

### **Lexogen NGS Services:**

### Tips for Sample Preparation, Packaging & Shipping

We offer various types of shipment support, such as providing help with customs and export documents, and under the fulfillment of certain conditions, we can also organize the shipment for you. For any questions related to shipment support, please get in touch with your sales representative or send an email to <a href="mailto:services@lexogen.com">services@lexogen.com</a>. To help you securely prepare, pack, and ship your samples to us, we have gathered some tips.

### Let's prepare and pack your samples!

#### You will need the following materials:

- For sample preparation: 1.5 ml tubes or 96-well plates
- When sending plates:
  - Aluminium foil
  - Bubble wrap or cardboard pieces
- For tubes: plastic bag or cell partition
- Cardboard or plastic box plus zip bag
- Styrofoam box for shipping
- Filled out Sample Submission Form plus zip bag
- Additional box (optional)
- Dry ice or frozen gel packs (sufficient amount!)
- Customs relevant documents (if necessary)
- 2x UN1845 stickers (in case you ship with dry ice)

# 1. Place your samples either in 1.5 ml tubes or in 96-well plates

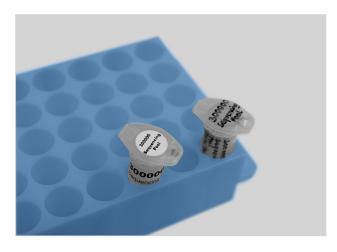
Please **label the tubes with unique names,** using preferably running numbers, if possible, omit complicated sample IDs. Please avoid using 0.2 ml, 0.5 ml and screw-cap tubes, PCR strips and Parafilm.



If you are sending your samples in a plate, we recommend the following: Use fully **skirted plates** (such as Brand (Cat. 781541), Biorad (Cat. No. HSP9601) or Eppendorf (Cat. No. 0030 128.656)) and apply **two aluminium sealing foils per plate** (such as Aluminium Sealing Film from Starlab (Cat.No. E2796-0792). Use a soft paper towel to seal each well tightly.



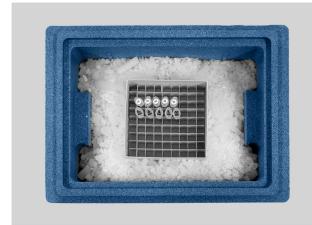
If you are sending **ready-to-sequence lane mix(es)**, please include the following information on the label: project number, customer name and submitting organization/company.



## 2. Place your tubes or plates in a cardboard or plastic box

1) This is an important step, as tubes or plates should never come in a direct contact with dry ice as this can lead to cracks! Please label the box with your project number, customer name and submitting organization/company. Tubes can be placed in cell partition or a plastic bag within the box. We recommend using thin bubble wrap or cardboard pieces to stack multiple plates in one box to prevent direct contact of plates.







- 3. Place your cardboard or plastic box into a zip bag (for biosafety purposes)
- 4. Place the zip bag with your cardboard or plastic box into a styrofoam box filled with dry ice or frozen gel packs

**Dry ice** or **frozen gel packs** are necessary to keep your samples frozen, choose one or the other depending on the sample type you would like to ship. **If you are shipping RNA please use dry ice**. Use a **thick-walled styrofoam box** for shipping. If needed, add an outer cardboard box.

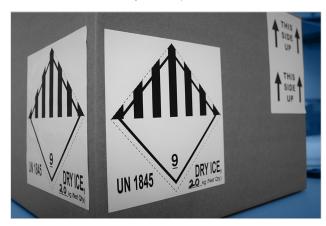
① Please ensure you are shipping your samples with **sufficient amount of dry ice** to reach our facility safe and sound. That depends on your samples and the distance your parcel has to travel. Typical amounts are: **10 kg for shipment within the EU** and **20 kg for cross-EU border shipping**. If unsure how much dry ice you need, please reach out to us via <a href="mailto:services@lexogen.com">services@lexogen.com</a>.

# 5. Print out the filled-out Sample submission form, place it in a zip-lock bag and put it on top of the samples



### Now you are ready to ship your samples!

Consult with us, if you have any specific questions! More information can also be found on your Sample Submission Form.



#### Important things to consider:

- Book an overnight delivery service if possible.
- Use 2x UN1845 stickers to declare dry ice content on your parcel.
- For Cross-EU border shipments, make sure you have all customs relevant documents ready (Commercial invoice, Safety Statement, etc.).
- State the Lexogen project number you received in the delivery address.