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| **Part I. requester information** | | | |
| **Sample Reference No.:**Click here to enter text. | | | Institute Name: Click here to enter text. |
| Customer Name:Click here to enter text. | Tel. no.:Click here to enter text. | | Official email:Click here to enter text. |
| **Project No:** Click here to enter text. | | **IRB No:** Click here to enter text. | |
| **I as a PI of the above project declare that the project is approved and the subject has been consented according to institute(s) policy and procedures\*:**  **YES**    **NO**    **N/A**   **Signature: Date:** Click here to enter a date.  ***\*PNU/KAAUH projects: The PI should provide a copy of the consent form with the request.*** | | | |

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| **Part II. service requested (*KINDLY CONSULT THE BACK OF THIS FORM for ACCEPTANCE CRITERIA BEFOR SENDING or call hsrc-dr on 011-82-44776)*** | | | |
| - Type of services:   * Core facilities:  Date of sample collection: Click here to enter a date. * Other HSRC lab services:  …………………… Dispatching date: Click here to enter a date. | | | |
| Sample(s) type:  - Blood  - DNA  - RNA  - Tissue (write type of tissue)  Click here to enter text.  - Dry sample:  Click here to enter text. - Others: Click here to enter text. | | | |
| Services code No.\*: | | | |
| CSF-GT01001 (DNA extraction)  CSF-GT01002 (RNA extraction)  CSF-GT01003(Standard PCR)  CSF-GT01004(Multiplex PCR)  CSF-GT01005(Real time PCR)  CSF-GT01006 (RT-PCR) | CSF-GT01007 (DNA sequencing)  CSF-BB03001 (DNA-80C° banking)  CSF-BB03002 (RNA-80C° banking)  CSF-BB030015 (Cell lines-LN2 banking)  ☐ Cell Cultures *inter service code*  bio-banking *inter service code* | | CSF- CC03036(Confocal Laser Microscopy)  CSF-CC03036L(Daily live Cell Confocal Laser Scanning Microscope)  CSF-CC03034 (Immunohistochemistry Staining)  CSF-CC03035(Immunostaining and Flow cytometry) |
| ***\*If the requested services not listed, kindly consult HSRC-RD price list and write below***  Service codes:   |  |  |  | | --- | --- | --- | | * *inter service code* | * *inter service code* | * *inter service code* | | * *inter service code* | * *inter service code* | * *inter service code* | | * *inter service code* | * *inter service code* | * *inter service code* | | * *inter service code* | * *inter service code* | * *inter service code* | | | | |
| **Part III. HSRC-RD ONLY** | | | |
| Receiving time and date:Click here to enter text.  Click here to enter a date.  Received by:Click here to enter text. | | Bar code no: | |
| Accepted byClick here to enter text.  Received to the related lab:Click here to enter text. | | Rejected by:Click here to enter text.  Reason: Click here to enter text.  Requester informed throughClick here to enter text. | |
| Service Approved by:Click here to enter text. Date: Click here to enter a date. | | | |

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| **rejection criteria** |

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| **rejection criteria** |
| 1. Please note that the sample will be rejected if: 2. Unlabeled and/or mismatched data between specimen and form. 3. A signed consent form not attached to the request form. 4. Direct contacting telephone, mobile and pager number not clearly written. 5. Sample clotted or arrived to the HSRC-RD more than 24 hours from the time of collection. 6. Sample not collected into a proper container. 7. Sample is broken or leakage during transportation or delivery. |

general guidelines:

1. Coordinate your request with HSRC-RD on 011-82-44776 and/or [hsrc-ir@pnu.edu.sa](mailto:hsrc-ir@pnu.edu.sa)
2. Sample should arrived to the lab during the working hours (7:30am – 4:30pm) from Sunday-Thursday
3. Write clearly sample collection and dispatching time on the transportation container
4. Make sure your contact information and email address is will written, all communications mainly will be through your email address
5. Make sure you attached a copy of consent form from subject(s) to avoid rejection
6. Make sure you follow the transportation conditions of delivering samples as follow:

**AVOID EXCESSIVE HEAT EXPOSURE AND HARSH WEATHER**

**DELIVERY OF ALL SAMPLES SHOULD BE WITH IN 24 HOURS**

**SAMPLES SHOULD BE SEALED IN A PROPOER SHIPMENT CONTAINER AND TREATED AS BIOHAZORD MATERILAS**

* 1. Cell culture and all other services at room temperature, sealed in proper transportation container
  2. Whole blood at 4C°-8C°
  3. Dried samples should be shipped at room temperature
  4. Samples for DNA extraction at 4C° sealed in proper transportation
  5. Samples for RNA extraction should be delivered on dry ice
  6. If sample(s) not listed above, kindly contact HSRC-RD on contact details at no.1