

**PLEASE READ THROUGH CAREFULLY PRIOR TO SAMPLING!**

## Sample collection instructions for Alimetrics transportation vials



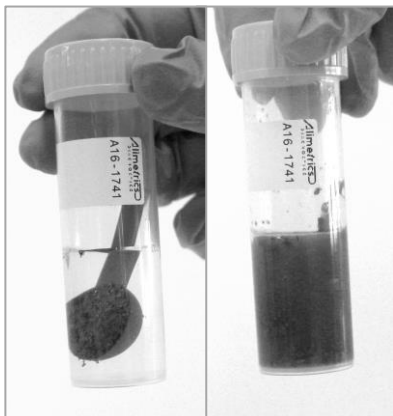
1. Vials are marked with Alimetrics codes (e.g. A16-1741). Please add your own sample ID respective to each vial in the electronic sample list (Excel file), which has been sent to you by e-mail.



2. In order to keep the Alimetrics delivery box clean and to save space while sampling, remove the vial rack from the box by lifting from the handles.



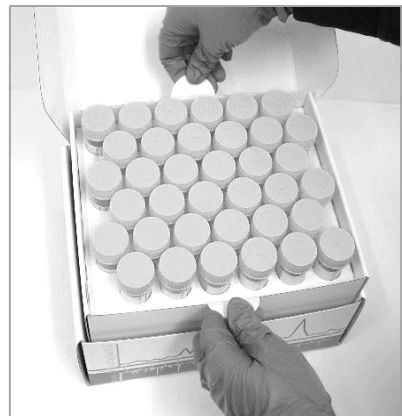
3. Take one spoonful of homogenized sample. Wipe the excess sample away e.g. with a clean paper towel so that the scoop is evenly filled. It is important not to overfill the scoop. Use a new spoon for each individual sample. Alternatively, weigh exactly 1 g of sample.



4. Place the spoon into the vial, close the lid tightly and shake the vial vigorously in order to completely suspend the sample material into the preservation buffer. Do not remove the spoon from the vial.



5. Turn the vial upside down to make sure that all the material has detached from the scoop. Be careful not to spill any liquid during the procedure. If spillage occurs, discard the vial and replace it with a new one.



6. After collecting all samples, place the vial rack back into the delivery box and close it carefully.

Please fill required sampling information in the electronic sample list and send it by e-mail to [diagnostics@alimetrics.com](mailto:diagnostics@alimetrics.com).

Provided in another sheet are the instructions for sending the vials back to Alimetrics Diagnostics Ltd.

**Items not included in the sampling kit:**

- Disposable plastic or aluminum cups (faeces/digesta homogenization)
- Disposable spatulas (faeces/digesta homogenization)
- Paper towels

**Notifications:**

1. Always use disposable gloves when sampling.
2. Remember to homogenize faecal/digesta material before scooping to get a representative sample.
3. Samples should be immediately introduced into preservation buffer after sampling and mixed thoroughly. If this is not possible, keep the samples cold (not frozen) while waiting, e.g. on ice.
4. Keep the sample vials at room temperature. Do not allow the vials to be exposed to sunlight for a prolonged period of time.
5. Do not allow the preservation buffer or samples to freeze.
6. For quantitative analytical results, it is essential not to spill the buffer from vials.
7. Dispatch the samples to Alimetrics Diagnostics no later than **30 days from the sampling.**

## Packing instructions for vial return

### RETURN DOCUMENTS (included)

- **Commercial document**
- **Transport license** ('Evira' for customs authorities)
- **TNT Consignment Note Return**
- **TNT Address Label**
- **Tag 'By-product category \_2\_ For research and diagnostic purposes'**

1. Place the Alimetrics delivery box into enclosed TNT bag for return delivery (max. 2 boxes per one bag). For larger deliveries, please use a cardboard box.
2. For documents that are put inside the TNT bag, please use the plastic envelope in order to keep them clean.
3. Fill out the three copies of **commercial document**. Send one with the delivery - the other two copies are for the carrier and the consignor.

*Please note, it is important that the commercial document is filled out to prevent the shipment to be delayed or even stopped due to customs regulations.*

4. Fill out the two copies of **TNT Consignment Note Return** and put them into transparent pocket outside of the TNT bag.
  - Remember to fill out the blank sections (No. of Pieces, Consignment Weight, Shipping Date, Description of Goods, and Sender's Signature and Date)
  - Remember that the Description of Goods must be accurate (e.g. 'BOX', 'CARTON', 'SAMPLES' or 'SPARE PARTS' are NOT acceptable)
5. Include also the **transport license** in the transparent pocket outside of the TNT bag.
6. Attach the **TNT Address Label** and the **Tag** outside of the TNT bag.
7. Dispatch the samples as soon as possible to Alimetrics Diagnostics (address here on the other side).
8. Please call your local TNT Customer Service for ordering the prepaid delivery (contact information on [www.tnt.com](http://www.tnt.com)).

**DELIVERY ADDRESS:**

**Alimetrics Diagnostics Ltd.**

Koskelontie 19 B

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Espoo, Finland