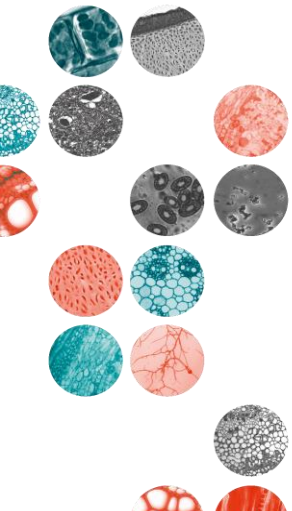
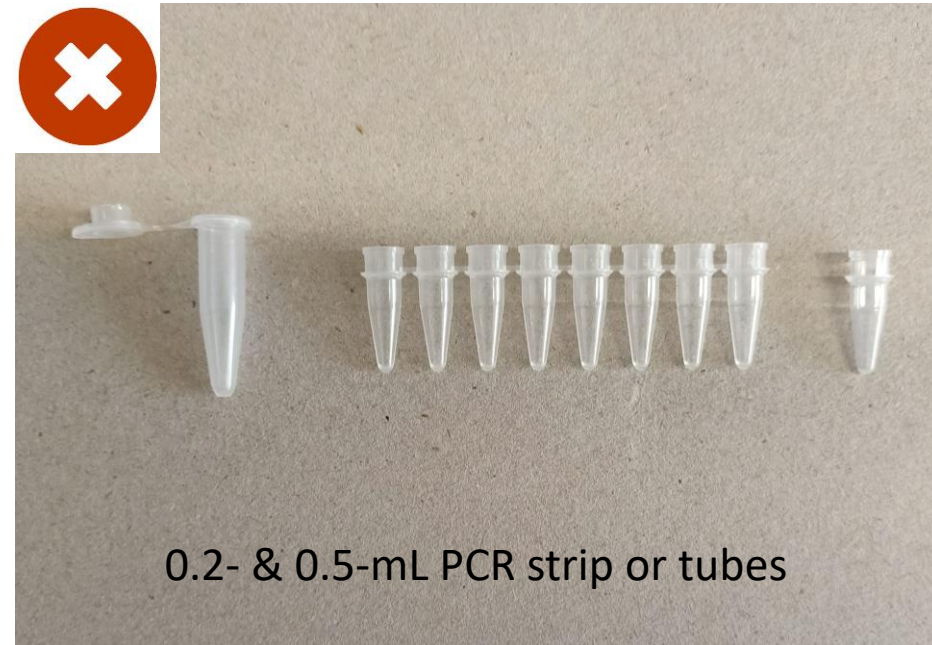
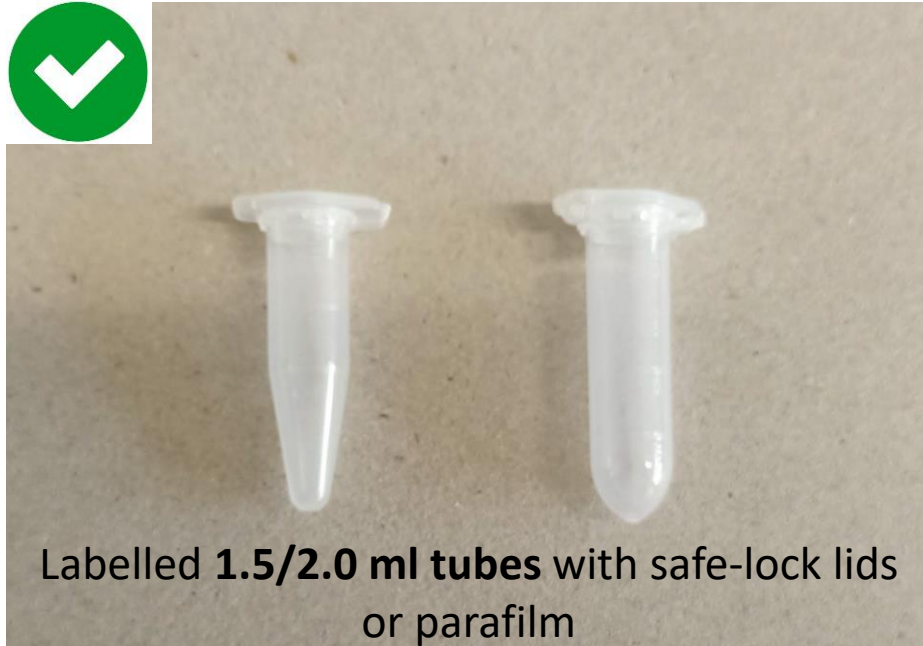




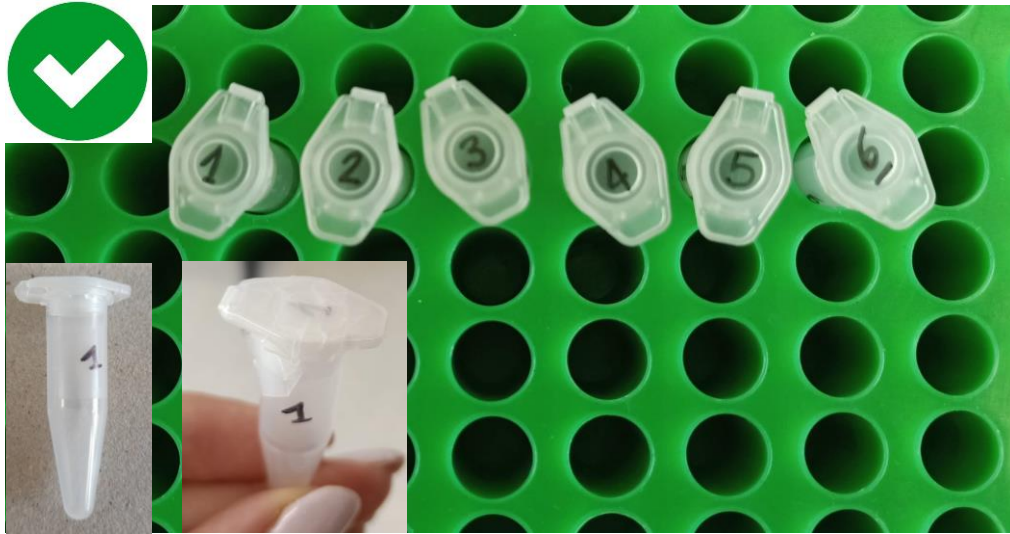
GUIDANCE ON SAMPLE PLATES DELIVERY AND SHIPMENT



Projects with fewer than 24 samples



Projects with fewer than 24 samples



- Label tubes simply with progressive numbers using a waterproof marker pen
- Pay attention that the tube is perfectly closed (i.e., safe-lock lids, parafilm)



- Avoid hardly visible marker pen (better black and blue, rather than orange or pink)
- Avoid extra information in the label (e.g., sample name, date, extraction kit)

Projects with fewer than 24 samples

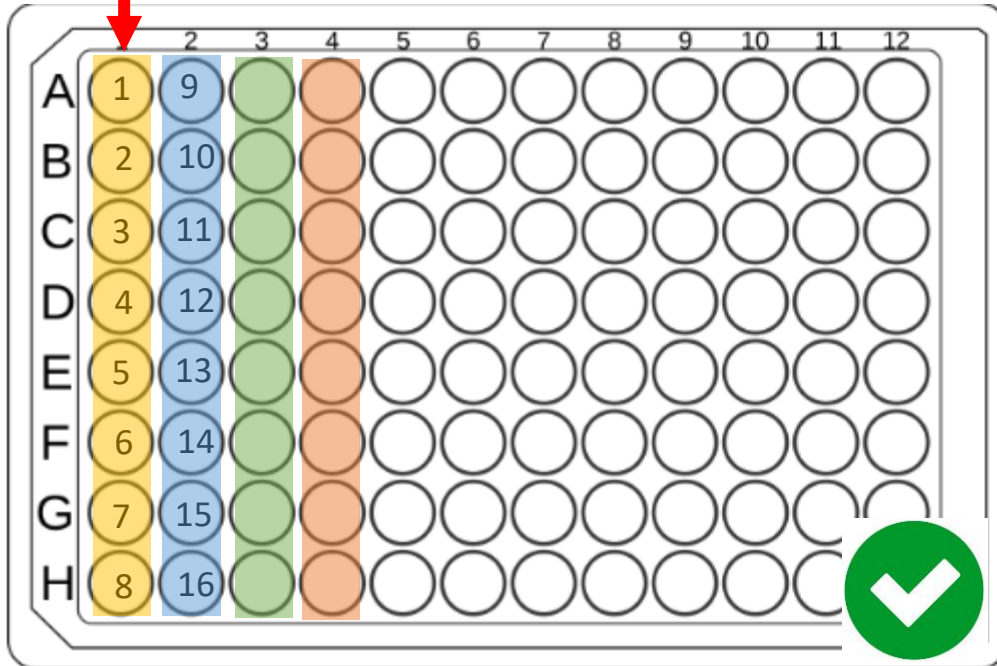
Protection from damage by use of right size boxes, bubble wrap or similar.



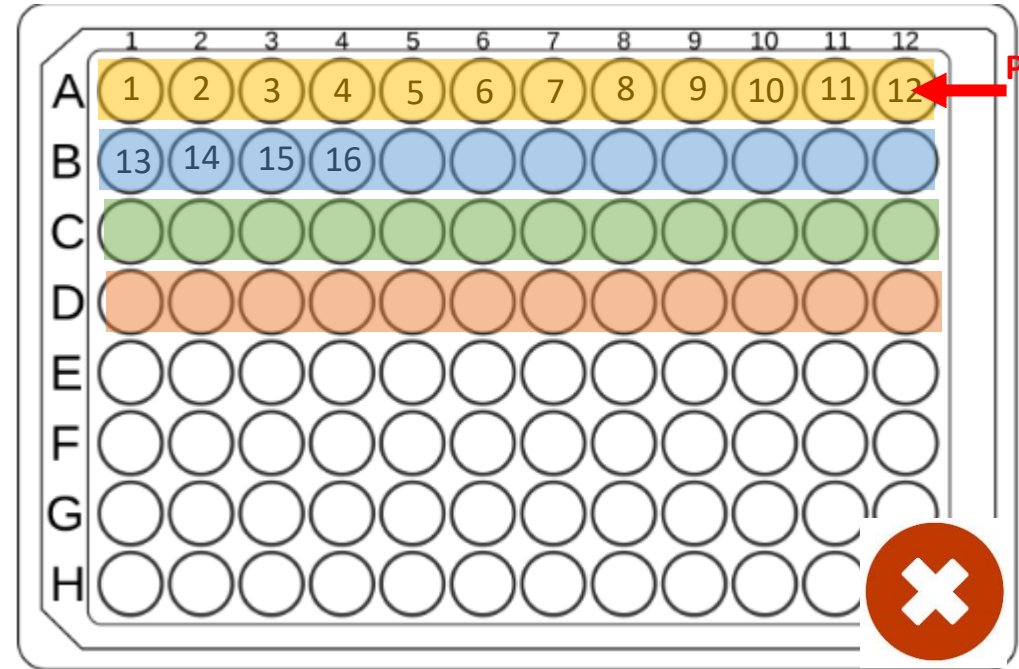
Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**

**PER-COLUMN
ORDER**

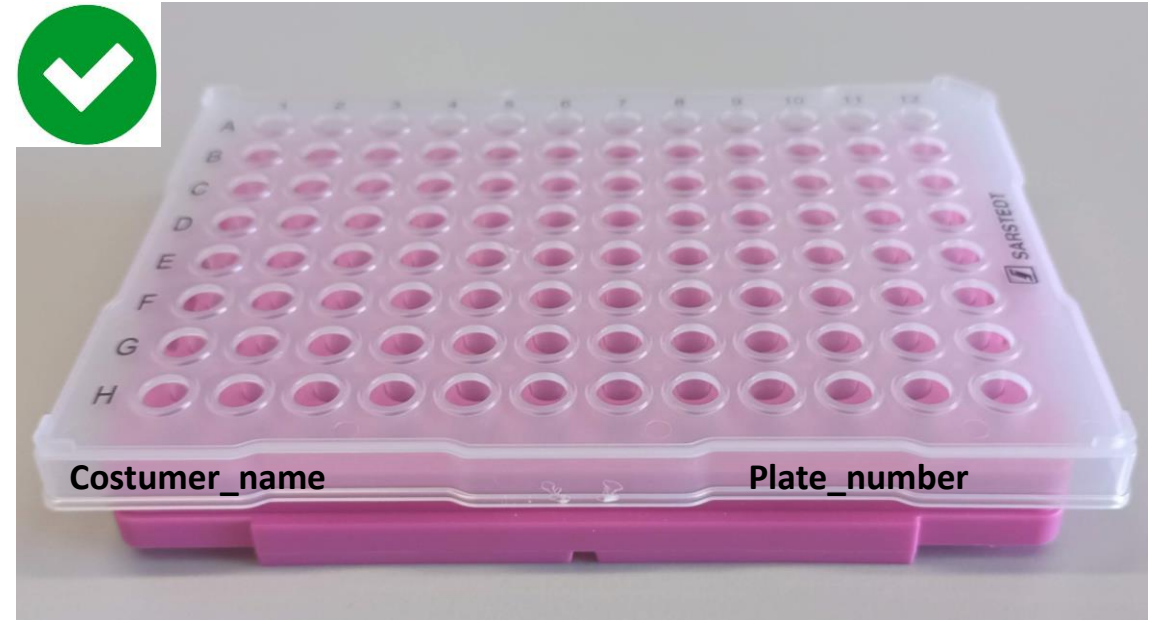
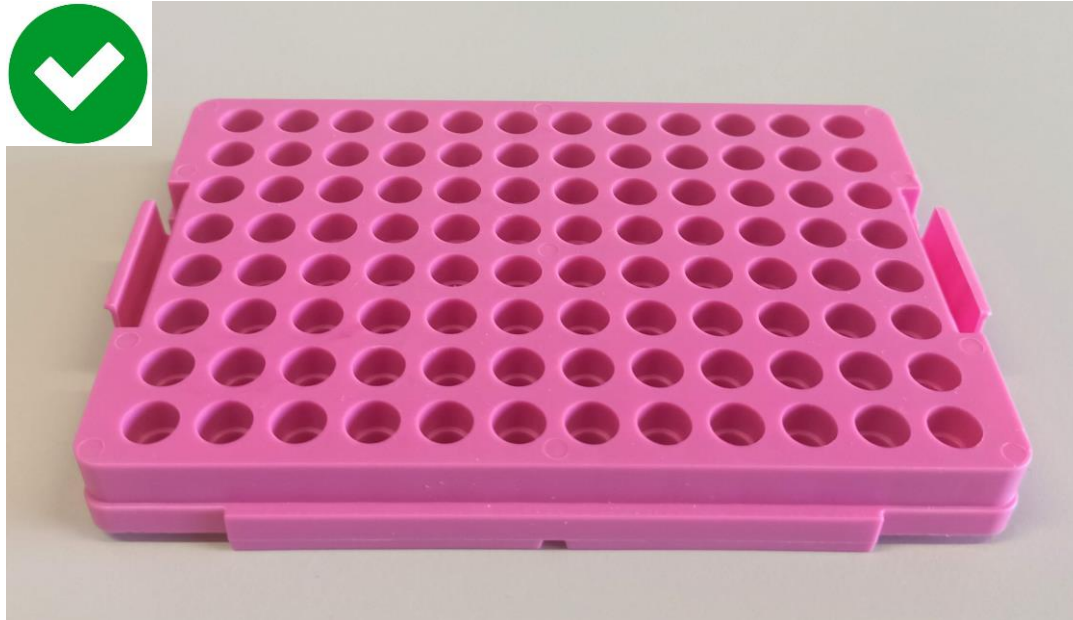


**PER-ROW
ORDER**



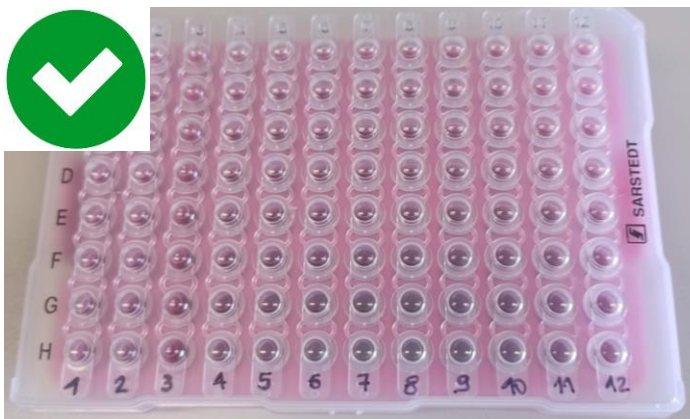
Projects with more than 24 samples

Please place the plate in the insert from a tip box to prevent disruption and/or distortion



Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**



PCR strip caps, closing perfectly each well.
Protect your plate wrapping it in **parafilm**

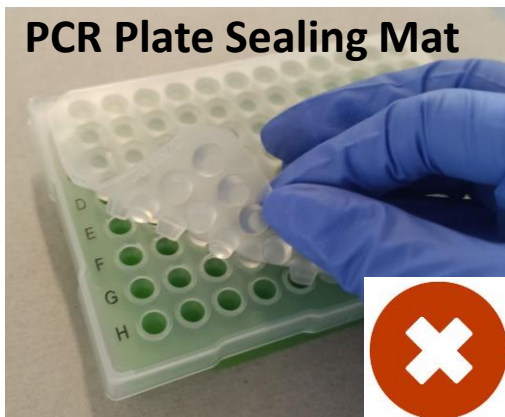
WITHOUT HEATSEALER



PCR Sealing Film



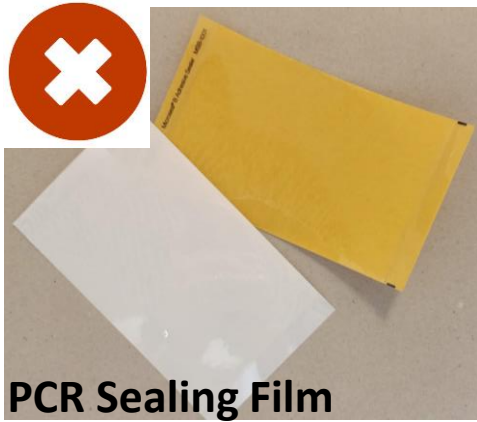
Aluminum Foil



PCR Plate Sealing Mat

Projects with more than 24 samples

In absence of a heatsealer, ensure the seal is completely attached along the four sides and around each well to prevent contamination of and between samples as well as evaporation.



Sample Spreadsheet preparation

Fill-in all the contact information
In particular the quotation number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Quote*				QUO#####											
2	Reference Person*				"the PI name"											
3	Contact Person*				"the sender name"											
4	Contact e-mail* (recipient of work in progress reports)				"the mail of the sender"											
5	University/Department				please also put your organization here to help sample identification											
6	Company/Institute				ase also put your organization here to help sample identificat											
7	Telephone				not strictly necessary											



Samples definition													Bioinformatics & Computational		
Human-derived samples must be anonymized. Do not provide sensitive data.													Meta data fields for comparison/statistical experiments -- categorical d		
For samples storage and return policies, please refer to our Terms and Conditions. https://igatechnology.com/igatech/documents/													Mostly required for Metagenomics, RNA-Seq, ChIP-Seq STANDARD A		
Please do not paste sample names with space or special characters, use max 12 characters													Please inquire in case of other applications.		
* mandatory field - DO NOT USE SPECIAL CHARACTERS													** mandatory for multi-plates ONLY		
Do not use this column													Do not use this column		
do not compile Progressive													IDXXXX		
Customer label* (max 12 characters)	Plate identifier**	Well position** in per-column order	Sample type*	SPECIES (latin binomial)*	VOLUME (ul) *	CONCENTRATION (ng/ul) *	AMOUNT (ug)	A260 A280	A260 A230	R.I.N. D.I.N.	Storage Buffer or Extraction kit*	IDXXXX	Condition	Experimental plan	
														Pairwise Comparison	
17	CS1	P1	A1	DNA	icrobial metasamp	20	1.3	0.03	1.56	0.45	TE buffer	IDXXXX_1-CS1-P1-A1	Group1	Group1_vs_Group2	PLEASE PROVIDE FOR:
18	CS2	P1	A2	DNA	icrobial metasamp	20	3.3	0.07	1.34	0.19	TE buffer	IDXXXX_2-CS2-P1-A2		Group1_vs_Group3	
19	CS3	P1	A3	DNA	icrobial metasamp	20	1.3	0.03	1.97	0.23	TE buffer	IDXXXX_3-CS3-P1-A3		Group2_vs_Group3	
20	CT1	P1	A4	DNA	icrobial metasamp	20	14.9	0.30	1.38	0.08	TE buffer	IDXXXX_4-CT1-P1-A4	Group2		
21	CT2	P1	A5	DNA	icrobial metasamp	20	7.3	0.15	1.58	0.05	TE buffer	IDXXXX_5-CT2-P1-A5			
22	CT3	P1	A6	DNA	icrobial metasamp	20	4.8	0.10	1.88	0.05	TE buffer	IDXXXX_6-CT3-P1-A6			
23	WS1	P1	A7	DNA	icrobial metasamp	20	1.3	0.03	0.87	0.07	TE buffer	IDXXXX_7-WS1-P1-A7	Group3		
24	WS2	P1	A8	DNA	icrobial metasamp	20	3	0.06	2.22	0.12	TE buffer	IDXXXX_8-WS2-P1-A8			
25	WS3	P1	A9	DNA	icrobial metasamp	20	4.3	0.09	1.34	0.39	TE buffer	IDXXXX_9-WS3-P1-A9			

Avoid spaces and special characters in the sample name: only use numbers and letter separated by dash "-"

Box preparation guidelines

Prevent damage of individual wells by use of protective wrapping and place the plate in a bag within box.
Ensure that sample tubes and plates are protected from damage by use of bubble wrap or similar.



Box preparation guidelines

Specific precautions for **RNA samples**

Send RNA samples in **dry-ice** or **lyophilized** with GenTegraRNA or GENEWIZ RNA Stabilization Tubes.

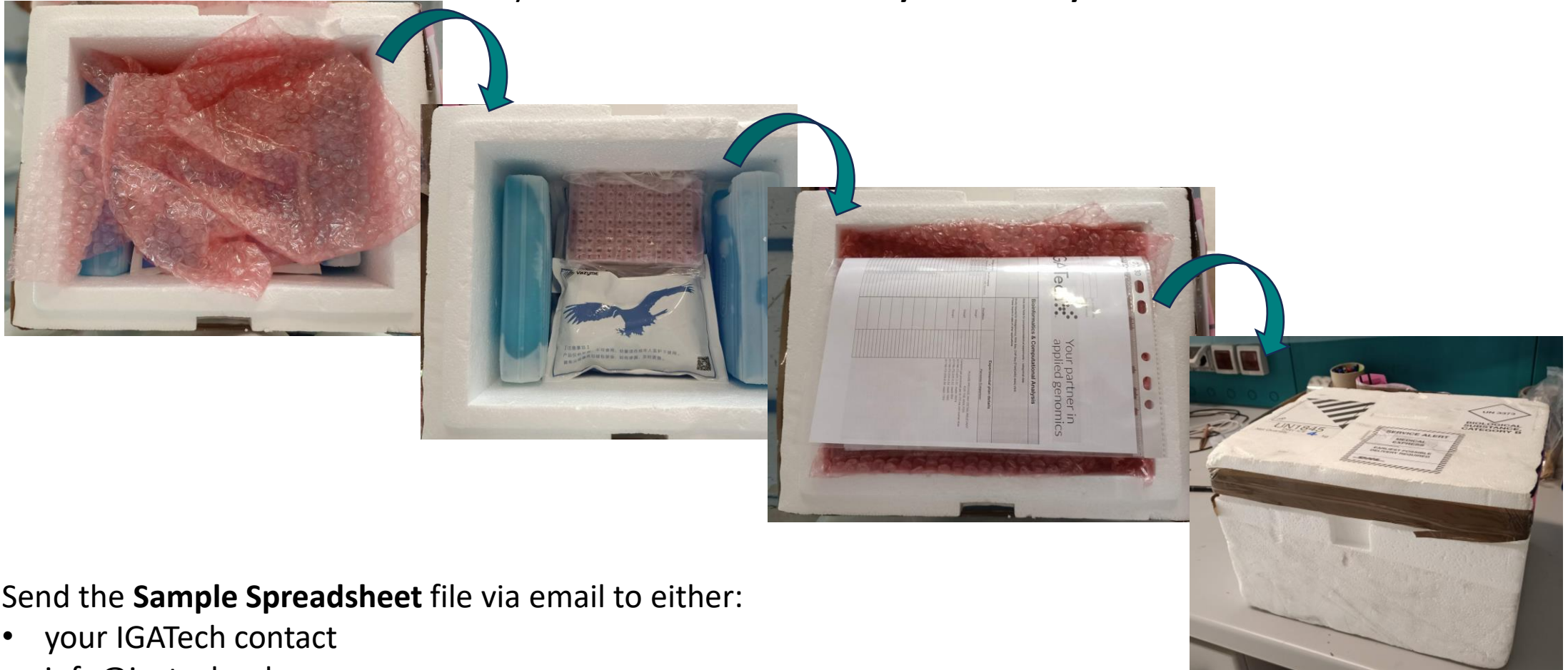


Include plenty of dry ice in the box to avoid complete evaporation



Box preparation guidelines

Ensure that sample tubes and plates are well fixed in shipping box, enclose the **Sample Spreadsheet** and close your box. **You are now ready for delivery**



Send the **Sample Spreadsheet** file via email to either:

- your IGATech contact
- info@igatechnology.com



Shipping address:

IGA Technology Services srl
c/o Parco Scientifico e Tecnologico Luigi Danieli
via Jacopo Linussio 51
33100 Udine
ITALY

