IF-3.10.22.Sample_shipping_instructions

1. Shipping Instructions

Customers must follow all legal rules and guidelines for packing and shipment of their respective sample types (e.g. human specimens, animal samples or byproducts). Name and Address of the sender and the Proteome Sciences (PS) Quotation Number and/or SOW Number should be clearly visible on packaging and enclosed paperwork.

1.1. Shipping Address

Proteome Sciences R&D GmbH & Co. KG
Altenhöferallee 3
D-60438 Frankfurt am Main
Germany
Attn: Ms. Gitte Boehm
Tel: (+49 69) 50 986-716

shipping@proteomics.com
(Please use this email address for communication concerning shipments)

1.2. Samples

- It is recommended that all samples for a study are shipped in one shipment with all documentation (see section 1.4) collected. If samples have to be split on different shipments please provide this information with details to shipping@proteomics.com before shipment.
- Samples must be kept frozen and shipped on dry ice and/or stored at -80°C at all times.
- Samples will not be analysed if thawed on arrival.
- If samples are not stable or suitable for storage on dry ice or -80°C please contact our shipping@proteomics.com to discuss suitable shipment conditions.
- Please note that dry ice is a Class 9 miscellaneous hazard.
- Customers are advised to consult the shipping company to confirm enough dry ice is contained within the parcel and to include directions for storage / topping up dry ice if the samples are delayed.
- Samples should be shipped in clearly labelled vials bearing (as a minimum) a unique sample identifier used in the documentation.
- Use of labels withstanding freeze-thaw and -80°C is recommended (e.g. print-labels M-131-492, Brady).
- We recommend using e.g. Eppendorf Protein LoBind vials 1.5 ml (0030108116) or 2 ml (0030108132) if suitable for volumes and samples provided.

1.3. Recommended Couriers

Especially for animal byproducts as reliable entry over Frankfurt Airport is needed

- World Courier
- Marken

If an alternative courier company is to be used please notify us via shipping@proteomics.com.

It is our recommendation that customers ship samples on Mondays to avoid weekend delays in customs. Please provide your **shipment tracking number** so that we can monitor the progress of your shipment and note that delivery to PS is to be scheduled from 8:30-17:00 Mondays-Fridays.

1.4. Documentation for shipment

Customers are advised to consult their courier company for details of specific information required on documentation. Relevant documentation depends on sample type as well as countries of origin and destination.

Typically these include:

- Declaration of Materials (see below)
- Commercial Invoice / Customs invoice / Pro Forma invoice (shipping companies have templates, value for customs purpose: typically a low value of e.g. 10 Euro is stated)
- An export or import allowance (if necessary). This is e.g. needed for animal samples and/or samples containing animal byproducts. When shipped into Germany from outside EU an import allowance is needed before shipment is conducted. Please see section 2.2. and contact us on shipping@proteomics.com if this applies.
- All documentation should include an authorized signature on behalf of customer to verify accuracy.

Prior to shipment customers are required to complete a **sample information file** (.xlsx document) provided by our Sales Team. Please provide the completed file and copies of all relevant documentation to shipping@proteomics.com prior to shipment. If you have any questions regarding the completion of your sample information file please contact shipping@proteomics.com prior to shipment.

1.5. Declaration of Materials

A Declaration of Materials should include the following information:

- Detailed description of materials and quantities including unique sample identifier that allows linking of sample vial and relevant biological information
  - Total number of samples
  - Sample type and organism (e.g. plasma, serum, CSF, cell-free protein solution for research use)
  - Please list any additional materials (antibodies, recombinant protein etc. Please note that these may fall into the category of animal byproducts)
- Purpose: "*The material is for importation into Germany for laboratory use for research only"*
- Name, address, and contact information for consignor and consignee.
- Packing list: sample number X an Xml vial of tissue, from defined organism, which are not infectious and do not contain infectious agents and have not been exposed to infectious agents at any time. First vial of X vials total.
- Proof of ethical approval (an email will suffice) for clinical specimens.
- Typically used sentences/expressions in describing the status of the samples: non-infectious, do not contain any infectious agents and have not been exposed to infectious agents at any time. Do not contain animal products or byproducts. Do not contain genetically modified organisms. The material is for importation into Germany for laboratory research use only.

2. Additional Shipping Instructions

2.1. Infective agents and genetically modified organisms

Proteome Sciences cannot receive infectious agents or genetically modified organisms. If your samples fall in these categories please contact our Head of Operations for details of how to process your samples prior to shipment. Infectious agents or genetically modified organisms must be inactivated and processed to a cell-free protein solution prior to shipment. All such materials must be accompanied with a statement confirming that the samples are cell-free protein solutions and are free of viable GMO material.

2.2. Animal samples/animal byproducts from outside the EU

In case of animal samples or samples containing animal byproducts we need to apply for an import allowance if samples are delivered from outside the EU before any shipment is conducted. Proteome Sciences R&D GmbH &Co. KG is registered for working with animal byproducts of category 1 with the number is DE 06 412 0034 21. Before shipping animal samples/ byproducts interaction with PS is needed (shipping@proteomics.com). (For material from animal cell cultures please see below point 2.3).

To be able to apply for the import allowance we need the following information:

- A declaration with the description of samples (type (e.g. plasma, adipose tissue), number, amounts, species, laboratory animals, for research purposes). Furthermore (if applicable) that samples are non-hazardous, non-toxic, not infectious, do not contain any pathogens and have not been exposed to any infectious agents any time.
- We need the details (name, address etc of the sender/ and if deviating producer) for the/each shipment to be able to apply for the import allowance.
- As the import allowance is applied for entry over Frankfurt, the shipment company reliably needs to use Frankfurt Airport as entry site into the EU (e.g. WorldCourier, Marken).
- If samples will be sent in different shipments or from different locations then we need that information in advance.

With this information we can apply for the import allowance and typically receive it within ~2 weeks and usually it is valid for 6 months. Only after the import allowance is granted the shipment can be conducted. We then have to physically provide the import allowance document to the courier company that will be conducting the shipment (with reference to e.g. the Airway Bill Number/Job Number).

Usually the import allowance i.a. includes the following auxiliary conditions:

- Shipment has to be organized as air-freight to Frankfurt Airport.
- The material has to be packed surrounded with material that can absorb, soak in case of potential spillage and packed safely so that no material can leak in case of damage.
- A declaration of the sender has to be contained that confirms that material is not infectious and furthermore shall contain:

- Name and address of sender
- If deviating then also name and address of producer
- Description of material and animal species of origin
- Amount of material
- Name and address of recipient
- Purpose of use (laboratory research)

2.3. Animal cell cultures from outside the EU

For animal derived cell cultures that went through a number of passages we do not need an import allowance if devoid of bovine serum albumin or foetal calf serum. But still samples need to be presented at the veterinary office at border control. In preparation of that a declaration needs to be prepared by the customer containing the following information (needs to be provided with shipment):

- Name and address of the sender
- If deviating also the name and address of the producer
- Description of material and from which animal species it is derived
- (rough) amount of material, e.g. 3 protein solutions of murine C2C12 cells and 3 protein solutions of murine xyz123.4 cells (~volume of XYZ µl each)
- name and address of recipient
- purpose of use (for laboratory research)
- confirmation that material in non-infectious
- text that material does not contain any other animal derived material (e.g. foetal calf serum or bovine albumin)
- and if that is the case that cell lines went through ~XYZ number of passages

4. Treatment of Samples Following Analysis

Please specify treatment of samples following analysis (discard or return). If return, please provide shipping address and account information. Samples will only be retained if follow up studies are planned.

5. PS Shipping Team

shipping@proteomics.com

6. PS Head of Operations

Dr. Josef Schwarz, MBA, josef.schwarz@proteomics.com, +49 (0) 69 50986 704

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7. Typical sample amounts for Discovery Workflows

Discovery Workflow / Sample type, amounts per individual sample	SysQuant™	TMT®-MS2/3	Calibrator (with plasma and Supermix Depletion or CSF)	Supermix Depletion
Typical starting protein mass	600 µg	100 µg	depending	12.5 mg human/ 4.5 mg mouse or rat
Tissue (wet weight) (washed to remove blood etc., frozen) (in case of GMO as cell free protein solution after interaction with PS for lysis protocol details)	20-30 mg per sample, tissue dependent - may vary	10-20 mg per sample, tissue dependent - may vary	100 mg per 11plex or 16plex, tissue dependent - may vary	NA
Eukaryotic cells (cell number) cell type dependent, treatment dependent, total cell number dependent extraction efficiency etc. (ship as pellet, washed to remove medium components, frozen) (in case of GMO ship as cell free protein solution after interaction with PS for lysis protocol details)	10^7 to 10^8	10^6 to 10^7	NA	NA
human plasma or serum, volume (EDTA or citrate preferred, avoid hemolysis, remove cells within 30 minutes, freeze, ship frozen)	NA	NA	250 µL, backup samples highly recommended	250 µL, backup samples highly recommended
mouse or rat plasma, volume (EDTA or citrate preferred, avoid hemolysis, remove cells within 30 minutes, freeze, ship frozen)	NA	NA	150 µl, backup samples highly recommended	150 µl, backup samples highly recommended
CSF, volume (avoid hemolysis, ship frozen)	NA	300 µL per sample	300 µL per sample	NA
CSF, volume (avoid hemolysis, ship frozen) **(in Calibrator WF with phosphopeptide enrichment)**	NA	NA	600 µL per sample	NA

NOTE 1: Numbers given above should deliver sufficient protein for processing in most of the cases. Note that it is generally also possible to work with lower numbers. For other workflows, assay development etc. amounts are depending on exact case and will specifically be defined.
NOTE 2: We recommend preparation and shipping of backup samples in separate vials that can be used in case that some of the original samples do not deliver satisfactory quantity or quality or in case of technical failure.