

Sample Declaration Form

SimpleXYZ Virtual Show Room · Winkoms Open Microscopy

How to use this form. Fill it in and sign it. Send a scan to **info@winkoms.eu** and include the **signed original in the package** together with your slides. **No sample is accepted without this form.** Samples that do not comply with these conditions are rejected and disposed of. The sender is responsible for the declaration.

Institution / research group _____
Contact person and e-mail _____
Shipping date _____
Number of slides (1 or 2) _____
Shipment reference / tracking no. _____

1. Nature of the sample

- Type of material (tissue, cell culture, smear, plant, other): _____
- Origin: ☐ Human ☐ Animal ☐ Plant ☐ Microbial ☐ Synthetic
- Human samples: ☐ Not applicable ☐ Completely anonymised, with no personal data of any kind, and with consent / ethics approval in place
- The sample does not contain and has never contained biological agents of risk group 2 or higher, and it is not contagious, infectious, biohazardous or toxic: ☐ Yes ☐ No (a "No" means the sample is not accepted)
- Genetically modified material: ☐ No ☐ Yes → specify: _____

2. Condition of the preparation

All boxes must be marked **Yes**. A **No** means the sample is rejected.

Requirement	Yes	No
Sample fixed (not live, not fresh)	☐	☐
Preparation dry , with no free liquid	☐	☐
Coverslip sealed around its whole perimeter (varnish or resin)	☐	☐
No uncured mounting medium or immersion oil	☐	☐
Slide and coverslip intact (no cracks, chips or displaced coverslip)	☐	☐
Standard 75 × 25 mm microscope slide	☐	☐
Legible label with reference and date, without personal data	☐	☐
Shipped in protective packaging (reusable if you want the slides returned)	☐	☐

3. Fluorochromes present

Our system has **DAPI and FITC filter sets only**. Only fluorescence samples compatible with these two sets are accepted.

☐ No fluorescence (brightfield sample: no fluorochromes to declare)

List **every** fluorochrome, dye or fluorescent protein in the preparation. Check each one in the list on our web page. If a product is not in the list, or you are in doubt, attach the **safety data sheet (SDS)** of the actual product.

No	Fluorochrome / dye	Manufacturer and reference	Concentration / dilution	SDS
1	_____	_____	_____	☐
2	_____	_____	_____	☐
3	_____	_____	_____	☐
4	_____	_____	_____	☐

4. Mounting medium and reagents

- Mounting medium (name, manufacturer, reference): _____
- Does it contain **sodium azide**? ☐ No ☐ Yes ☐ Unknown
- Does it contain phenylenediamine or other additives classified as hazardous? ☐ No ☐ Yes → specify: _____
- Sealant used: _____
- Attach the SDS of the mounting medium.

5. Excluded substances

Mark any of these substances that is present in the preparation. If you mark **any** of them, the sample is **not accepted under any circumstances** and you must not ship it.

- ☐ Cadmium quantum dots (CdSe/ZnS or others)
- ☐ 7-AAD (7-aminoactinomycin D)
- ☐ Ethidium bromide
- ☐ Propidium iodide

6. Declaration

The undersigned declares that the information given is true and complete, that the preparation complies with the conditions described in this form, and that any known hazard has been reported. Hazard classifications depend on the formulation and the batch of each product: the sender is responsible for providing the SDS of the actual product whenever it is requested. Winkoms reserves the right to reject and dispose of any sample that does not comply with these conditions, and the sender accepts that the information in this form is verified on receipt.

Name and position: _____

Date: _____

Signature: _____