

SAMPLE SUBMISSION

Thank you for choosing Norgen Biotech for your Next Generation Sequencing project. Norgen Biotech 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 Biotech.

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@norgenbiotech.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@norgenbiotech.com

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* (FedEx, UPS, DHL) using an express/overnight service
- ✓ Pack with a minimum of 8-10kg of dry ice (we recommend the use of thick-walled insulated Styrofoam boxes to minimize the evaporation of dry ice) and include dry ice label on shipping box (courier to provide)
- ✓ Label the samples as 'non-biohazardous, non-toxic samples for research use only' on the commercial invoice
- ✓ Declare the commercial 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**

*For precious samples we recommend using a cold-chain courier service such as World Courier

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@norgenbiotech.com and we will be glad to assist.

Shipping Instructions



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: cambridgeimports@custombroker.com



4.

On commercial invoice, label sample as:

"non-hazardous, non-infectious, for research use only"

SHIP SAMPLES TO:

