



UPPSALA
UNIVERSITET

Appendix 3 to Agreement on Commissioned Activities/Collaboration Project

Instructions for Sample Delivery to SciLifeLab Genomics/NGI Uppsala node, Uppsala Genome Centee (NGI-UGC)

Communication and documentation

All details concerning the type of library preparation and sequencing strategy for a given project must be discussed with the NGI-UGC staff prior to the sample delivery.

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 1 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. All samples that are included in the shipment must be on the sample submission form.

Samples received without submission form will not be processed.

Amount of starting material required in the project

Project specific sample requirements can be found in the Agreement section **3.3 Performance of [Partner]**. The amount and quality of sample needed depend on the type of library(ies) that are going to be constructed. In turn, library quality is directly correlated to quality and quantity of the starting material.

Partner shall assess quality and quantity of the nucleic acid sample before submitting to NGI-UGC. Partner should be aware of the fact that spectrophotometers of NanoDrop and NanoVue type usually overestimate the nucleic acid concentration. We highly recommend low TE as the sample solvent.

All measurements will be verified by NGI-UGC on the Qubit system.

Shipment and sample delivery

- Samples may only be shipped after agreement with Uppsala Genome Center.
- Always include sample submission form with requested information and signed agreement. Samples received without submission form will not be processed.

- All samples in the shipment **MUST** be on the sample submission form.
- Always label the package with storage temperature.
- For gDNA samples only: include 10µl of sample buffer.
- Make sure the package is correctly declared to pass through customs.
- Never put tubes or plates directly on the ice. Use appropriate container e.g. plastic bag, box, 50mL tube.
- Shipping conditions:
 - Samples must always be shipped cold, amplicons exceeding 2 kbp and High Molecular Weight genomic DNA must be shipped solid-frozen on dry ice.
 - If samples are not frozen, ship on ice. If samples are frozen, samples must be shipped on dry ice.
 - Always use dry ice for shipment of RNA samples for any type of sequencing technology.

Do not ship samples on Thursdays, unless using same-day or over-night delivery courier service, and never ship on Fridays or the day before a holiday.

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 - 15:00. If the courier cannot get in contact with NGI-UGC personnel, the package should be delivered to the BMC goods reception (opening hours can be found on this page: <https://www.uu.se/kontakt-och-organisation/organisation?query=SI29>)

We advise that you order the dry ice re-fill service from the courier company.

BMC goods reception address (for postal service delivery e.g. DHL, FedEx, DB Schenker):

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

NGI-UGC address (for personal courier service delivery, e.g. YSDS):

Uppsala University, Uppsala Genome Center
BMC, Entrance C11
Husargatan 3
752 37 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 **070-425 02 85** upon arrival.