

# **mirxes**

TO KNOW. TO ACT.

## **Overseas Shipping Guide (Nucleic Acids)**

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May 2023



## Standard Operating Protocol

Prepare samples according to input guide

Complete Service Order Form (SOF) and send it to Mirxes

Prepare shipment package, air waybill and commercial invoice

Arrange for package pick up by your courier

Send the tracking number to Mirxes

# Sample Preparation

Nucleic acids: Send in Eppendorf tubes, strip-tubes or 96-well microplates

## Human Whole Genome Sequencing

Service	Sample Type	Sample Source	Optimum Input Amount	Volume	Concentration	Purity and Quality
hWGS (PCR-free)	gDNA	Fresh frozen tissue, cell line, saliva, blood	≥ 1.5 µg	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 1.7 DIN ≥ 7
hWGS (PCR-based)	gDNA	Fresh frozen tissue, cell line, saliva, blood	≥ 500 ng	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 1.7 DIN ≥ 7
	gDNA	FFPE	≥ 800ng	≥ 20 µl	≥ 20 ng/µl	Main band of > 1,500 bp (Q Score > 0.5) DIN ≥ 4

Recommended suspension buffer: TE buffer or Nuclease-free water

## Human Whole Exome Sequencing

Service	Sample Type	Sample Source	Optimum Input Amount	Volume	Concentration	Purity and Quality
hWES	gDNA	Fresh frozen tissue, cell line, saliva, blood	≥ 500 ng	≥ 20 µl	≥ 10 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 1.7 DIN ≥ 7
	gDNA	FFPE	≥ 500 ng	≥ 20 µl	≥ 10 ng/µl	Main band of > 1,500 bp (Q Score > 0.5) DIN ≥ 4

Recommended suspension buffer: TE buffer or Nuclease-free water

# Sample Preparation

## RNA Sequencing

Service	Sample Type	Sample Source	Optimum Input Amount	Volume	Concentration	Purity and Quality
RNA-Seq	Total RNA	Fresh frozen tissue, cell line, saliva, blood	≥ 500 ng	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 2.0 RIN ≥ 6
	Total RNA	FFPE	≥ 500 ng	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 2.0 DV200 > 50% RIN ≥ 2
RNA-Seq (Directional)	Total RNA	Fresh frozen tissue, cell line, saliva, blood	≥ 1µg	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 2.0 RIN ≥ 6
	Total RNA	FFPE	≥ 1µg	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 2.0 DV200 > 50% RIN ≥ 2

Recommended suspension buffer: TE buffer or Nuclease-free water

# Sample Preparation

## Human Whole Genome Methylation Sequencing

Service	Sample Type	Sample Source	Optimum Input Amount	Volume	Concentration	Purity and Quality
hWGMS	gDNA	Fresh frozen tissue, cell line, saliva, blood	≥ 1 µg	≥ 20 µl	≥ 20 ng/µl	OD260/280 = 1.8 - 2.0 OD 260/230 ≥ 1.7 DIN ≥ 7

Recommended suspension buffer: TE buffer or Nuclease-free water

## Pre-made Library Sequencing Service

Service	Library Concentration (measured by Qubit)	Total Amount	Total Volume
Pre-made library sequencing	≥ 2 ng/µl	≥ 200 ng	≥ 20 µl

# Service Order Forms

Four types of service order forms (make sure you get the right one!)

1. Standard SOF: WGS, WES, RNA-Seq, WGMS
2. Library SOF: For premade library sequencing service only
3. scRNA SOF: For single cell RNA sequencing service only
4. Stereo-seq SOF(s): For Stereo-seq library sequencing service only

Return the completed form to Mirxes by emailing a soft copy and attaching a printed copy in your package

## Shipment Preparation



- Ensure all tubes or plates are clearly labelled per your descriptions in the sample order form.
- Ensure all tubes are tightly capped and parafilm-sealed to prevent leakage of samples. For plates, we will recommend heat-sealing if available.
- Pack in sufficient dry ice or ice packs (we recommend at least 2 days worth).
- Ensure package is tightly sealed prior to shipping

# Air Waybill (AWB) Preparation

The AWB are important for customs, insurance, billing and proof of contract between the shipping parties.

Your information

**Mirxes information**  
Mirxes Pte Ltd  
8 Biomedical Grove #02-01 Neuros  
Singapore 138665  
Attn: Samples Receiving

Input as "Non-hazardous,  
non-infectious research  
samples"

Refer to [http://www.fedex.com/hk\\_english/services/tools/intlairwaybill.html](http://www.fedex.com/hk_english/services/tools/intlairwaybill.html) for a step-by-step guide. Besides FedEx, Mirxes also works with DHL and World Courier for shipments of biological materials.



# Commercial Invoice Preparation

The commercial invoice is the primary document for customs clearance in international shipments.

		XXX Inc
		COMPANY NAME
		New York
		COMPANY ADDRESS

  

COMMERCIAL INVOICE	
INTERNATIONAL AIR WAYBILL NO.	390819919054
<b>(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill.)</b>	
DATE OF EXPORTATION 5/3/2023	EXPORT REFERENCES (i.e., order no., invoice no.) 2106
SHIPPER/EXPORTER (complete name and address) Name Address	CONSIGNEE (complete name and address) Mirxes Pte Ltd Address: 8 Biomedical Grove #02-01 Neuros, Singapore 138665 Attention: Samples Receiving
COUNTRY OF EXPORT USA	IMPORTER — IF OTHER THAN CONSIGNEE (complete name and address)
COUNTRY OF MANUFACTURE NA	
COUNTRY OF ULTIMATE DESTINATION Singapore	

AWB number here

PO number

Your information

Mirxes information

Template from FedEx: <http://www.fedex.com/downloads/shared/shipdocuments/blankforms/commercialinvoice.pdf>

# Commercial Invoice Preparation

Declare as stated here  
(must be identical with  
your AWB)

MARKS/NOS.	NO. OF PKGS.	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY.	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
	1	Box	Non-hazardous, non-infectious research samples	1	EA	10kg	\$50	\$50
						TOTAL WEIGHT	TOTAL INVOICE VALUE	
						10kg	\$50	

Declare any value  
between \$1 - \$50  
(must be identical  
with your AWB)

SEE REVERSE SIDE FOR HELP WITH THE ABOVE SECTION

FOR U.S. EXPORT ONLY: THESE COMMODITIES, TECHNOLOGY, OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND CORRECT.

SIGNATURE OF SHIPPER/EXPORTER (Type name and title and sign.)

DATE

XXX

5/3/2023

M-1054 REV 2/00 LOGOS 116547 WCS

Check one  
 F.O.B.  
 C & F  
 C.I.F.

Remember to  
check FOB

## Ship your samples

- Shipments are typically received on weekdays from 9am to 6pm barring public holidays in Singapore
- Recommended to ship on Monday (to reach Thurs-Fri) or Friday (to reach Mon-Tues)
- Mirxes can accept urgent shipments on weekends if required
- Please refer [here](#) for the public holidays in Singapore to avoid
- At this point of time, you should have a technical specialist communicating with you on the process and he will be able to assist you with your questions