



Appendix C to Agreement on Commissioned DNA Extraction Project

Instructions for Sample Delivery

Obtainable amount and quality of extracted DNA depend not only on the nature of starting material but also on its storage and handling. Different long-read technologies have different requirements; library preparation and sequencing aims for a given project must be discussed with the NGI-UGC staff prior to sample delivery as weighing different sequencing requirements can affect decisions taken during extraction. The quality of library preparation and subsequent sequencing is directly related to quality and quantity of DNA, which in turn primarily depends on the quality of the starting material.

For starting material guidelines, please consult Appendix D.

All communication within the project is done via Zendesk, an interface that NGI uses for communication with all users.

A separate Sample Submission Form, as well as the Agreement document and Quotation (Appendix A to the Agreement) will be sent to the Principal Investigator/Contact Person of Partner's project by the NGI-UGC project coordinator. The filled form as well as the signed agreement must be submitted as a print-out together with the samples, as well as an electronic version sent within the relevant Zendesk communication thread.

Samples received without submission form will not be processed.

SHIPMENT AND SAMPLE DELIVERY

- Samples may only be shipped after agreement with Uppsala Genome Center.
- Always label the package with storage temperature.
- Always include sample submission form with requested information.
- Make sure the package is correctly declared to pass through customs.
- It is highly recommended to follow Bionano Genomics shipping instructions which can be found on their website:
 - **Blood - Fresh or frozen** (<https://bionanogenomics.com/wp-content/uploads/2017/02/30179-Blood-Shipping-Instructions.pdf>)
 - **Cells - Fresh or frozen** (<https://bionanogenomics.com/wp-content/uploads/2017/02/30180-Cell-Line-Shipping-Instructions.pdf>)

- **Animal Tissue - Frozen** (<https://bionanogenomics.com/wp-content/uploads/2017/02/30186-Animal-Tissue-Shipping-Instructions.pdf>)
- **Plant Tissue - Fresh or frozen** (<https://bionanogenomics.com/wp-content/uploads/2017/02/30178-Plant-Tissue-Shipping-Instructions.pdf>)

If you experience any problems with shipping instruction links, please let us know.

Do not ship samples on Thursdays, unless using same-day or overnight delivery courier service, and never ship on Fridays or the day before a holiday (<https://mp.uu.se/en/web/info/anstallning/arbetstid>).

If the samples are dispatched by a **courier service**, Partner must contact NGI-UGC at least one day in advance before the pick-up to ensure that NGI-UGC has dedicated personnel on site to accept delivery (use 070-4250285, or the Zendesk communication thread). Courier service must be aware that the samples can only be delivered to NGI-UGC between 9:00 - 16:00. If the courier cannot get in contact with NGI-UGC personnel, the package should be delivered to the BMC goods reception. For BMC goods reception opening hours, please consult their web site: (https://www.bmc.uu.se/Campus+management/Unit+for+Technical+Services/The+Goods+reception/Paket_och_kurir/?languageId=1).

NGI-UGC address(for personal/courier service delivery):

Uppsala University, Uppsala Genome Center
BMC, Entrance C11
Husargatan 3
752 37 Uppsala

BMC goods reception address (for postal service delivery):

Uppsala Genome Center
Husargatan 3
Ref. Box 815
751 23 Uppsala

Please DO NOT write any recipient names on the package; address it ONLY to the Uppsala Genome Center and clearly mark it with storage temperature.

Personal deliveries are accepted **only** by agreement. Use BMC entrance C11 and call 070-4250285 upon arrival.