

Specimen Shipping Instructions

Our shipping instructions are designed to ensure that your specimens arrive at our facility intact and properly documented so that we can begin processing your specimens without delay.

1. Specimen Format

- a. Specimens and/or plates must be individually labeled with a unique identifier. Barcode labels are preferred. We can accept both linear (1D) and matrix (2d) barcodes. Specimen IDs and/or Plate IDs must be identical to those provided on the Specimen Submission form completed online.
- b. Tubes:
 - i. Specimens can be provided in 1.5 mL snap-top tubes.
- c. Plates:
 - i. Specimens can be provided in carefully sealed 96 well plates. Poorly sealed plates lead to contamination and sample loss.
 - ii. Plate types:
 1. Plates can be in a variety of formats and compositions including PCR plates, provided that they are carefully sealed.

2. Shipping

- a. If shipping specimens in tube(s), freeze specimens first, then place the tube(s) inside a cardboard box(es) or alternative secondary container, then seal carefully.
 - i. The order of the tubes in the box(es) must match the order of the specimens on the sample manifest on the online specimen submission form. ***Any deviations will cause delays in processing and additional handling charges may occur.***
- b. If shipping specimens in plate(s), ensure that the plate(s) are completely sealed and frozen and covered in bubble wrap or inside a small cardboard box or alternative secondary container before placing in shipping boxes.
- c. If shipping other materials:
 - i. Blood specimens: Depending on the type of tube, blood can either be shipped at ambient temperatures or will need to be kept frozen with dry ice.

Note: **Glass blood collection tubes will not be accepted.**

 1. If shipping at ambient temperature:
 - a. Place absorbent material, such as paper towels, around each tube, sufficient to absorb the entire contents of the tubes. Place each tube in a container such as a plastic liner, cardboard box or Styrofoam box that will limit their mobility. Use extra paper towels or bubble wrap if needed. Use a second sturdier shipping container.
 2. If shipping on dry ice:
 - a. Separate each tube of blood collected from other tubes, or wrap tubes to prevent contact between tubes; this may be accomplished in a variety of ways such as a gridded cardboard

box, blood tube shipment sleeve, and individually wrapped tubes sealed inside a plastic bag. If not using cardboard box, please provide adequate padding to prevent tubes from being crushed during shipment.

- ii. FFPE Specimens:
 - 1. All FFPE Specimens should be shipped with ice packs. Do not heat or freeze samples.
 - a. All FFPE slides should be packaged very carefully using slide containers.
 - b. All FFPE blocks should be shipped inside a cardboard box or something sturdier, bubble wrap may be used to protect.
 - c. All FFPE sections should be shipped in tubes placed in cardboard boxes.
 - d. For all shipments involving dry ice, cardboard shipping boxes should contain a Styrofoam box inside where specimen plate or tube box(es) should be placed in a horizontal orientation. If necessary, use spacers (Styrofoam or cardboard) to fill empty spaces.
 - e. Arrays should be sent in a separate shipping container, **DO NOT SEND ARRAYS ON DRY ICE**. Please ship according to manufacturer's requirements.
 - f. For shipments within the United States:
 - i. Ship specimen frozen with at least 5 kg of dry ice. (Please fill Styrofoam container entirely with dry ice if possible)
 - ii. Ship on Monday through Wednesday for overnight delivery during regular business hours.
 - g. For international shipments:
 - i. Ship specimen frozen with at least 10 kg of dry ice. (Please fill Styrofoam container entirely with dry ice if possible)
 - 1. **DO NOT SHIP ARRAYS ON DRY ICE**. Please ship according to manufacturer's requirements.
 - ii. Ship preferably on Monday and verify that samples will be delivered on a working day, Monday thru Friday.
 - h. Do not ship for receipt on any standard U.S. holidays.
 - i. E-mail operations@expressionanalysis.com on the day the samples are shipped, referencing the quote# and provide the shipping company name and the tracking number.

Ship to:
Expression Analysis, Inc.
Operations Coordinator
4324 S. Alston Avenue
Durham, NC 27713
operations@expressionanalysis.com
Phone: 919-405-2248