

Shipping Requirements

Please, make sure to contact us beforehand shipment in order to avoid any dates we will be unable to receive your samples.

Upon shipment, please **send a notification** with your **Courier Tracking Number** and the electronic version of the **Order Form** by email: epics@ulb.ac.be or Fax: +32 2 55562 57.

Please note that small numbers of samples (<12 samples) need to be coupled and processed with other samples. This may require longer time-around. If needed, they can be handled with shorter time-around at additional costs. Please **contact us** to discuss it, by email: epics@ulb.ac.be or phone: +32(0)2-55562 43)

- For up to 24 samples: samples can be shipped in Nuclease-free **ependorf-like tubes** with the sample identification code clearly written on the tube with a permanent marker pen. Please use the very same labels listed in your ORDER Form
- For larger projects (> 24 samples), samples should be sent in **96-well plates**. Please, **randomize** samples across and within the plates to make sure biological effects can be distinguished from potential batch processing effects.

Plates	
Type	Skirted PCR 96-well plate (clear wells) ⁽¹⁾
Sealing	Cap mat or heat seal
Labelling	Use a permanent mark pen ⁽²⁾
Packaging	Use cardboard spacers between plates and bubble wrap around the plate

⁽¹⁾ **DO NOT USE** plates with flat or U-bottom wells.

⁽²⁾ **Use the same labels for your tubes and/or plates as in the ORDER Form.**

- Tubes and/or plates must be shipped on **DRY-ICE**. For intercontinental journeys, the samples should be packed with enough dry ice (e.g. 15-20kg dry ice for a 35x35x38 cm box or dry ice for at least 3-4 days delivery). For longer journeys ask your Courier to re-ice your package.
- Include in the package:
 1. Results of your Quality Control (i.e. pictures of DNA or RNA on gel, BioAnalyzer profile ...)
 2. Order Form and Quote

Send samples to:

ULB – Laboratory of Cancer Epigenetics
Faculty of Medicine
C.P. 614 – Bldg GE – Floor 5 – Room G2.5.210
Route de Lennik, 808
1070 Brussels
BELGIUM

If you have any queries and/or do not meet the sample requirements, please contact us by email: epics@ulb.ac.be or phone +32 2-55562 43.