|  |  |
| --- | --- |
| CGEBM project reference |  |
| PI |  |
| Project title |  |

Sample transfer to CGEBM

Sample transfer to Collaborator

N/A

|  |  |
| --- | --- |
| Person transferring samples |  |
| Details of samples  Please include all relevant metadata (e.g. your experimental groups and any batch information if samples have been processed in batches at any stage). This can be provided on a separate spreadsheet if preferred. |  |
| Status of samples (room temp, wet ice, dry ice, liquid nitrogen, etc.) |  |
| Sample volume  *CGEBM recommend taking a separate 5ul aliquot for QC purposes at the end of RNA extraction. Snap freeze all aliquots at -70oC and transfer samples to CGEBM on dry ice. Avoid freeze-thaws. If your samples are stored, do not thaw to aliquot as this typically results in some degradation. Advise CGEBM staff there is a single aliquot for QC and library preparation.* | Is this aliquot for QC? Yes/ No  Is there a separate aliquot for Library preparation? Yes/ No   * Have you provided this? Yes/ No   What volume have you provided?  What is the concentration (if known)?  How did you measure concentration? |
| Date of sample transfer |  |

*Please sign next page*

Reagent transfer to CGEBM

Reagent transfer to Collaborator

N/A

|  |  |
| --- | --- |
| Person transferring reagent(s) |  |
| Details of reagents |  |
| Status of reagents (room temp, wet ice, dry ice, liquid nitrogen, etc.) |  |
| Date of reagent transfer |  |

|  |  |
| --- | --- |
| Collaborator Signature and Date |  |
| CGEBM Signature and Date |  |

Internal mail transfer is only for sample types that will be stable at room temperature.

Users should take samples to the Porters desk in the Polwarth (preferably before 2:30pm) and they will be collected for delivery to King’s the next morning. Please note on the package that it requires ‘urgent next day delivery’ and highlight with a pink or yellow highlighter. Please do not mail any precious or labile samples, the CGEBM team can collect these from the IMS. CGEBM mailing address is 23 St Machar Drive, Old Aberdeen. AB24 3RY. You may also liaise with the CGEBM team (cgebm@abdn.ac.uk) to drop off samples at this location.