

DNA SAMPLE PACKING AND SHIPPING GUIDE

To ensure your DNA samples are processed efficiently & accurately, please follow these packing & shipping instructions carefully. Proper preparation helps avoid delays & maintains the integrity of your samples.

Pre-shipment Checklist

1. Submit Sample Information

Complete and send the DNA sample template to your project manager before shipping and upload the sample plate information onto 3CR Bio Lab Services online portal www.3crbio.com/lab-services.

2. Contact Your Project Manager

Confirm all details with your project manager before sending your samples.

DNA Sample Submission

1. DNA Quantity

Provide the required DNA volume/mass based on your project needs. Minimum Requirements: 2 ng per sample, 5 ng/ μ L concentration.

Include additional volume for pipetting and at least two No Template Control (NTC) wells per 96-well plate, and four NTC wells per 384-well plate.

2. Plate Type

We accept 96-well and 384-well plates.

Plate Name													
Plate Barcode													
		1	2	3	4	5	6	7	8	9	10	11	12
A													
B													
C													
D													
E													
F													
G													
H													



3. Plate Sealing

Seal plates with heat sealing or cap mats to prevent leakage and contamination.

Important! If using adhesive seals, please make sure they are compatible with freezing. Ideally, avoid using sticky seals, as these are usually insufficient, and they may cause sample leakage.

4. Labelling of Plates

Clearly label each plate with a barcode or permanent marker.

The plate name should match the one in your submitted sample file.

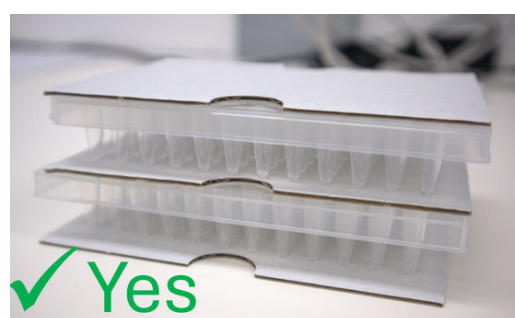
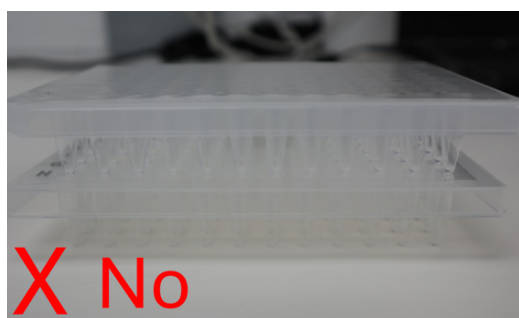
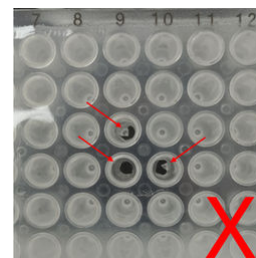
Follow naming conventions: 1-15 characters, alphanumeric, no spaces.



5. Packaging

If shipping multiple plates, place a cardboard spacer between each plate to prevent seal piercing or damage to wells.

Do not stack plates on top of each other without use of cardboard spacers.

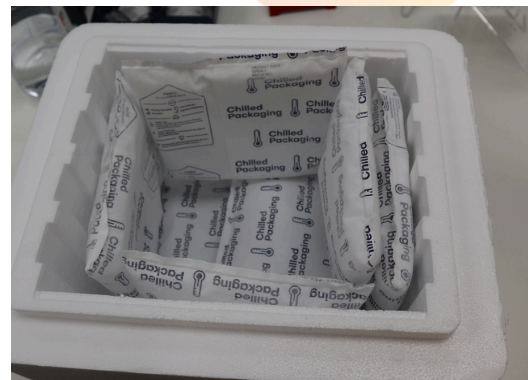


Wrap stacked plates carefully with bubble wrap and cardboard spacers to avoid damage during transit.



Shipping Instructions

1. Pack sample plates in a polystyrene box filled with either dry ice or -20°C ice packs.
2. Ensure there is dry ice/cold packs at the top, bottom and sides of the container with the plate. Pack plates snugly to reduce shifting or movement during shipment.
3. Make sure the box is clearly labelled on the outside.
4. Avoid weekend deliveries to prevent thawing of dry ice/ice packs and samples.
5. Contact Customer Support
For region-specific shipping conditions, reach out to our customer support team before shipping.



Shipping Address

3CR Bioscience Ltd.
Unit 10, West Point Business Park,
West Road, Harlow, Essex,
CM20 2BU, United Kingdom

Contact Information

For any questions or assistance with shipping, please contact our customer support team support@3crbio.com.