



Biotechnology Center
UNIVERSITY OF WISCONSIN-MADISON

Shipping Guidelines for Sample Submission

- 1) Service requests must be registered through the UWBC Requester Portal and approved before samples are shipped.
- 2) You will receive an email notification when your request is approved. Once approved, samples may be shipped to the address below.
- 3) Ensure all applicable local, state, or federal regulations are followed when shipping biological samples. **If biologicals samples are transported/received in an unsafe manner, staff dispose samples in accordance with our biological safety protocols.**
- 4) A copy of your Service Request Summary must be included within your shipping container.
- 5) You will receive an automated email once your samples are received. Staff will also follow up with an email confirming the condition of the shipping container and samples contained within.
 - RNA samples must be shipped on dry ice overnight. Ensure there is sufficient dry ice contained within the shipping container to last two days at minimum.
 - gDNA samples may be shipped on ice or ice packs overnight. Ensure there are sufficient ice packs contained within the shipping container to last two days at minimum.
 - Tissue, blood, cells must be securely contained within a shipping box, tube, etc., and sealed in a plastic bag. **Blood samples must be sealed in an orange biohazardous bag.** Any leakage from blood tubes will result in automatic disposal in accordance with our biological safety protocol. Samples should be shipped on dry ice overnight. Ensure there is sufficient dry ice contained within the shipping container to last two days at minimum.
- 6) If samples do not follow guidelines (i.e., labeling, inappropriate container, etc.) or a Service Request Summary does not accompany the shipment, extra charges may be incurred.

UWBC Gene Expression Center
Room 2330
425 Henry Mall
Madison, WI 53706
+1 (608) 265-3029 (GEC phone number)