

How to submit your samples to the Earlham Institute

This guide will ensure that your precious samples are shipped safely to give you the maximum chance of a successful project.

This is a complete guide to sending your samples. We have included a guide on packaging the samples for transport as well as details of appropriate labware. If you require any further information, please contact our Project Management team at projects@earlham.ac.uk.

Sending your material.

DNA should be sent in solution either on dry ice or packaged with ice/cool blocks. Do not send lyophilised material as this will not be accepted and will be returned to you at your cost.

If your project requires high molecular weight (HMW) gDNA this should be sent in solution, and is best shipped on ice blocks at 4°C. If HMW gDNA is subjected to freeze thaw cycles, this may cause fragmentation and will decrease the chances of the project completing successfully. Please do not ship HMW gDNA on dry ice, unless already frozen.

All RNA samples should be sent on dry ice, ensuring there is enough dry ice to keep the samples frozen until the delivery is received. Individual sample tubes or plates should be contained within a plastic bag that will not degrade when subjected to dry ice.

We recommend that you use DHL or FedEx, as we routinely have successful deliveries with these companies, but others may be used with the exception of Royal Mail which prohibits shipping of dry ice packages. Ensure that your samples arrive on a week day (before 3pm) and not at the weekend. We cannot be held responsible for thawing of packages which arrive outside of this window.

Once we have received your signed quote and purchase order, we will provide you with appropriate barcoded labware for your samples. Depending on your project size, we will send out our recommended plates or tubes.

Pre-labelled, barcoded plates and tubes are scanned into our Laboratory Information Management System (LIMS) to track them as your project progresses.

Our recommended plates and tubes have been optimised to work on our robotic liquid handling platforms, as such it is important that you use the supplied labware and do not make substitutions. We will not re-array samples into appropriate labware on arrival if you do not use the supplied plates, and your samples will be returned to you at your expense for resubmission.

The plates and tubes we use are also LoBind to reduce the chances of losing precious material after shipping.

Please send samples to the following address:

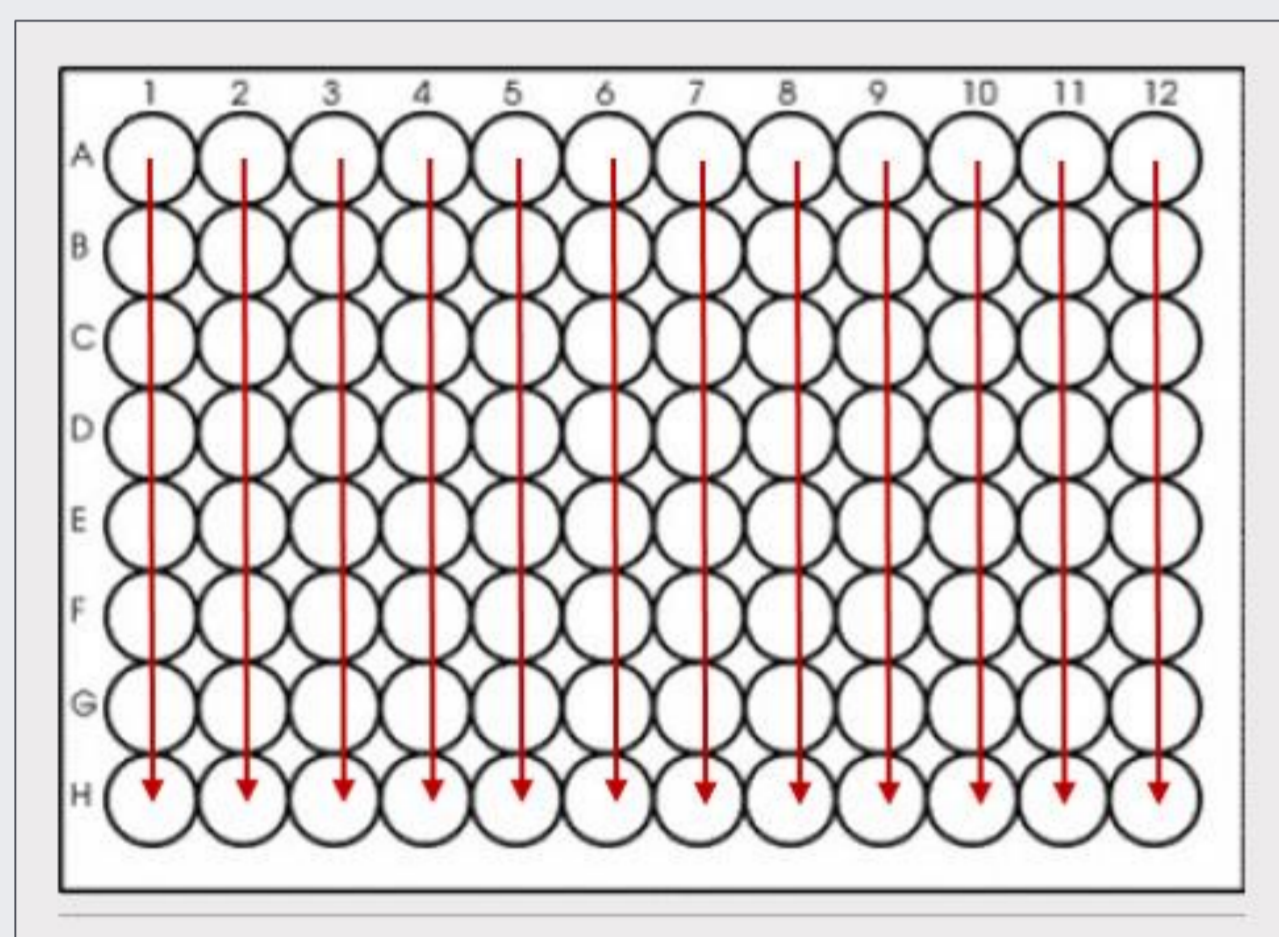
Sample Reception,
Genomics Pipelines Group,
Earlham Institute,
Norwich Research Park,
Norwich,
NR4 7UH,
UK
EORI number: GB100108005000



Decoding Living Systems

+44 (0) 1603 450 001

Please fill plate column-wise



If you are submitting multiple plates to us, please do not stack the plates when shipping.

The provided foil plate seals give the best grip however they can be pierced. An additional plastic seal is provided to help prevent piercing. Please individually wrap each plate in such a way that the foil will not be punctured.



Our recommended 96 well plates.

If your samples require automated processing we will send you LoBind 96 well pre-labelled plates.

It is important to use the plate we send because our automated platforms are configured for this specific plate type.

Please array your samples in a column wise format as shown in the picture on the left.

Our liquid handling robots expect your samples in this configuration so it is important to array them as such.

If your samples are in the wrong format they will be returned to you at your expense to be re-arrayed as we will not accept responsibility for sample mix ups resulting from submission of plates.

Our recommended 1.5ml tubes.

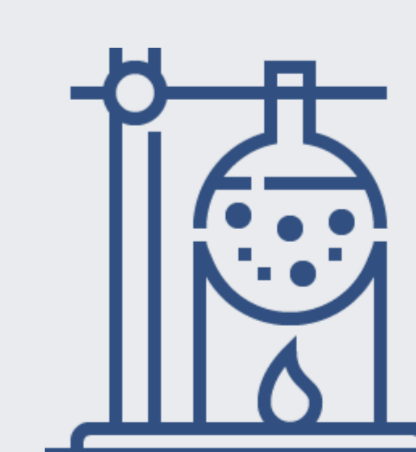
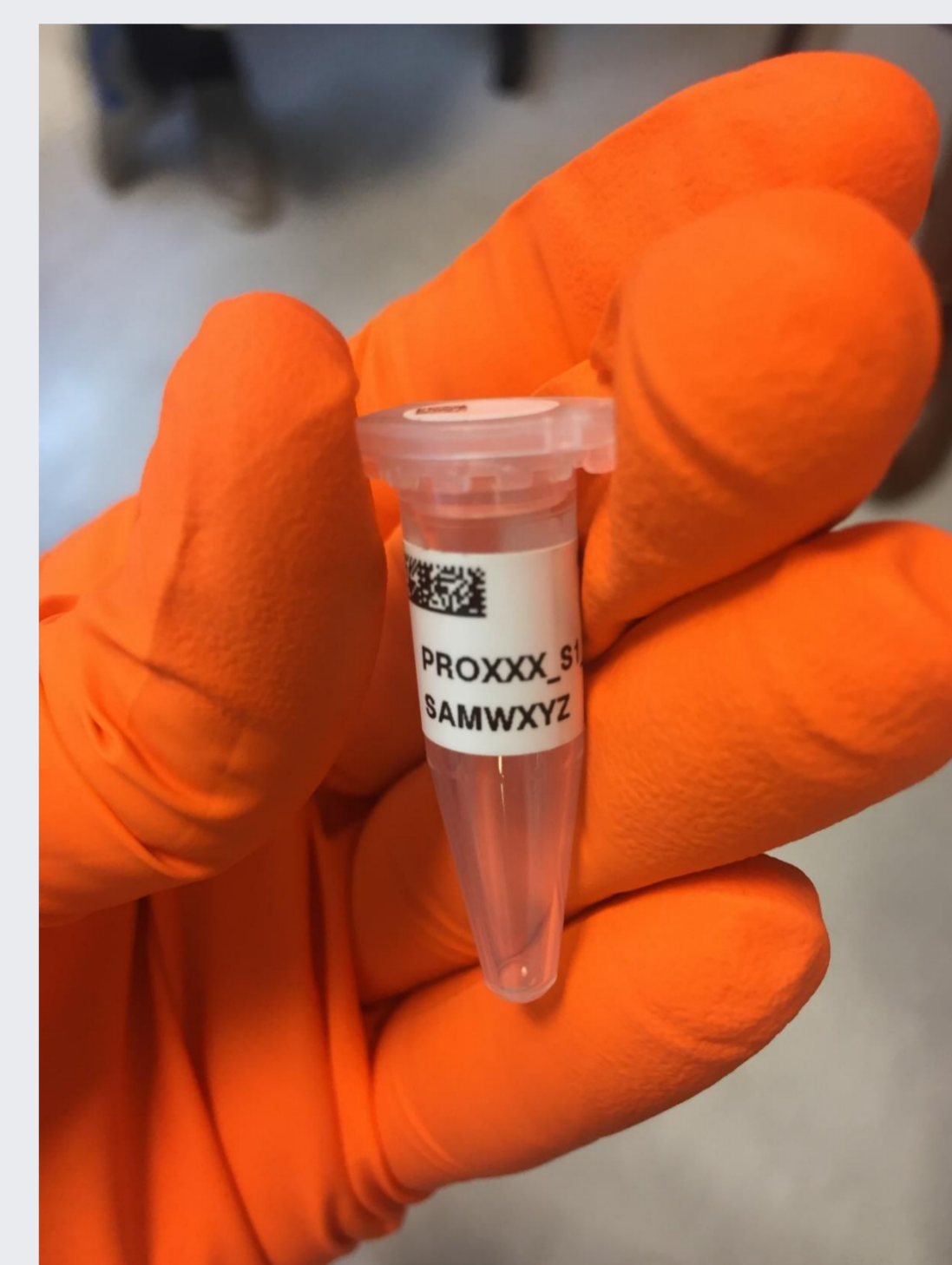
If you have a small number of samples or they require manual processing, we will send you pre-labelled 1.5ml LoBind Eppendorf tubes.

It is important to use the tubes we send you, not only because they are LoBind but also because our lab is set up to handle tubes of this dimension.

If you send samples in the wrong tube we will transfer them to the correct tubes manually at your own risk.

We do not accept responsibility for sample mix ups as a result of manually transferring your samples.

If we send you plates and you submit your samples in tubes, they will be returned to you at your expense for correct submission.



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