity needed for the delivery.

For international shipment:

When declaring the samples to the tax office consider if the samples have a commercial value. If there is no clear IP, most of the biological material do not have a commercial value (good of 0.1 $). If the samples have a commercial value, 19% VAT apply to all samples coming in Germany. Usually biological samples have the import reference: 3001 2010. Please validate that it applies to your samples (sender responsibility).

Packaging

Rigid outer packaging is needed for transport; the packaging needs to be labeled with proper shipping name, if possible printed from an electronic document. Shipper (or consignee identification) is also needed. Avoid reusing commercial packaged as they might be confusing for the laboratory team, indeed there is a risk that samples packaged in a carton box from goods which are normally stored at room temperature (such as cartons containing gloves) will not get unpacked immediatly.

When needed, samples should be sent on dry ice and the package need to be labeled accordingly. Preserving reagents, such as RNAlater, should only be used if unavoidable and cannot replace appropriate handling.

The responsibility for the samples lies with you until the samples have been delivered to c.ATG.