



PACKING AND SHIPPING INSTRUCTIONS FOR FROZEN WATER FILTERS

INSTRUCTIONS

1. Never ship samples on Fridays, weekends or over holidays because of the likelihood that the package will sit for days and the DNA will thaw and degrade.
2. Specimen paperwork is required before specimens can be processed and analyzed.
3. Complete the Specimen Shipment Form and DNA Tracking Forms, and include your E-Project Account Number (E-PAN).
4. Print out a hard copy of the Specimen Shipment Form and enclose the hardcopy in the box containing your frozen water filters.
5. Email copies of the Specimen Shipment Form and DNA Tracking Forms to project@phylotech.com. Be sure to include your E-PAN on each form.
6. Ship frozen samples on dry ice by overnight mail (tracked) on Monday, Tuesday, Wednesday or Thursday to avoid having them sit during transit and/or defrost over the weekend.
7. Send an email to project@phylotech.com to alert us that they are in transit. We will notify you by email when we have received them.

CHECKLIST

- ☐ Completed Specimen Shipment Form and DNA Tracking Form and included your E-Project Account Number (E-PAN) on both?
- ☐ Hard copy of the Specimen Shipment Form printed and enclosed in the shipping box?
- ☐ Copies of the Specimen Shipment Form and DNA Tracking Form e-mailed to project@phylotech.com?

SHIPPING/COURIERS

We recommend using a courier familiar with shipping and handling time sensitive and perishable materials. For example: World Courier, www.worldcourier.com and DHL, www.dhl-usa.com.

SHIP TO:

Expression Analysis (PhyloTech Project)
Attn: Operations Coordinator
4324 S. Alston Avenue, Suite 101
Durham, NC 27713

Telephone: 919.405.2248