

## Sending samples

### **Preparing sample tubes**

We recommend using the following sample tubes (no screw cap tubes, please):

- 2.0 ml Safe-Lock tubes (Eppendorf # 0030 120.094)
- 1.5 ml Safe-Lock tubes (Eppendorf # 0030 120.086)

Please label the sample tubes with consecutive numbers (e.g. 1, 2, 3, ...) and make sure that the labeling is waterproof and resistant to cold storage conditions. The label layer must not exceed paper thickness to ensure that the vials fit into the rotor racks of our centrifuge.

### **Sample description**

Please download the **Order form** (Excel file) from our website

(<https://www.mhh.de/metabolomics/service>) and fill in the first two Excel sheets:

- Excel sheet **Information**: Fill in the required information
- Excel sheet **List**: Add the sample list with consecutive numbers

Email the Excel file to [metabolomics@mh-hannover.de](mailto:metabolomics@mh-hannover.de) on the day of shipment at the latest and enclose a printed version to the package. Please download the **Sender's declaration** (pdf) from our website (<https://www.mhh.de/metabolomics/service>), fill it in, print it, sign it and add it to the samples, as well.

### **Sending samples – When and how**

Before sending the samples, please contact our laboratory to ensure receipt of the package (shipment is recommended to be performed at the beginning of the week). Please also ask for the storing conditions during shipment (dry ice, cooled or at ambient temperature).

### **Delivery address**

Medizinische Hochschule Hannover

ZFA Metabolomics, OE 9414

Geb. J6, Ebene 3, Raum 2130

Carl-Neuberg-Str. 1

D-30625 Hannover, Germany

**Scientific consultation:** Dr. Heike Bähre, [baehre.heike@mh-hannover.de](mailto:baehre.heike@mh-hannover.de)

**Technical questions:** [metabolomics@mh-hannover.de](mailto:metabolomics@mh-hannover.de)

**General information:** [www.mhh.de/metabolomics](http://www.mhh.de/metabolomics)

Please strictly follow these instructions to ensure rapid processing of your samples.