



Sample submission form for extraction services

Please complete the application form, print a copy and return by fax or email to the relevant LGC Biosearch Technologies' laboratory (please see laboratory details at the end of this document).

Please ensure all samples are clearly labelled and individually identified and that no personal identifiable information is present on the tubes (no date of birth or name etc.).

Section 1: Customer details

Name: Company:

Customer no: Quote no.: PO no.:

Address for sample delivery (if different from quote)

Name:

Institute/company: Department:

Street/no:

Post code: Town:

Country:

Telephone: Fax:

Email:

Section 2a: Sample details

All customers must complete sample details below

Sample material:
(Please specify the type of sample and storage media e.g. whole blood sample, EDTA vacutainer)

No. of sample: Sample volume (weight if tissue):

Sample storage boxes to be disposed off upon completion of project OR

Sample storage boxes to be shipped to customer at additional charge

Origin of the samples: human animal species:

plant transgenic species:
(document for HTA licence)

Samples are known to be infectious: Yes No Infectious agent:
(e.g. HCV, mycobacteria)

Further details:

Please also complete Section 2b, Section 2c, Section 3 before submitting this form to Biosearch Technologies.

Section 2b: Sample details - Human Tissue Act (2004) compliance

If your samples are human in origin please complete the following 3 questions.

1. Are the samples being used as part of a Research Ethical Committee (REC) approved project?

Yes What is the REC project number? No

2. Have you appropriate sample tracking in place for these specific samples?

(Anonymous samples should be traceable back to the original procurer, and others back to the donor)

Yes No

3. Does the patient consent cover the proposed analysis being requested?

Yes No

Please send a blank consent form used for this purpose. If no, please provide a detail explanation why consent is not required. Note in the absence of patient consent the laboratory may decline to process the samples. Have you appropriate sample tracking in place for these specific samples? (Anonymous samples should be traceable back to the original procurer, and others back to the donor).

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Section 2c: Sample details - Nucleic acid extraction service requirements

Please specify which Nucleic acid extraction service is required

DNA extraction RNA extraction (Berlin only)

Downstream application

Genotyping NGS Any other application (please specify)

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Additional services

Please indicate clearly any extra services that are required.

Quantification of DNA / RNA concentration (UV measurement)

Concentration normalisation of DNA extracts required

final concentration:..... ng/ μ L

final volume:..... μ L

Additional aliquots of DNA

Neat Normalised volume:..... μ L Number of aliquots:

Please note: Normalised DNA and additional aliquot(s) will be prepared in 96-well plates unless specified

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Quality check of RNA with Agilent 2100 Bioanalyzer (Berlin only)

Gel electrophoresis analysis (Berlin only)

Please complete all sections before submitting this form to Biosearch Technologies.

Section 2c: Sample details - Nucleic acid extraction service requirements (continued)

Preferred container for concentrated DNA/ RNA (There may be additional charges for any other format than 96-well MTP)

- 96-well MTP 2D barcoded matrix tubes in rack Screw cap tube

Other: (please contact our extraction team)

Section 3: Consent

- I read and accept Standard Terms and Conditions for the Supply of Genomic Products and Services. (<https://www.lgcgroup.com/legal/terms-conditions/>)
- I accept samples provided as described in guidelines for sample shipment.

Print name: Job title:

Date: Signature:

Shipping note

For shipment of biological material to our laboratory sites in the UK and Germany, region specific conditions apply. [Biosearch Technologies' customer support](#) can advise what conditions apply for your shipment, and support you in complying with these conditions. To prevent delays and potential loss of your samples, please contact [Biosearch Technologies' customer support](#) before you ship your samples.

Extraction services laboratories

Germany

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