

## Sending your samples - MicrobesNG

Types of samples accepted - from anywhere in the world!

	Standard service	Enhanced service
<b>DNA</b> (any, of up to 50Mbp)	✓	X
<b>Strains</b> (bacterial only) (*must comply to MicrobesNG strain submission criteria <sup>1</sup> )	✓	✓



### Packaging of samples

#### 1. DNA

- The contents should be clearly described as non-hazardous and non-human.
- Transit time 1-2 days: DNA can be sent at room temperature.
- Transit time > 2 days or when there is a possibility the samples are exposed to high temperatures in transit: DNA should be sent under cold conditions e.g. dry ice or ice packs (to avoid DNA degradation).
- Samples should be shipped inside a rigid package (e.g. polystyrene box, good quality cardboard box) that will prevent them from breaking accidentally.

#### 2. STRAINS

Samples should be shipped inside a rigid package (e.g. polystyrene box, good quality cardboard box) that will prevent them from breaking accidentally. We **strongly recommend** that you follow **packing instruction P650** (available in your project portal and on our website's FAQ page<sup>2</sup>). Please make sure that the return labels we provide you when your project is set up, are attached outside your sample package.

<sup>1</sup> <https://microbesng.com/request-quote/>

<sup>2</sup> <https://microbesng.com/microbesng-faq/>

- Strains in Bead tubes (Standard and Enhanced Services prior to May 2021):
  - Try to ensure that the package arrives within 2 days after making stock.
  - If you anticipate delays please send the samples at 4°C (DO NOT FREEZE).
  
- Strains in DNA/RNA Shield inactivation buffer:
  - Can be shipped at room temperature (for shipments of up to 5-7 days).
  - Shipping at 4°C (blue ice) recommended (if longer shipping times are expected).

For Health and Safety reasons we advise that you read the manufacturer's Safety Data Sheet for DRS before handling the DRS tubes. A copy of the SDS can be obtained from the manufacturer's website<sup>3</sup>.

- Strain samples sent to MicrobesNG, either due to them being non-pathogenic to humans or animals, or due to them being contained in the DNA/RNA Shield inactivation buffer, are exempt from the infectious substances category for transport and labelling.<sup>4</sup>

However, should you have any doubt or suspicion that your consignment does fall under the infectious substances (**UN3373**) category, please do print and attach the UN3373 label outside your package, as advised by the corresponding guidelines.

#### [\\*Sending samples for multiple projects together](#)

If you're sending us samples for multiple projects together (in one parcel), please make sure that these are packaged separately (i.e. per project) inside the outer packaging and are labelled appropriately, so that when the outer packaging is opened, the different projects can be tracked and handled separately.

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<sup>3</sup> [https://files.zymoresearch.com/sds/dna\\_rna\\_shield\\_ce\\_eu.pdf](https://files.zymoresearch.com/sds/dna_rna_shield_ce_eu.pdf) (last accessed 05/05/2021)

<sup>4</sup>

<https://www.gov.uk/government/publications/packaging-and-transport-requirements-for-patient-samples-un3373/packaging-and-transport-requirements-for-patient-samples-un3373> (last accessed 12/05/2021)



## Arranging shipment

- Please note that shipping arrangements are made exclusively by our customers and the full cost of shipping/sending of samples is met by our customers and not MicrobesNG.
- We recommend that samples are sent to us via courier or recorded delivery to ensure full track and trace of your consignment.
- Please drop us a quick email to let us know that the samples are on the way once this is arranged and provide us with the tracking number if that is available.
- **Our email address:** info@microbesng.com
- **Our full postal address:**

Laboratory Services  
MicrobesNG  
Units 1-2, 1st Floor, The BioHub  
Birmingham Research Park  
97 Vincent Drive  
Birmingham  
B15 2SQ  
UK  
**Tel:** +44 (0)121 295 1910



## Sending your samples from overseas Customs & Labelling your package



- When sending your samples from overseas, you will need to prepare them for **customs clearance**.

\*An example of the customs declaration form that we use to send tubes to our overseas customers can be found [here](#)<sup>5</sup>.

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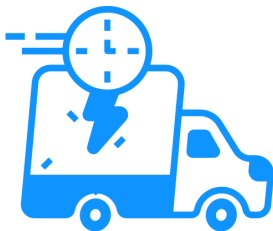
<sup>5</sup> <https://www.postoffice.co.uk/mail/customs-forms/CN22-form-guide>

- We advise that you liaise directly with the courier company you use, to confirm the exact documents that need to be attached to your package for customs clearance (e.g. *customs declaration form*) and if there is any further information you need to provide so that the consignment is not delayed in customs.

## HS CODES

If a harmonised commodity code is required for shipment (usually applicable for international shipments), please use the ones mentioned below (last accessed on 12/05/2021). Further information can be found <https://www.trade-tariff.service.gov.uk/>

1. When sending us **DNA**:
  - Description of goods: DNA Samples for Next Generation Sequencing - NON-HAZARDOUS, RESEARCH USE ONLY.
  - Commodity code: 2934999090
2. When sending us **strains in DNA/RNA shield inactivation buffer**:
  - Description of goods: Whole Cell Lysate (WCL), NON-HAZARDOUS inactivated cells, RESEARCH USE ONLY.
  - Commodity code: 3002909090
3. When sending us **strains in bead tube cryovials**:
  - Description of goods: microorganism cells for Next Generation Sequencing - NON-HAZARDOUS, RESEARCH USE ONLY.
  - Commodity code: 3002905090



### Delivery of samples

Consignments can be received Monday-Friday between the hours of 08.00 - 16.00 (excluding UK Bank Holidays).

\*Please note that there are no staff available to accept deliveries at the weekend.