

Boston Children's Hospital Translational Proteomics



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Sample Submission Guidelines

Note Regarding Metadata

DOT NOT include any protected health information (PHI)!

If PHI-adjacent information is included, samples will be returned unprocessed.

Tube Rack or 96-Well Plate Maps

We will provide **free-of-charge 0.48ml barcoded tubes in 96-format** for sending samples.

Please deliver/ship samples **on dry ice** in the provided tubes.

Ensure correct orientation of the holder (**A1 in the top left**).

Row names are engraved on the side of the holder but may be hard to see.

Keep wells **H10, H11, H12 EMPTY** (for our internal controls)

Make sure the latch is properly closed after inserting tubes.

Each holder has a **unique barcode**—please write this barcode number on the lid of each tube rack.



Please Note: correct orientation of holder is A1 on top left.

Sample Randomization Guidelines

To avoid systematic bias in analyzing more than **96 samples**, proper distribution is required:

Plates must have similar **statistical power** regarding variables of interest (e.g., case vs. control).

Major covariates should be evenly distributed across plates.

Contact us for help with **randomization scheme** - [✉ Saima.Ahmed@childrens.harvard.edu](mailto:Saima.Ahmed@childrens.harvard.edu)

We will provide an electronic 96 well plate schematic for you to fill and provide to us.

Shipping Instructions

✦ **All samples must be shipped overnight (Monday–Wednesday) on dry ice.**

📦 Labeling & Packaging:

- ✓ Label all sample containers **clearly with indelible ink.**
- ✓ If using stickers, ensure they are **compatible with dry ice conditions.**
- ✓ Ship samples **on dry ice**, with **enough dry ice for 72 hours.**
- ✓ Use **overnight priority shipping** with an **agreed-upon carrier.**
- ✓ **DO NOT** ship samples for **Thursday, Friday, or holiday delivery.**
- ✓ 📧 **Email:** meenakshi.jha@childrens.harvard.edu an **electronic copy** of the manifest + **tracking number(s)** after shipping.

Shipping Address

📍 **Boston Children's Hospital**

Attn: **Meenakshi Jha**

61 Binney Street

Boston, MA, 02115

📞 **Phone:** 617-919-2733

📧 **Email:** meenakshi.jha@childrens.harvard.edu

Shipping Notice & Timing

🚨 IMPORTANT:

- ✓ Provide at least **one week's notice** before shipping samples.
 - ✓ Ship samples via **overnight priority shipping** with an **agreed-upon carrier Monday–Wednesday ONLY.**
 - ✓ 📧 **Email:** meenakshi.jha@childrens.harvard.edu the **tracking number** after shipping.
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