 

**Institute of Experimental and Clinical Pharmacology and Toxicology**

**Chair of Clinical Pharmacology and Clinical Toxicology**

**Core Unit METAB**

**Checklist for samples**

All samples are uniquely labelled in accordance with the SOP for sample preparation

Labelling is waterproof & resistant to cold storage conditions and large enough for reading without a magnifying glass

All samples are in 1,5mL conical snap-cap Eppis with serial numeric labelling (i.e.: 1, 2, 3, etc.) and labelled boxes

Labelling is NOT attached with adhesive tape (adhesive tape will not stick to the Eppis and clog up our centrifuge)

All samples were permanently stored at -80°C and transported on dry ice

All safety and regulatory requirements for biological specimens are met

An excel list with detailed sample information has been sent to the MS facility. One column must contain the serial numeric labelling!

**Additional requirements for samples sent via courier**

An absorbent pad is inside each Ziploc bag (recommended)

The shipment is correctly labelled (dry ice is considered dangerous goods)

The MS facility has already been informed about the transport and the expected delivery date (avoid shipping samples over the weekend, ship on Monday- Wednesday; do NOT ship on Thursday or Friday)

**Date and signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_