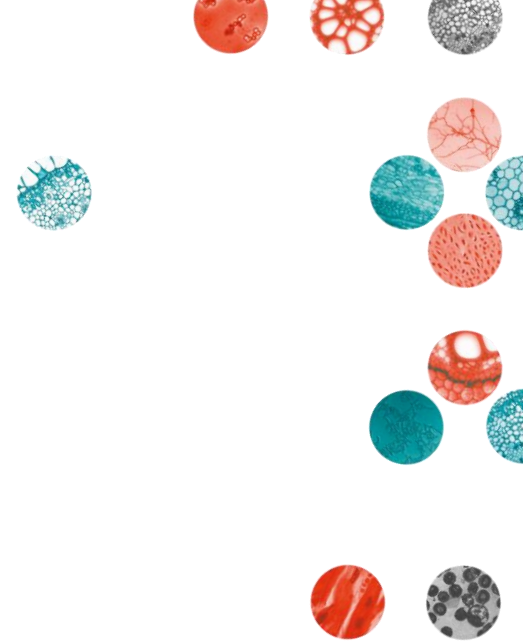
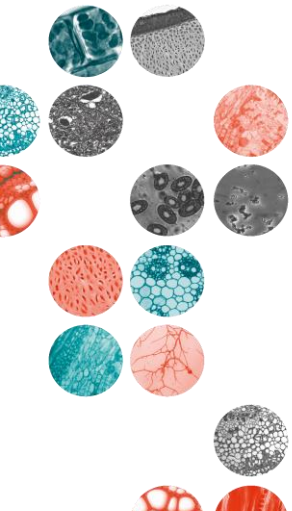
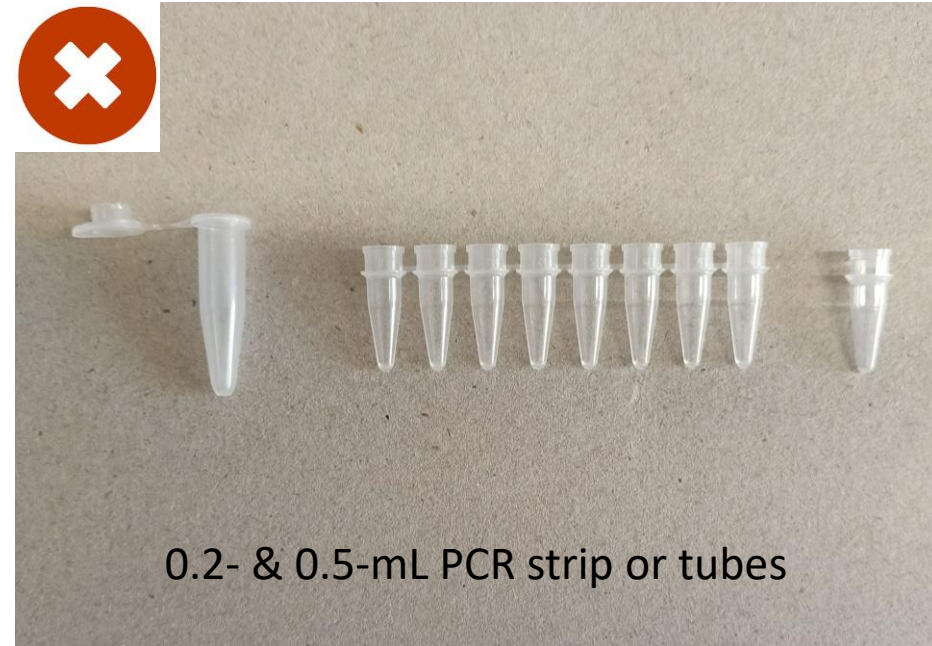
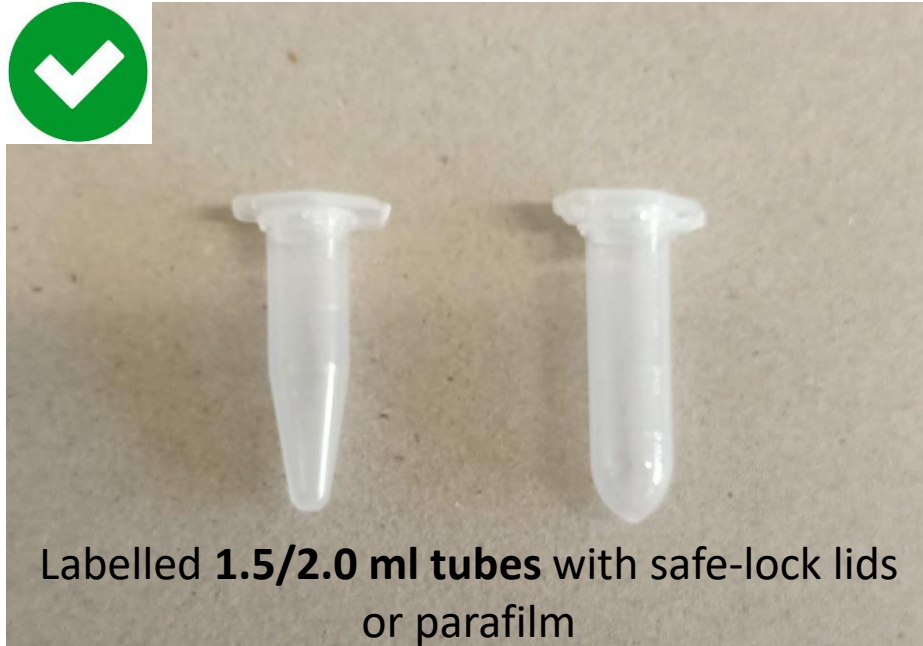




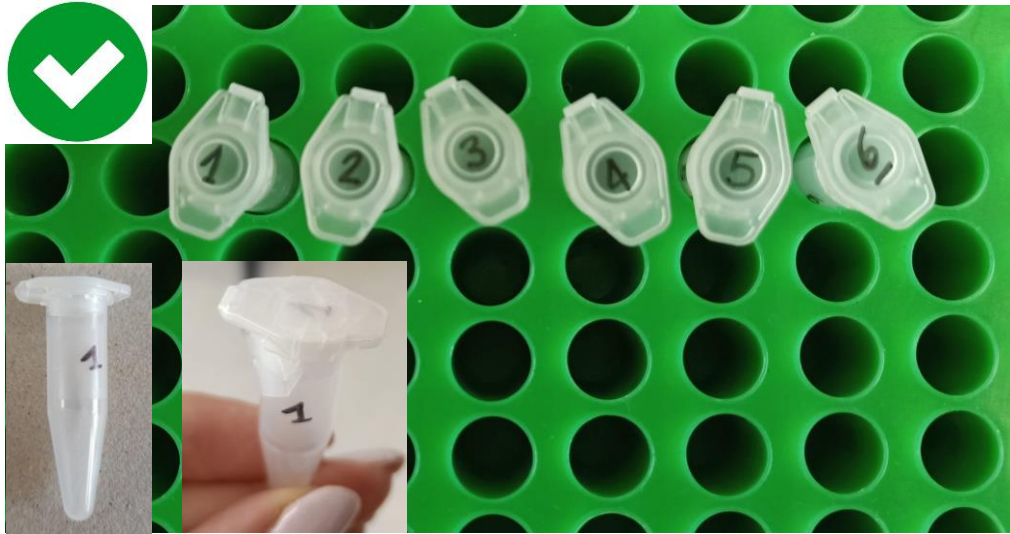
GUIDANCE ON SAMPLES SHIPMENT



Projects with fewer than 24 samples



Projects with fewer than 24 samples



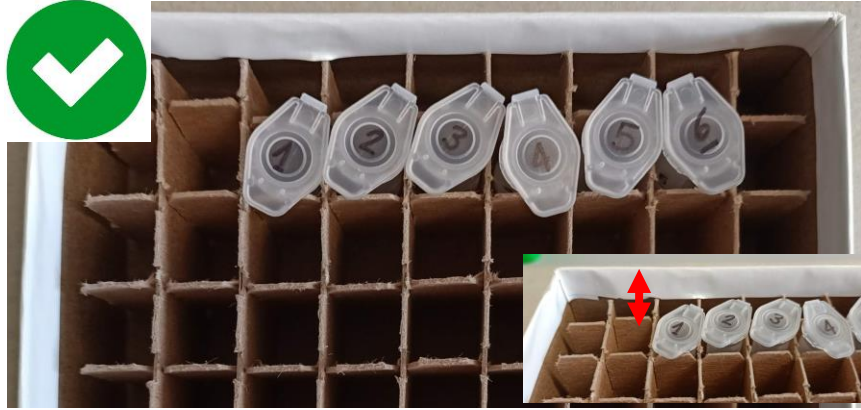
- Label tubes simply with progressive numbers using a waterproof marker pen
- Pay attention that the tube is perfectly closed (i.e., safe-lock lids, parafilm)



- Avoid hardly visible marker pen (better black and blue, rather than orange or pink)
- Avoid extra information in the label (e.g., sample name, date, extraction kit)

Projects with fewer than 24 samples

Protection from damage by use of right size boxes, bubble wrap or similar.

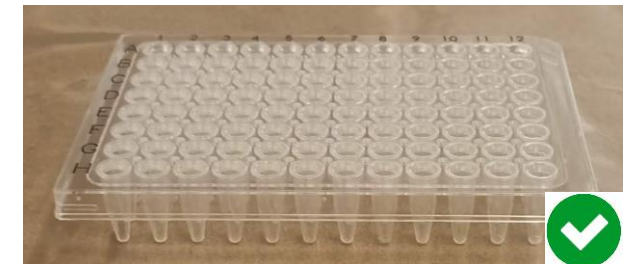
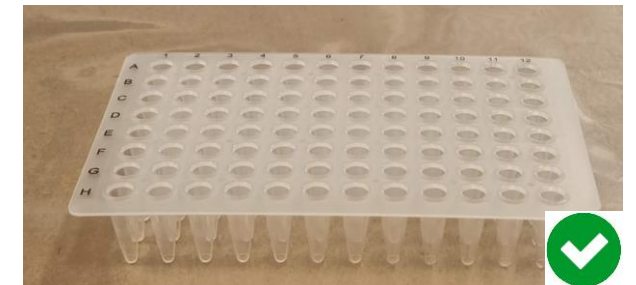
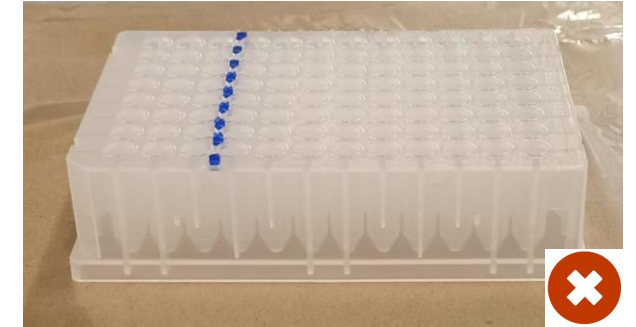
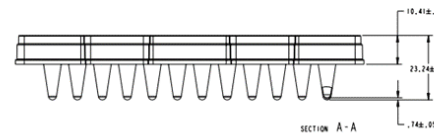
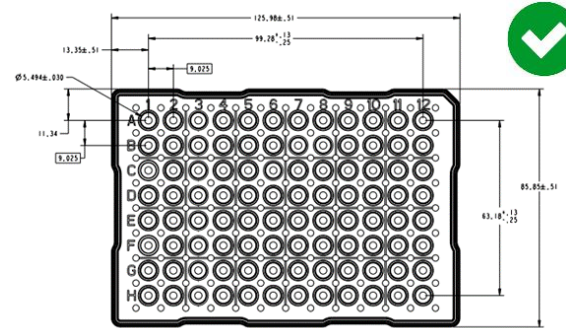


Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**

Plates must be one of the following or similar in their specification and sizes:

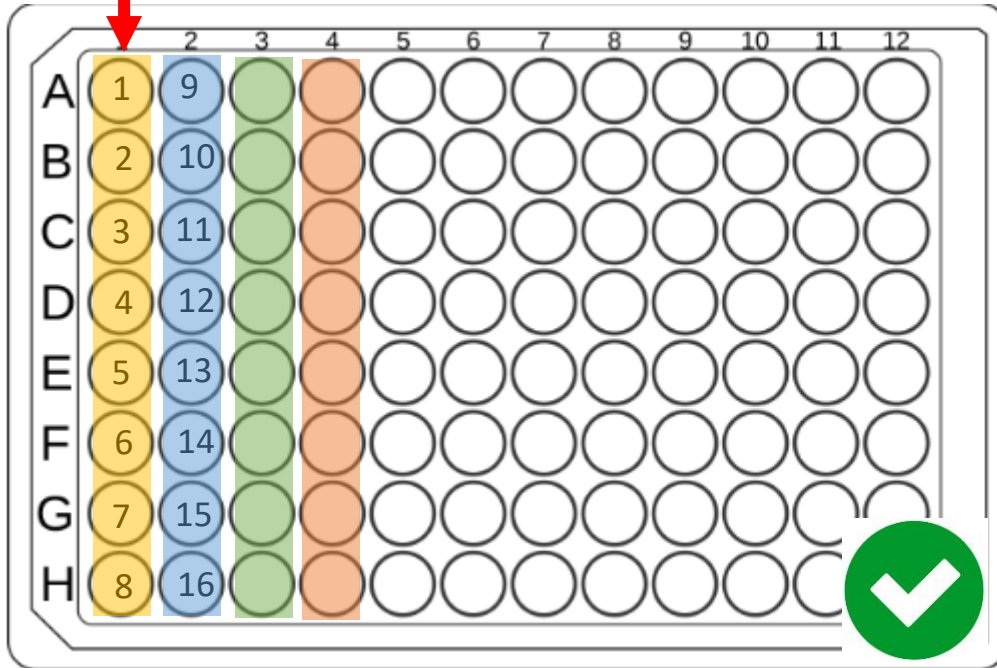
- *MicroAmp Optical 96-Well Reaction Plate' (Thermo Fisher™) REF N8010560*
- *Eppendorf 96-Well twin.tec™ PCR Plates (Eppendorf™) Order no: 0030 128.672, Cat. No: 951020460*
- *Sarstedt PCR plate half skirt, 96 well, transparent, High-Profile, 200 µl, PCR Performance Tested, PP; Order no: 72.1979*



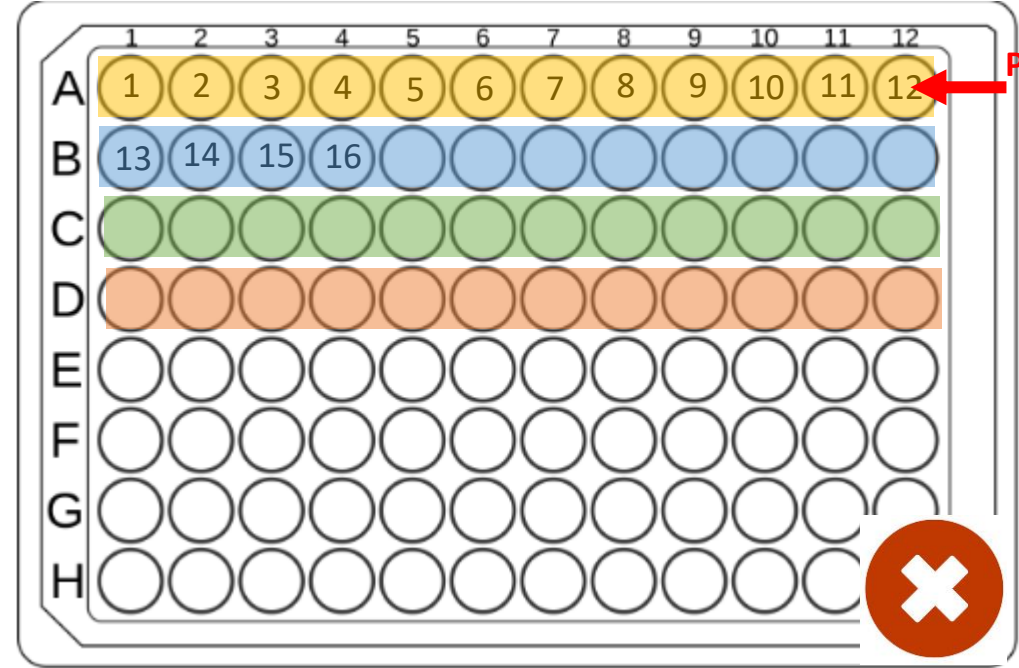
Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**

**PER-COLUMN
ORDER**

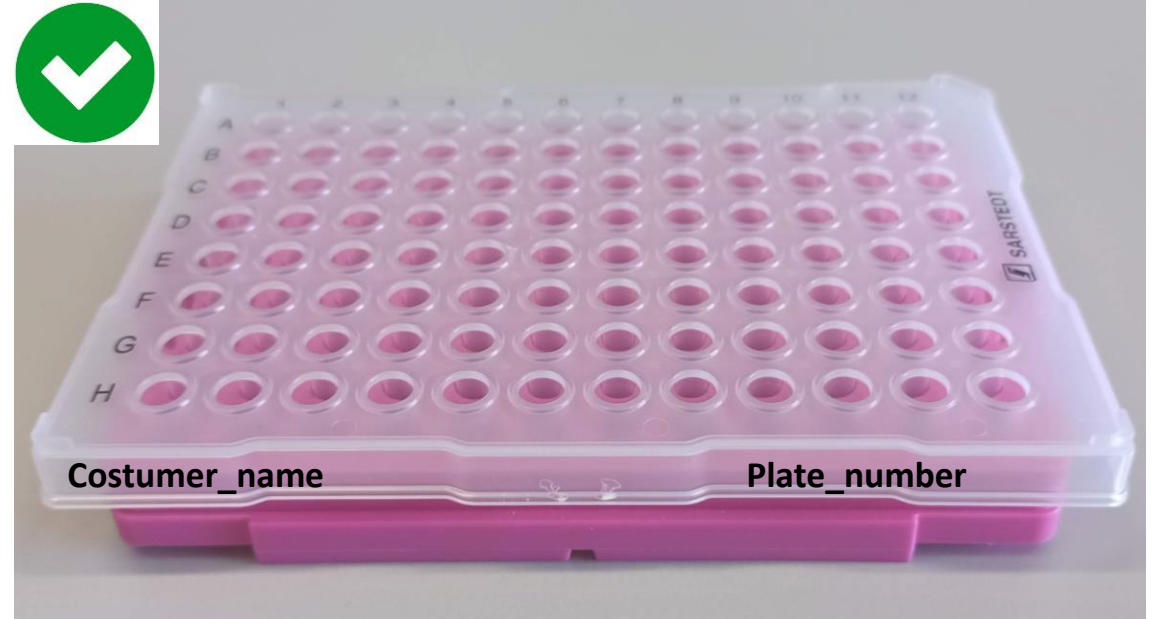
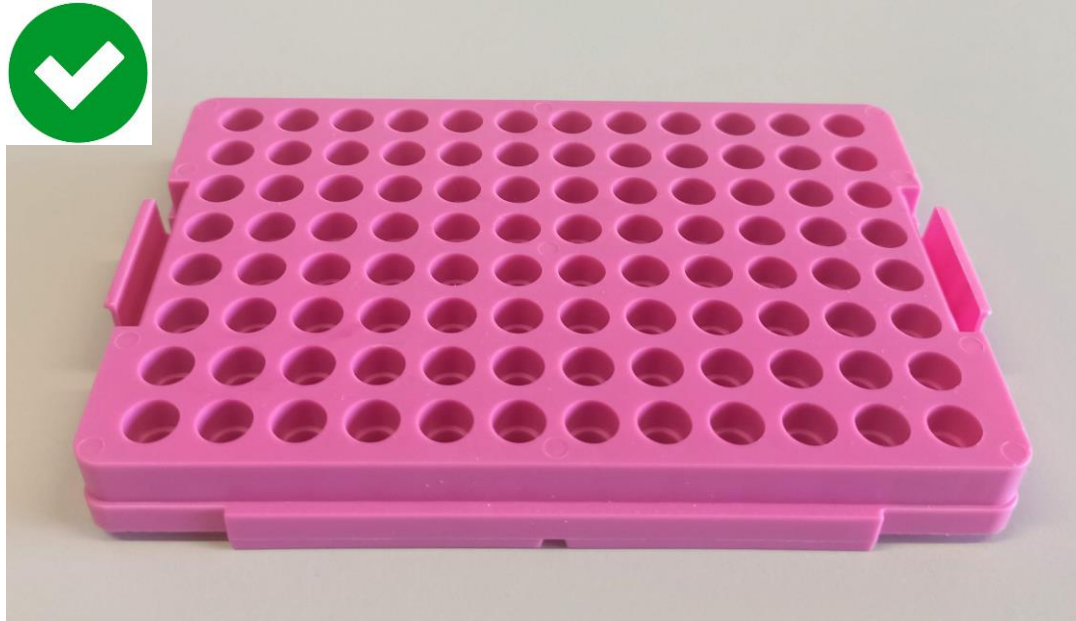


**PER-ROW
ORDER**



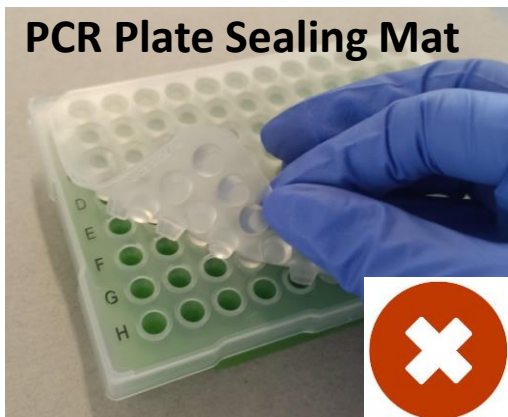
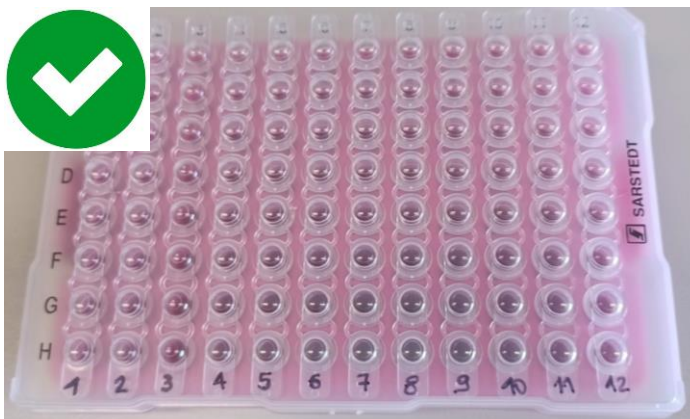
Projects with more than 24 samples

Please place the plate in the insert from a tip box to prevent disruption and/or distortion



Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**



PCR Plate Sealing Mat



PCR strip caps, closing perfectly each well.
Protect your plate wrapping it in **parafilm**

WITHOUT HEATSEALER



PCR Sealing Film

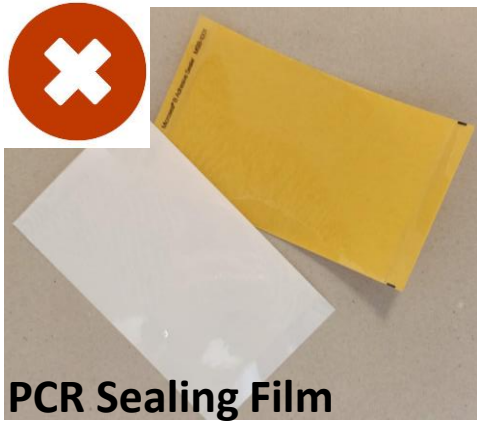


Aluminum Foil



Projects with more than 24 samples

In absence of a heatsealer, ensure the seal is completely attached along the four sides and around each well to prevent contamination of and between samples as well as evaporation.



Sample Spreadsheet preparation

Fill-in all the contact information
In particular the quotation number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Quote*				QUO#####											
2	Reference Person*				"the PI name"											
3	Contact Person*				"the sender name"											
4	Contact e-mail* (recipient of work in progress reports)				"the mail of the sender"											
5	University/Department				please also put your organization here to help sample identification											
6	Company/Institute				ase also put your organization here to help sample identificat											
7	Telephone				not strictly necessary											



Samples definition												Bioinformatics & Computational			
Human-derived samples must be anonymized. Do not provide sensitive data.												Meta data fields for comparison/statistical experiments -- categorical d			
For samples storage and return policies, please refer to our Terms and Conditions. https://igatechnology.com/igatech/documents/												Mostly required for Metagenomics, RNA-Seq, ChIP-Seq STANDARD A Please inquire in case of other applications.			
Please do not paste sample names with space or special characters, use max 12 characters															
* mandatory field - DO NOT USE SPECIAL CHARACTERS												** mandatory for multi-plates ONLY			
Do not use this column												Do not use this column			
do not compile Progressive												IDXXXX			
Customer label* (max 12 characters)	Plate identifier**	Well position** in per-column order	Sample type*	SPECIES (latin binomial)*	VOLUME (ul) *	CONCENTRATION (ng/ul) *	AMOUNT (ug)	A260 A280	A260 A230	R.I.N. D.I.N.	Storage Buffer or Extraction kit*	Condition	Experimental plan		
													Group1	Group1_vs_Group2	PLEASE PROVIDE FOR:
													Group1	Group1_vs_Group3	
													Group1	Group2_vs_Group3	
													Group2		
													Group2		
													Group2		
													Group3		
													Group3		
													Group3		

Avoid spaces and special characters in the sample name: only use numbers and letter separated by dash "-"

Box preparation guidelines

Prevent damage of individual wells by use of protective wrapping and place the plate in a bag within box. Ensure that sample tubes and plates are protected from damage by use of bubble wrap or similar.



Box preparation guidelines

Specific precautions for **RNA samples**

Send RNA samples in **dry-ice** or **lyophilized** with GenTegraRNA or GENEWIZ RNA Stabilization Tubes.



Include plenty of dry ice in the box to avoid complete evaporation



Box preparation guidelines

Ensure that sample tubes and plates are well fixed in shipping box, enclose the **Sample Spreadsheet** and (if available) the **Shipment Barcode** and close your box. **You are now ready for delivery**



Send the **Sample Spreadsheet** file via email to either:

- your IGATech contact
- info@igatechnology.com



Shipping address:

IGA Technology Services srl
c/o Parco Scientifico e Tecnologico Luigi Danieli
via Jacopo Linussio 51
33100 Udine
ITALY

