

SAMPLE SUBMISSION INSTRUCTIONS

Please follow these instructions carefully and take great care during the collection and identification of each sample that you intend to submit.

STEP-BY-STEP GUIDE

1. Complete the Personal and Payment Details Form

2. Complete the chXout Sample Submission Form for the specific service that you require - please write (in ink) your own unique sample reference/ID and species (if known) for each sample you are intending to submit for analysis.

3. Sample Collection

- a. If you are sending us more than one sample, **please clean any equipment you are using between bagging-up samples** e.g. scissors/tweezers, to avoid cross-contamination.
- b. **Please prepare the samples one at a time** and if possible, get a colleague to confirm that the sample in the container corresponds to that written on the container's label and the sample ID recorded on the chXout Sample Submission Form.
- c. If you are submitting more than one sample, **repeat the above steps (3a-3b) for each sample**, separately.

4. Please put the following into a secure/sealed envelope/Jiffy bag:

- a. Each sample in its own secure, labeled container
- b. The completed:
 - ✓ Sample Submission Form
 - ✓ Personal Details & Payment Form

5. Send your samples to:

chXout®
The Durham Genome Centre
Park House
Station Road
Lanchester
DH7 0EX