

## Overview

This document provides information on how to send your samples to us for sequencing. If you are unsure of anything, or if you require additional information then please contact us on [info@microbesng.com](mailto:info@microbesng.com).

## Address Label

You can download a custom generated address label from your project portal by visiting the “Sample Prep & Packaging” tab, and clicking “Project identification and address label”.

# Project: 20230101\_Roabzenjee1

[View all your projects](#)

Reference	20230101_Roabzenjee1
Primary contact	Mike Robezenjee

[Sample info](#)[Sample Prep. & Packaging](#)[Project Info](#)[Sharing & Security](#)

### Sample Submission Requirements

⚠ Please read and follow our packaging and submission requirements. Improperly prepared and packaged samples will be rejected.

### Sample submission requirements

- [DNA Submission Protocol](#)
- [Strain Submission Protocol](#)
- [Shipping Guide](#)

### Labels

Please download and print the following labels to send with your samples:

- [Project identification and address label](#) - please affix this to the outside of your package.
- [Checklist for strain samples](#) - please include *inside* of your package.

**Figure 1** - Location of the custom generated address label in your project portal.

We encourage use of this label as it contains additional information including a scannable barcode, handling instructions, and an icon indicating whether the samples

are strains or DNA, making the sample check-in process quicker on our end. This will help you to get the best turn around time possible. Here's an example label:



Return Address:  
Mike Robezenjee  
12 Drury Lane  
Exampleville  
EX1 AM3



Laboratory Services  
MicrobesNG  
Units 1-2, 1st Floor  
The BioHub, Birmingham Research Park  
Birmingham  
B15 2TT  
United Kingdom



20230101\_Roabzenjee1

**HS CODE: 3002490080**

DESCRIPTION OF GOODS: WHOLE CELL LYSATE (WCL),  
NON-HAZARDOUS, INACTIVATED CELLS, RESEARCH USE ONLY

**Figure 2** - An example of a custom generated address label, complete with a scannable barcode, relevant harmonised code, and other essential information.

## DNA Samples

The contents should be clearly described as:

DNA Samples for Next Generation Sequencing - NON-HAZARDOUS,  
NON-HUMAN, RESEARCH USE ONLY.

The harmonised commodity / tariff code for DNA samples is **2934999090**. Please check the [UK Integrated Online Tariff website](#) for any updates or additional information on relevant commodity codes.

DNA can be shipped at ambient temperature for transit times of 1-2 days.

Shipping at 4°C (blue ice) is recommended if:

- Transit times are expected to be > 2 days.

- Samples might be exposed to warm temperatures in transit.
- You have eluted your samples in water rather than a buffer.

For extended transit times please consider using dry ice.

## Strain Samples

The contents should be clearly described as:

Whole Cell Lysate (WCL), NON-HAZARDOUS, INACTIVATED CELLS, RESEARCH USE ONLY.

The harmonised commodity / tariff code for strain samples is **3002490089 (updated 29 November 2024)**. Please check the UK Integrated Online Tariff [website](#) for any updates or additional information on relevant commodity codes.

Strains can be shipped at ambient temperature for transit times of 5-7 days.

Shipping at 4°C (blue ice) is recommended if longer transit times are expected.

Please read the [manufacturer's Safety Data Sheet](#) for DNA/RNA Shield before use.

Strain samples sent to MicrobesNG are exempt from the [infectious substances category for transport and labeling](#) as samples are fully lysed by the DNA/RNA shield.

## Arranging shipment

### Using a MicrobesNG & PlasmidsNG drop box

Access free, simple shipping with our sample dropbox network. If you have a dropbox, visit [microbesng.com/dropbox](https://microbesng.com/dropbox) to find out when your next collection is, and fill out the brief form to let us know what you're sending.

If you don't have a dropbox, or want to find out more [then click here](#).

## Other shipping options

We recommend using a courier or recorded delivery to ensure full tracking and trace of your consignment. It is your responsibility to book and pay for the delivery.

You can also deliver your samples in person, Monday to Friday, between the hours of 08:00 to 16:00 (excluding UK Bank Holidays). There is a designated space in reception for you to leave your samples; please ask at reception.

Please drop us a quick email to let us know that the samples are on the way and provide us with the tracking number if available.

Our email address is: [info@microbesng.com](mailto:info@microbesng.com)

Our full postal address is:

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

## International Shipments

Sending samples from outside the UK will require a commercial invoice for customs clearance, you can find a guide on the [UPS website](#). Please make sure to include the commodity code (DNA-2934999090 / Strain- 3002490089, sometimes referred to as tariff number) to avoid any delays in customs.

If you have any questions or specific shipping requirements, please email us [info@microbesng.com](mailto:info@microbesng.com).

We recommend that you check with your chosen courier company to confirm the exact documents that need to be attached to your package for customs clearance and if there is any further information you need to provide so that the consignment is not delayed in customs.

Please note that you might need to pay for customs clearance once the tubes for strain samples reach your country (for strain projects). Of course, we will pick up the customs costs at our end for the clearance of your samples to allow for prompt delivery.

### **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 during the weekend