







INTERNATIONAL DELIVERY OF SAMPLES: GENERAL ACTION PROTOCOL

1º. COLLECTION KIT

SAMPLE	SUPPORT	ANALYSIS FOR:	REFERENCE	
Oral mucosa (saliva)	Floq (swab)	Molecular genetic test	50U004DS Regular, 20mm Breaking Point, in 174,5mm long dry tube	
Blood	EDTA Tube	Molecular genetic test	Any reference	
DNA	Sterile Eppendorf	Molecular genetic test	Any reference	
Blood	PAXgene Blood RNA Tubes	RNA	QIAGEN	
Blood	Heparine-Li Tube	Karyotype peripheral blood	Any reference	
Blood	Streck Tube, Cell-Free DNA BCT	NIDA (non-invasive detection of Aneuploidy)	Cell-Free DNA BCT 100-Tube Pack (RUO) 218962	
Amniotic fluid	Truncated sterile Tube 10ml	Karyotype amniotic fluid	NUNC 56758	
Abortion Tissues and Chorionic villi	Tube with medium supplemented	Karyotype other tissues	Provided by GENYCA	

2º. SAMPLING

The tube will be marked with the patient's name or code.

ORAL MUCOSA SAMPLES

Two floqcs with cells for the oral mucosa (saliva) will be taken for each patient, following the instructions detailed in the document "Instructions for molecular genetic analysis on oral mucosa samples".

BLOOD SAMPLES OR BLOOD FOR RNA ANALYSIS

A minimum of 5 ml of blood will be taken into tubes with adequate anticoagulant (10 ml for NIDA analysis).

AMNIOTIC FLUID

It is necessary two tubes (called A and B) with a minimum of 7 ml of AF each. Don't write the tube on truncated side. Always send mother sample (blood or saliva) to detect maternal contamination.

ABORTION TISSUES AND CHORIONIC VILLI

Introduce in security cabine, a minimum of 5 cm² of tissue. Always send mother sample (blood or saliva) to detect maternal contamination.

DNA

A minimum of 100 ul of DNA 100 ng/ul concentrated.

Fill out the "General Request Form", very particularly the following sections: Patient data, Sample data, Health care provider data (signature), Requested analysis, Custody chain: Sampling and Informed consent in page 2 (patient signature).

Whenever necessary (NUTRIGENETIC studies and NIDA) the document "Document of Complementary Data" must be filled, specially the following sections: Patient data, Clinical data, Analysis requested and Patient's signature in page 2.

3º. DELIVERY OF SAMPLES TO GENYCA

- Preparation of the sample. Refrigerated transportation is not necessary. Only blood samples for RNA analysis must be sent with cold blocks.

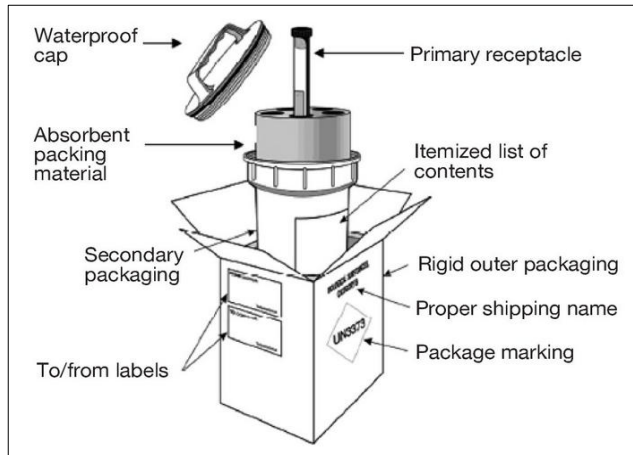


ORAL MUCOSA SAMPLES

- 1.1 Place the swabs, the General Request Form and the Document of Complementary Data inside an envelope. Use one envelope per patient.
- 1.2 Place the different envelopes of each patient in a big envelope. Write the addressee in the exterior of the envelope: GENYCA, C/ Alegría 18, Majadahonda 28220, Madrid, Spain.
- 1.3 Write "Exempt biological sample - Muestra biológica exenta" in the outside of the envelope.
- 1.4 Store in a refrigerator (4°C) or at room temperature avoiding heat sources until collection.

BLOOD, AMNIOTIC LIQUID, ABORTION TISSUES AND CHORIONIC VILLI SAMPLES

- 1.1 Insert the tube with sample in a sealed holder complying with the specifications of samples classified as UN3373 "Biological Substances Category B".
- 1.2 Put in the General Request Form and the Document of Complementary Data.
- 1.3 Write the addressee in the outside of the packaging: GENYCA, C/ Alegría 18, Majadahonda 28220, Madrid, Spain.
- 1.4 Write "UN3373 – BIOLOGICAL SUBSTANCE CATEGORY B - Sustancias Biológicas Categoría B" on the outside of the packaging.
- 1.5 Store in a refrigerator (4°C) or at room temperature avoiding heat sources until collection.



DNA SAMPLES

- 1.1 Place the eppendorf, the General Request Form and the Document of Complementary Data inside an envelope. Use one envelope per patient.
- 1.2 Place the different envelopes of each patient in a big envelope. Write the addressee in the exterior of the envelope: GENYCA, C/ Alegría 18, Majadahonda 28220, Madrid, Spain.
- 1.3 Store in a refrigerator (4°C) or at room temperature avoiding heat sources until collection.

2. Send together with the package, the documents "Proforma Invoice" and "Sanitary certificate or origin" duly completed, signed and stamped.
3. Call the messenger and request the collection of the package. GENYCA will provide the customer code of DHL, the authorization for use it and the telephone number of your nearest office. If the samples are sent grouped (see the minimum number of tests grouped for each test), the cost of shipping is included in the invoice. If the samples are sent individual or less than minimum number of test grouped, delivery bill will be included in the invoice of GENYCA 's genetic test.
4. Send the package to GENYCA at room temperature (blood samples for RNA analysis send with cold blocks), avoiding local and national festivities. Data for delivery:

Name:	GENYCA GENETICS
Address:	c/ Alegría 18, 28220, Majadahonda (Madrid) SPAIN
Telephone:	+34 91 634 61 06
Schedule:	Monday-Thursday 9am-7pm, Friday 9am-5pm
5. Send an email to info@genyca.es announcing the arrival of a shipment and indicating the number of samples sent.
6. The shipment will deliver the sample to GENYCA in around 48-72 hours (in NIDA test not exceed 48h shipping). At this time, the client will receive an email confirming the reception of the sample at GENYCA and this will be the beginning of the delivery time of the results, according to the current list of services.

4º. DELIVERY OF THE REPORT OF RESULTS AND INVOICE

1. GENYCA will send an invoice at the time of reception of the sample, which must be paid at the agreed time.

IBAN	ES18 0049 0789 5422 9114 5391
SWIFT/BIC	BSCHEMXX
Account owner	GENYCA INNOVA
Bank	BANCO SANTANDER - C/ Gran Vía, 1 - 28220, Majadahonda (Madrid) SPAIN
2. GENYCA will send the report of results to the client to the stated email address in pdf format protected with a password, according to the current list of services.

