

## SAMPLE SUBMISSION

Thank you for choosing Norgen Biotek for your Next Generation Sequencing project. Norgen Biotek receives samples from clients worldwide and we are happy to assist you with the preparation of your samples.

Please read these shipping instructions carefully before shipping your samples to Norgen Biotek.

### BEFORE Preparing Your Samples for Shipment:

- ✓ Receive confirmation from a Norgen Services Representative to ship your samples
- ✓ Complete the 'Service Sample Submission Form' (a printed copy is to be included with the sample shipment along with an electronic Excel file provided to [services@norgenbiotek.com](mailto:services@norgenbiotek.com))
- ✓ Ensure the samples are clearly labeled (use adhesive tape that is durable in dry ice if necessary)
- ✓ Sign the 'Service Contract' and 'Service Agreement' and have these submitted to a Norgen Service Representative or [services@norgenbiotek.com](mailto:services@norgenbiotek.com)

For **precious** samples, we recommend using a cold-chain courier service such as World Courier. A cold-chain service will replenish dry ice in the event there is a delay.

### Preparing Your Samples for Shipment:

- ✓ We recommend shipping your samples on a Monday or Tuesday to avoid potential weekend delays
- ✓ Select the courier of your choice using an express/overnight service
- ✓ Pack with a minimum of 8-10 kg (for US) of dry ice (we recommend the use of thick-walled insulated styrofoam boxes with a minimum 1.5-2" thickness to minimize the evaporation of dry ice) and mark AWB for dry ice label on shipping box
- ✓ List the Description on the Commercial Invoice as follows;  
**'(Number) (species) (sample type) samples. Non-biohazardous, non-infectious, non-toxic for research use only.'** ie.  

'50 human plasma samples. Non-biohazardous, non-infectious, non-toxic for research use only.'

or

'50 murine exosome samples. Non-biohazardous, non-infectious, non-toxic for research use only.'
- ✓ Declare the value of the samples as \$10.00 USD each on the commercial invoice
- ✓ Clearly indicate Norgen's customs broker (Link + Cambridge) to ensure rapid clearance (details on **Pg. 2**)

Please see the pictorial diagrams provided on **Pg. 2**

If you have any questions or concerns regarding the preparation of your samples for shipment, please call us at 1-905-227-8848 or email us at [services@norgenbiotek.com](mailto:services@norgenbiotek.com) and we will be glad to assist.



**1.**

Fill insulated styrofoam box with **8-10 kg of dry ice.**



**2.**

Place Styrofoam box into cardboard shipping box. Ensure box is labelled with **"Dry Ice"** label.



**3.**

Clearly label customs broker on box:

**Link+ Corp Cambridge**  
**PH: (519)621-7600**  
**FX: (519)621-3843**  
**Email: imports@linkcorp.com**

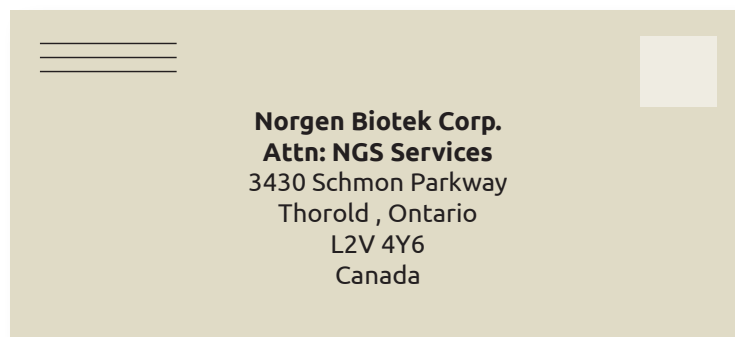


**4.**

On Commercial Invoice, list Description as:

**'(Number) (species) (sample type) samples.**  
**Non-biohazardous, non-infectious, for research use only.'**

## SHIP SAMPLES TO:



*Norgen is not responsible for any shipping delays due to the Client's failure to adhere to shipping instructions. Norgen is also not responsible for any shipping delays due to Canadian customs clearance or any unforeseen circumstances.*