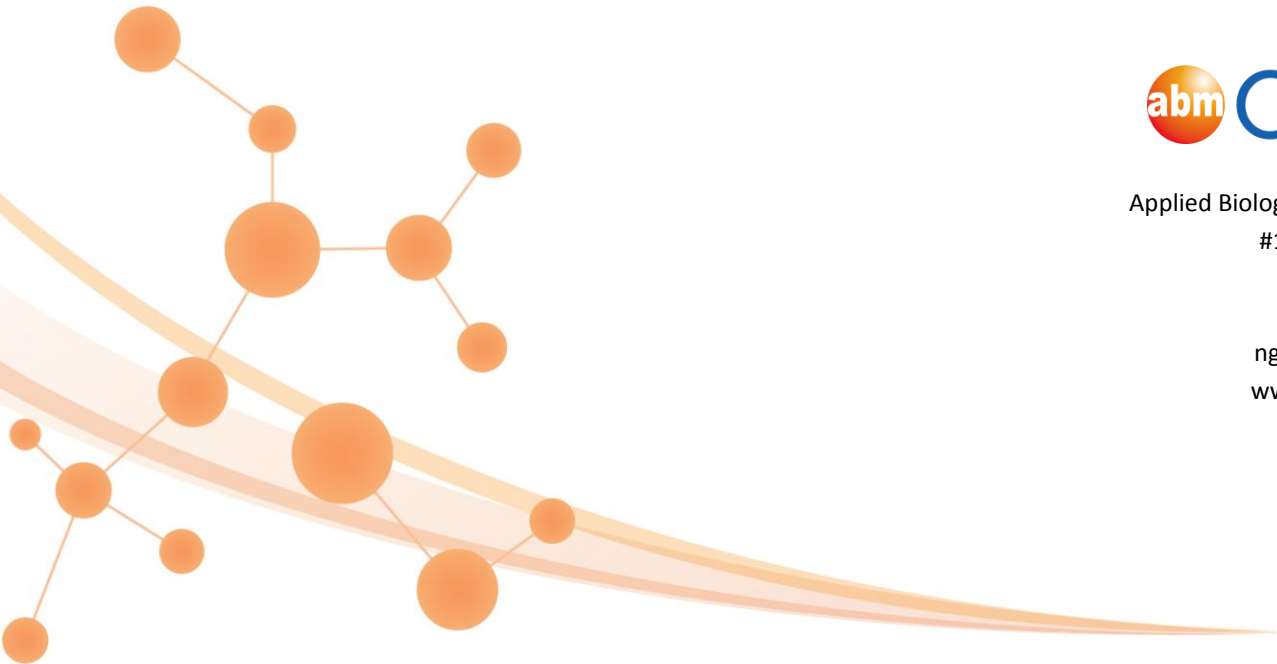


Shipping Samples to abm

For Next Generation Sequencing Services



Applied Biological Materials Inc.
#1-3671 Viking Way
Richmond, BC
V6V 2J5 Canada
ngs@abmGood.com
www.abmGood.com



Shipping NGS Samples to abm

Introduction

Thank you for choosing **abm** for your Next Generation Sequencing project! We strive to provide the best value and customer service, while delivering a complete, high-quality data set. This guide will provide you with the necessary information for submitting your samples for each of our NGS Services.

Please read this guide carefully before preparing your samples for shipment. When considering any of our NGS services, you will need to provide us with a completed sample submission form (as a printed copy shipped with your samples, and an electronic Excel file provided to ngs@abmgood.com and order@abmgood.com).

Always follow these guidelines for NGS projects:

- Place an order (and wait for your Order Confirmation email) before shipping any samples. Samples shipped without an Order Number will cause unnecessary delays for your project.
- Ensure samples are shipped as securely as possible, either taped down or secured in a rack and padded inside a protective box to avoid damage and/or cross-contamination between your samples.
- Clearly and adequately label your samples (we advise using adhesive labels).
- For samples that require dry ice, please ship with sufficient dry ice to ensure your samples arrive frozen, even if they experience a delay during shipment.
- Please reach out to our NGS team at ngs@abmgood.com if you have any questions.

Sample Type	Storage Solution	Shipping Conditions
DNA	Nuclease-free H ₂ O or 10 mM Tris-HCl pH 8.0	Ship at 4°C, with ice packs/blue ice
Sample Type	Storage Solution	Shipping Conditions
RNA	RNase-free H ₂ O	Ship at -20°C, on dry ice
	1X PBS or RNAlater*	
Sample Type	Storage Solution	Shipping Conditions
Prepared Library	Nuclease-free H ₂ O, elution buffer, or low TE solution	Ship at 4°C, with ice packs/blue ice

*A Total RNA Isolation fee will apply for this sample type, or if samples are provided in RNAlater. Please specify the sample type that will be provided prior to order placement to avoid delays in your project once we receive your samples.

- If providing fresh tissues/cell pellets, store in RNAlater according to the manufacturer's instructions, or flash-freeze immediately after harvest. Samples can be kept in RNAlater at room temperature for up to 1 week during shipping. If you have any other questions, please contact us or the supplier for more specific instructions.

Shipping NGS Samples to abm

Our offices and labs are open Monday to Friday, 9am to 5pm (Pacific Time). Please follow the guidelines below for when to ship your samples. This is to ensure that even if there is a shipment delay, your samples will still be received during our business week.

For Canadian Customers

Please arrange for shipment of your samples on Monday, Tuesday, or Wednesday.

For US Customers

Please arrange for shipment of your samples on Monday or Tuesday.

For Customers Outside of Canada or the US

Please arrange for shipment of your samples on Thursday or Friday. If shipping on Thursday, please ensure your shipment contains enough dry ice to last until at least the scheduled delivery on the Monday.

Before shipment, please ensure you have the following:

1. Order Confirmation Number (5 digits; note that this is not the same as a quote number)
2. Sample Submission Form – both a physical and a digital (Excel file) copy

On the following pages, you can find detailed FedEx Way Bills that can be used as guidelines for shipping your samples.

Once you have completed the necessary paperwork and have a tracking number for your shipment, please provide the tracking number to our NGS and Order & Logistics Teams, via ngs@abmgood.com and order@abmgood.com. They can monitor your shipment in case there are any unexpected delays.

Please ship your samples to:

Attn: Receiving (**Order XXXXX**)
Applied Biological Materials
1 - 3671 Viking Way
Richmond, BC, Canada
V6V 2J5

Please consult your institution's official safety officer to confirm that all necessary regulations are met for shipping DNA/RNA/cell/tissue samples. The information provided in this user guide is a recommendation only and is subject to change. Applied Biological Materials Inc. does not take any responsibility for samples that fail to reach us or get delayed in customs. We will do our best to update these guidelines when necessary.

Shipping NGS Samples to abm

Example of Completed FedEx International Air Waybill:

1 From *Please print and press hard*

Date	Ship date	Sender's FedEx Account No.	(If none, Refer to Section 7)			
Sender's Name	Your Name		Telephone	XXX-XXX-XXXX		
Company	Your Company/Institution Name					
Address	Your Company/Institution Address					
Address				Dept/Floor		
City	City	State	State	Country	Country	Postal/ZIP code ZIP/Postal
Email Address	Your Email Address					
Internal Billing Reference	(If none, can leave blank)					

2 To Residential Delivery

Recipient's Name	ABM ORDER# XXXXX	Telephone	604-247-2416			
Company	Applied Biological Materials Inc					
Address	1-3671 Viking Way					
Address				Dept/Floor		
City	Richmond	Province	BC	Country	Canada	Potal Code/ZIP V6V2J5
Email Address	order@abmgood.com, ngs@abmgood.com					
Recipient's TAX ID Number required for Customs Purposes						

3 Shipment Information

Total Packages 1 Total Weight XXX LBS KGS DIM VOL L W H in cm
 (Can leave blank)

Commodity Description	Harmonized Code	Country of Manufacture	Value for Customs
Life Science Research Samples	3822005090	Ex. USA, if made in US	\$10.00 USD
Non-Toxic, Non-Hazardous,			
Not for Animal/Human Use			
U.S. Export Section: Indicate the specific government regulation that exempts your shipment from the Electronic Export Information filing requirement or indicate your AES Proof of Filing citation.			Total Value for Customs <i>(Specify Currency)</i> \$10.00 USD

4 Express Package Service
Select Fedex International Priority

5 Packaging
Select "Other" and write in "BOX"

6 Special Handling
Leave Blank

7 Payment - "Bill Transportation Charges to:" and "Bill duties and taxes to:"
Select "SENDER" and if you did not enter your Fedex Account number in Section 1, input your Payment Credit Card information here

8 Internal Billing Information
To help with your records, FedEx will print the first 24 characters of this code on your Invoice

9 Required Signature
Sign under "Required Signature", to Certify that your shipment does not require a U.S. State Department License or U.S. Drug Enforcement Administration (DEA) export permit.

Shipping NGS Samples to abm

Commercial Invoice					
1. Shipper Information Company: Address: Telephone:		4. Date		5. ABM Order Number (Required)	
		6. Country of Manufacture		7. Currency of Shipment	
		8. Exporting Carrier (e.g. FedEx)			
		9. Tracking No. (Air Waybill #/ Tracking Reference no)			
2. Consignee Information ATTN: abm Receiving Company: Applied Biological Materials Inc. (abm Inc.) Address: Unit 1-3671 Viking Way Richmond, BC, Canada V6V2J5 Telephone: 604-247-2416		10. Total Gross Weight in Kilos (KG)		11. Total No. of Box(es)	
		12. Other Transport Information			
3. Port of Lading CANADA		13. Shipment Purpose Samples, for research purposes only. Not a sale.			
14. Complete and Accurate Commodity Description:		15. HTS Code	16. Quantity	17. Unit of Measure	18. Unit Price
Life Science Research Sample Non-Hazardous, Non-Toxic, Non-Infectious Species:		3822.00.5090			\$10.00
I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above. I/We do hereby authorize FedEx Express to execute any additional documents necessary for the export of merchandise described herein on my/our behalf.		20. Other Costs (if any) Freight Costs \$0.00 Other Costs (Wire Transfer Fees) \$0.00 Total Invoice Value \$10.00			
Signature		These commodities, technology, or software were exported from the USA for the ultimate destination of Canada, in accordance with export administration regulations.			
Date					

Shipping NGS Samples to abm

If Dry ice is required for your samples, please include this label on your shipment:

Shipper's Declaration not Required.	Airwaybills/airbills must have the following:
Part B is required	1. "Dangerous Goods - Shipper's Declaration not required".
Dry Ice amount must be in kilograms.	2. Dry Ice; 9; UN 1845;
Note: 2 lbs. = 1 kg.	3. _____ x _____ Kg 904 III (Number p kgs) (wt)
9	
Dry Ice _____ kg.	UN 1845
Shipper's name and Address _____ _____	Consignee Name and Address _____ _____
Logos # 106426	