 

**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_