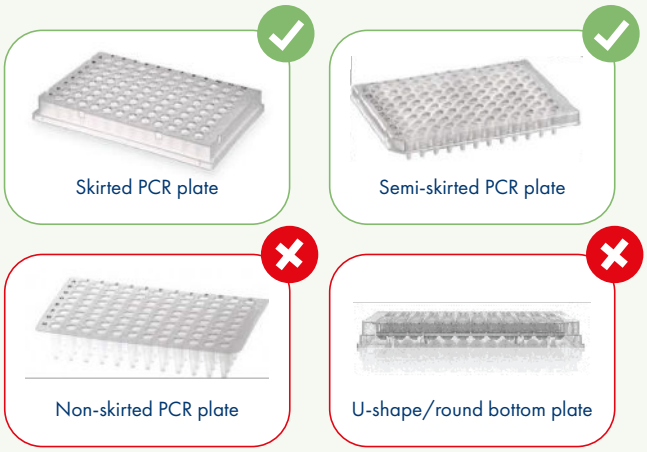
Sample Delivery Instructions Summary - *DNA, RNA and RTR*

To ensure smooth processing, please follow the instructions below.

For more detailed guidelines, including additional requirements and best practices, visit our Sample Submission Guide: GUID007. For shipment of tissue, blood, cells or other source material for nucleic acid extraction, please check instructions in Sample Submission Guide: GUID017.

Preferred Format: 96-Well Plates

- **Plate Type:** Use V-bottom (semi) skirted transparant 96-well PCR plate(s) (preferably 'Eppendorf Twin.tec PCR Plate 96') (see pictures).
- **Positioning:** Place samples column-wise, ensuring alignment with the sample IDs indicated on the SSF/BCF.
- **Sealing:** Use aluminium seals. Plastic seals/lids are not permitted.
- **Labelling:** Clearly mark each plate with the corresponding GenomeScan project ID + batch number using permanent marker or sticker.



Alternative Format (by agreement only): Tubes*

We can accept the following **number of individual tubes:**

- Ready-to-Run (RTR) libraries: ≤ 3 tubes
- RNA and DNA samples: ≤ 2 tubes

Tube Specifications: Use 1.5 ml or 2 ml screw-cap tubes 'Ependorf'/ Flip-cap tubes are acceptable only if the lid is sealed with parafilm. 'Strip tubes' with connected lids are not permitted.

Positioning: Arrange the tubes in a box in the correct order, ensuring alignment with the sample IDs indicated on the SSF/BCF.

Labelling: Clearly mark each tube with the corresponding GenomeScan project ID + batch number + sample number (e.g. 1XXXXX-XXX-XXX)

**If sample shipment in 96-well plate(s) is not feasible, inform us before proceeding to sample shipment. Sending tubes without agreement before the project has been initiated incurs additional costs and extended turnaround time.*

General instructions

Packaging: Put the sample plate(s) in a protective (cold- permeable) box or plastic bag (to prevent damage of the plate or loss of tubes hidden in dry ice) within a polystyrene container:

- **RNA samples:** on top of dry ice
- **DNA samples:** use ice packs

Documentation: Include the BCF/SSF inside the container. (Make sure that the BCF/SSF has been sent by email in .xlsx format to GenomeScan before shipping the samples.).

Packing list: Packing list: Attach a printed packing list with the delivery address and the name of the project manager on the outside top of the container (please use the version from the project initiation email).

Shipping: Shipping: Sample shipments should be delivered by courier or in person between 9:00 and 16:00 on regular workdays. Avoid scheduling sample shipments on days that would result in transit over weekends or during national holidays. Packages delivered outside opening hours cannot be accepted or may remain unopened overnight. Delivery in person needs to be announced with a message to laboratory@genomescan.nl. You are required to either leave the cooling materials on site or remain present until the samples can be personally handed over to a laboratory staff member. Please also attach the printed SSF/BCF to the package for quick identification.

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