

## Sending samples within the Hannover Medical School (MHH)

### 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 clearly 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. (No adhesive tape for labeling, no Parafilm around the lid!)

### Sample description

Please download the **Order form** (Excel file) and **Sender's declaration** (Pdf file) from our website (<https://www.mhh.de/metabolomics/service>) and fill in the first three Excel sheets:

- Excel sheet **Information**: Fill in the required information
- Excel sheet **List**: Add the sample list with consecutive numbers
- Excel sheet **Sender's declaration**: Include the filled in and signed document as pdf file  
(If including doesn't work, send the pdf with the excel file)

E-mail 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.

### 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

**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.