



PACKING AND SHIPPING INSTRUCTIONS: ISOLATED DNA IN TUBES OR PLATES

GENERAL INSTRUCTIONS

1. Please send adequate amounts of each isolated DNA. If possible, 0.5-1 micrograms, concentrated to 10-30 ng/μl, are suggested to enable troubleshooting and re-amplification if necessary.
2. 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.
3. Specimen paperwork is required before specimens can be processed and analyzed.

ISOLATED DNA IN MICROCENTRIFUGE TUBES

1. Transfer 0.5 – 1 μg of isolated DNA, concentrated to 10-30 ng/μl, to bar-coded microcentrifuge or screw cap tubes. Seal the lids with parafilm and place them in plastic racks in a plastic box that closes tightly. Clean (autoclaved) pipette boxes and microcentrifuge boxes can be used.
2. Place the closed plastic box in a Styrofoam cooler with cold packs. Please avoid using wet ice for shipping.
3. To minimize damage during shipping, place cushioning material, e.g., paper towels, around the plastic box to immobilize it within the Styrofoam container.
4. Place the Styrofoam cooler inside of a cardboard box and enclose a hard copy of the Specimen Shipment Form inside the cardboard box. If you place the form inside the Styrofoam container put the form in a sealed plastic bag.
5. Do not use flat shipping envelopes designed for shipping paper documents.
6. Ship the isolated DNA specimens on Monday, Tuesday, Wednesday or Thursday by overnight courier for next day delivery. Do not ship on weekends or holidays. If you are uncertain of our holiday schedule please contact project@phylotech.com.
7. Send an email to project@phylotech.com to alert us that the specimens have been shipped. We will notify you by email when we have received them.

ISOLATED DNA IN 96-WELL PLATES

1. Transfer 0.5 – 1 μg of isolated DNA, concentrated to 10-30 ng/μl in each well of a 96-wellplate. Seal the plate with [strip caps](#) to maintain specimen integrity.
2. Place the plate inside of a plastic box, e.g., an autoclaved pipette tip box with lid, to immobilize it during shipping and minimize damage.
3. Place the closed plastic box inside a Styrofoam cooler with cold packs. Please avoid using wet ice for shipping.
4. To minimize damage during shipping, place cushioning material, e.g., paper towels, around the plastic box to immobilize it within the Styrofoam container.
5. Place the Styrofoam cooler inside of a cardboard box and enclose a hard copy of the Specimen Shipment Form inside the cardboard box. If you place the form inside the Styrofoam container put the form in a sealed plastic bag.
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CHECKLIST

- ☐ Specimen Shipment Form, DNA Tracking Form, including E-Project Account Number (E-PAN), completed?
- ☐ 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