**E-PAN,** (Assigned by PhyloTech, your electronic project account number):

**POC: Janet A. Warrington,** [**info@phylotech.com**](mailto:info@phylotech.com)**,** 888.666.0859 EXT. 506

**Project Title: \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are these replacement specimens? Yes No Replacement Batch ID:

Are these specimens for an ongoing study? Yes No Ongoing Project ID:

**Specimen Type and Number**

**Specimen Total**

*(A minimum of 15 are required to establish a new project to ensure adequate data quality)*

Extracted and purified nucleic acids, number of tubes/plates enclosed: \_\_\_\_\_\_\_\_

**DNA Extraction**

Frozen water filter number enclosed: \_\_\_\_\_\_\_\_\_

Multiple extractions per specimen (assay replicates)? Yes No

**Total number of DNA extractions: \_\_\_\_\_\_\_\_\_\_**

**Specimen Quality**

We assume that the specimens are *bonafide* biological samples that have not been compromised or tampered with. Contaminants, interferents or spike-ins may render your specimen and assay results unusable/ incorrect/ambiguous.

***We do not accept samples that contain select agents.*** *(if you are unsure please refer to* [www.fgcu.edu/orsp/Compliance/SelectAgents.pdf](http://www.fgcu.edu/orsp/Compliance/SelectAgents.pdf), 42 CFR 73.3)

**Specimen source** e.g. surface water, drinking water, human skin, mouse gut etc.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assay choice – PhyloTech PhyloChip™ G3**

**Amplification and Labeling**

Specimens are batch processed; please select one of the following

Bacteria \_\_\_\_\_ Archaea \_\_\_\_\_ Bacteria and Archaea \_\_\_\_\_\_

**Control Samples**

I have included a positive control Yes No

I have included a negative control Yes No

**Specimen disposition**

Destroy (60 days after processing)\_\_\_\_\_\_ Return (Return fee must be specified on PO)\_\_\_\_\_\_\_\_\_\_\_

(If disposition is not specified the specimen will be destroyed within 60 days of processing)

**Sign and Date**

*By signing this document I acknowledge that I agree with PhyloTech’s Terms and Conditions and hereby authorize the services referenced above*.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print**

Please carefully review your information prior to printing. Have you answered all of the questions?

Have you completed the appropriate SIF spreadsheet (specimen tracking information, barcode etc.)?

When complete save and print a copy of this form and the appropriate SIF spreadsheet and send with your specimens.

**Save** a copy of this order form for yourself and

**Email** a copy to [info@phylotech.com](mailto:info@phylotech.com).

**Ship**

Please follow shipping instructions provided by PhyloTech Inc.

Ship specimens on dry ice. Ship Monday-Thursday. DO NOT SHIP OVER WEEKENDS and HOLIDAYS.

**SHIPPING ADDRESS:**

EXPRESSION ANALYSIS INC. (PHYLOTECH PROJECT) PH : 919.405.2248

Attn: OPERATIONS COORDINATOR

4324 S. ALSTON AVENUE, SUITE 101

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