

DNASENSE SHIPPING GUIDELINES

General

- We recommend shipping samples at the beginning of a week to avoid prolonged transit during a weekend.
- Secure labels with cold-resistant tape going 2x the full length around containers, or preferably **label sample containers directly** using a lab-grade, permanent felt-tip pen. Most tape/stickers may come off as both glue and plastic become solid and brittle during freezing.
- If at all avoidable, **do not** ship all available biomass. Although very rare, shipments may get lost or damaged in which case a local biomass back-up is paramount
- Please forward samples' metadata including labelling as an excel file for correct identification of samples, and clearly label all samples in accordance with metadata.
- **Customs declaration:** For shipments from outside the EU a nominal value > 0 € must be indicated and a customs declaration filled out. DNASense will pay (or reimburse) the VAT and customs handling fee, but it is important that the shipment paperwork is done correctly to avoid delays. **All major logistic carriers have detailed guides available.** For the shipment content description please state '*none-hazardous environmental samples for analysis*'.

Biomass

- If the transfer time is short (~2 days) the samples can be shipped frozen with ice packages in an insulated container. For extended transfer time, we recommend adding RNA later to the samples or shipping on dry ice. In some special cases sample freezing drying may be necessary if keeping samples cold is not an option.
- Biomass for RNA purification and analysis should be immediately preserved in e.g. RNeasy during sampling and shipped on dry ice with transit time < 2 days.

Purified DNA

The samples can be shipped frozen with ice packages in an insulated container. The shipped DNA should preferably have a concentration of > 2 ng/μL measured with an DNA-specific fluorometric assay (e.g. Qubit dsDNA assay) and in a total volume of 20 μL. We recommend the tubes to be sealed with wrapping film (e.g. Parafilm) to avoid evaporation during transfer time. If the samples are sent in a 96-well plate, the wells should be closed with lids and not foil.

Purified RNA

The samples can be shipped frozen with plenty of dry ice for a short transit time (~2 days). The shipped RNA should preferably have a concentration of > 2 ng/μL measured with an RNA-specific fluorometric assay (e.g. Qubit RNA HS assay) and in a total volume of 20 μL. We recommend the tubes or plates to be sealed as described above.

Shipping address

Novi Science Park
Att: DNASense [Assigned project CP-number from quote/contact email]
Niels Jernes Vej 10
9220 Aalborg
Denmark

The reception opening hours are 8:00 am - 4:00 pm Monday to Thursday, 8:00 am – 3:30 pm Friday. If possible, please forward the shipment track & trace number, so we can follow the delivery progress.