



# The Sequencing Center

Tissue Sample Submission Guidelines

## Note About Guidelines

These guidelines are flexible and attempt to answer many of the questions we are asked about sample submissions. Keep in mind that we are here to facilitate your research and will work with you to obtain the best result at a reasonable cost. If you have any questions regarding these guidelines, please contact us at (970) 682-1288 (direct to Lab), (877) 425-2235, (970) 980-5975, or [info@thesequencingcenter.com](mailto:info@thesequencingcenter.com)

### Shipping Address

The Sequencing Center  
Attn: Sequencing Lab  
1020 Luke Street, Suite D  
Fort Collins, CO 80524  
USA

### Contact Info

(970) 682-1288 (Direct to Lab)  
(877) 425-2235  
(970) 980-5975  
[info@thesequencingcenter.com](mailto:info@thesequencingcenter.com)  
[www.thesequencingcenter.com](http://www.thesequencingcenter.com)

## Tissue Samples

### Shipping Instructions

#### Packaging Guidelines for the Primary Container (Sample Container)

1. Send a minimum sample amount of at least 1 g . Larger sample amounts are preferred.
2. Place the sample in an appropriate transport tube. Wrap the lid of each sample tube with parafilm.
3. Place sample tubes in a hard protective container (i.e. 50-mL centrifuge tube, used pipet tip box, etc.). Using a protective container will reduce the risk of the sample tubes being crushed during transport or individual samples being lost within the packing materials (i.e. packing peanuts, paper, etc.)
4. Affix or write with permanent marker or other marking method a proper label on the primary sample container (i.e. tube) to clearly identify the contents.

#### Packaging Guidelines for the Secondary Container

1. Use a watertight/leak-proof container. Reinforce the container using adhesive tape to contain the individual tubes (i.e. zip-lock type bag).
2. Surround each primary container (i.e. tube) with sufficient absorbent packing material such that it would completely absorb the contents should the primary container break during transit.

3. Include a packing list in the secondary container. Place the packing list in a separate sealable waterproof package (i.e. zip lock bag). The packing list should include:

- List of labels that identify each sample container (i.e. labels on each tube)
- Approximate amount of tissue (g) in each tube

4. Place the primary and secondary containers in a Styrofoam container or Styrofoam box. Add dry ice or blue-ice/gel-ice packs to the Styrofoam container/box.

- Email a digital copy of the packing list to [info@thesequencingcenter.com](mailto:info@thesequencingcenter.com)

### Packaging Guidelines for the Outer Container

1. Use an outer container (i.e. cardboard shipping box) of sufficient strength to protect the inner containers and samples. We discourage the use of flat shipping envelopes designed for shipping paper documents.

2. Affix an accurate address label with the name, complete address and phone number for both the shipper and the recipient. Note: Only list the principal investigator or primary contact in the address label. This will help avoid delays or miscommunication between your organization and our Lab. If possible, please avoid using anyone not directly related to your research as the primary contact.

3. Write “EXEMPT HUMAN SPECIMEN” in clear bold print on the outside of the outer container.

4. If sample orientation is important during transit and handling, please affix a universally recognized “double up arrows” sticker, like the one shown to the right.

5. If possible, ship samples by overnight express, or no longer than 2-3 day express. Ship samples on days such that they will arrive at our Lab during normal weekday hours (i.e. avoid arrival days on weekends or holidays).

