Version: September 2019

# Sample Shipment Guidelines

- The amounts of material needed for measurements depend on sample type and sample format (please see Sample Preparation Guidelines).
- Please use 2 ml tubes (preferably Eppendorf tubes with safe lock) and our cryo-resistant labels (for sample identification) to deliver the samples.
- Before receiving the sample labels, please fill the Excel Info file provided by your contact Person. Except the "Tube_ID", "Sample_ID" and "Sample_Form", the columns are not mandatory to be filled. Providing other information is voluntary but may be helpful in data analysis. The "Tube_ID" can be edited and is the sample identifier printed on the labels (cannot exceed 6 characters). **The "Sample_ID" is used as sample name throughout our analysis and therefore used in all data tables and plot deliveries.** Both **identifiers are required to be unique** in order to be able to distinguish samples easily. By the "Sample_Form" you may inform us if you provide lyophilized or frozen material. Please rather avoid special characters and spaces.
- As soon as you return the filled Excel Info table, we will send the printed tube labels.

## Label information




- MSX_ID, Run Order and Barcode are set in our sample tracking system and cannot be changed
- Tube_ID is the only one information from excel file which is printed on label and should be used as unique identifier for sample

## Shipping Details

- **Please inform us when the samples are shipped.**
- Please send your samples at the beginning of the week (preferentially on a Monday).
- Frozen samples shall be shipped on reasonable amounts of dry-ice (domestic 5-6 kg, international minimum 10 kg) in Styrofoam cooler. Please ensure that the carrier will deliver within 48 to 72 hours or organize a refilling service.
- Lyophilized material shall be shipped without any cooling.
- Please send your package to:

**MetaSysX GmbH**

**Am Mühlenberg 11**

**14476 Potsdam-Golm**

**Germany**

**Tel.: +49 (0)331 95143603**


**metaSysX GmbH**

Am Mühlenberg 11
14476 Potsdam - Golm
Tel: +49 331 95143603
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Email: contact@metasysx.com

Geschäftsführer
Dr. Thomas Frischmuth

Amtsgericht Potsdam
HRB 25235

Berliner Volksbank e.G
BIC / SWIFT: BEVODEBB

IBAN: DE40100900002185953001
Steuernummer: 046 / 114 / 06245
VAT ID - No.: DE286193310

# Sample Preparation Guidelines

- All samples should be **immediately flash-frozen** in liquid nitrogen following harvest and kept in −80°C until shipment or lyophilization (freeze-drying).
- The required amounts of sample material depend on the type (organism, liquid) and format (flash-frozen, lyophilized) of the sample. Please find below optimal sample amounts for your sample type. However, we highly appreciate extra amounts of sample material for tests and as backup.
- If you have less material available, please inform us in order to find a solution. Smaller amounts may be sufficient depending on sample material and service requested.

## Plant Samples

**We are able to investiate almost all plant tissues.**

Both ground and intact material is accepted but preferably ground. Material should be flash-frozen in liquid nitrogen or lyophilized. For lyophilization sample material should be ground beforehand.

**Fresh material (frozen)**: 100 mg

**Lyophilized material**: 50 mg

## Solid (Animal) Samples

**e.g. human and animal tissues (**i.e. brain, liver), **fish eggs, pests (**e.i. spider mites)**, insects …**

Both ground and intact material are acceptable but preferably ground. Material can be flash-frozen or lyophilized, however, samples shall be ground prior to lyophilization.

**Fresh (frozen) or lyophilized material**: 100 mg

Or certain number of individuals (insects, pests).

Please consult us for special species.

## Food-related Samples

**Wine**: 2 ml

**Wine must**: 2 ml

**Oil**: 2 ml

**Cell Culture Medium**: 2 ml

## Cell Cultures and Yeast

**Cell quantity: >300 ng or 10e$^9$ cells** (based on *E.coli*)

Cell volume: 50-100 µl of packed cells

Preferably, the total cell number should be fixed across samples. For small variations, information about the cell number shall be provided to us in order to apply proper normalization (can be entered into Excel Info file).

For cultivation, cell density should be higher than 2 x 10e$^7$ /ml. Please spin the cells gently to avoid cell lysis and remove supernatant. In detail: Collect the cell culture in a falcon tube and spin it down at less than 1000 g for 3–5 min. Discard the supernatant, leaving 1 ml and the cell pellet. The volume should be fixed for all samples. Resuspend the pellet gently in the remaining media and pipette the cells into a 2 ml polypropylene tube. Spin down at the same speed and discard the supernatant. The pellet should be immediately snap-frozen in liquid nitrogen within minutes of sampling and stored at −80 °C until extraction.

## Body Fluids

**Serum and Plasma:** 100-200 µl

Please avoid Citrate and Lithium compounds as anticoagulation agents.

**Urine**: 100-200 µl

For other sample types we prefer extracted samples. We will provide a detailed extraction protocol and guidance for convenience.

- All information can also be found on http://www.metasysx.com/sample-information.
- **Please do not hesitate to contact our scientists in case you do not find your sample type or in case of any questions by either directly approaching your MetaSysX Contact Person or by using contact@metasysx.com.**

metasysx
metabolomics and systems biology company.

**metaSysX GmbH**

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