

CELL LINE SHIPPING PROCEDURES

The following information is a technical guideline for shipping active cell cultures, cryopreserved cultures, fresh whole blood, and fixed cells to our facility. Cell-line specific technical notes are included as appropriate. The quality of laboratory results is highly dependent upon proper specimen collection and handling. Listed below are specimen requirements and handling procedures for tests performed by Kromatid:

- ▲ IMPORTANT! KromaTiD cannot accept category A infectious substances as defined by IATA (Dangerous Goods Regulations 3.6.2.1.1 Definition—Infectious Substances), including, but not limited to, specimens that may harbor variant Creutzfeldt-Jakob Disease (mad cow disease), HIV, or Tuberculosis.**

Shipping Instructions:

Send the package to the recipient by same-day or next-day delivery service (FedEx Priority Overnight or UPS Next Day Air) for delivery from Tuesday to Friday; avoid shipments arriving on weekends or holidays.

**Shipping should be addressed to:
KromaTiD Inc.**

1880 Industrial Circle, Suite A, Longmont CO, 80501

Email recipient with the tracking number and the shipment delivery date.

- Full Description of Goods:
- Viable cells for research use only
- Non-infectious, non-hazardous, non-toxic
Dangerous goods in expected quantities

Procedure for Shipping Live Cells in Culture:

- Procedure applies to established adherent or suspension cell lines, iPSCs, and T-Cells*
- ▲** *T-Cells only accepted per customer qualified protocols for shipment if shipping live at ambient temp.
- NOTE: not every cell line or donor-derived sample will be amenable to live transport. Our technical experts will be happy to consult with you prior to service to determine the best method for sending cultures to KromaTiD.

- Seed cells into T25 flask or T75 flasks.
- When cells reach 40-50% confluency, they are ready to be shipped.

⚠ Important! For T-Cells, sending them when they are in the log phase, and making sure any stimulants (IL2 etc.) are added at the correct time to account for at least 1 day in transit is imperative.

- Wrap the flask and media containers in absorbent paper toweling/absorbent sleeve and place in a sealable plastic bag.
- Place wrapped culture flasks in a small, insulated box and fill with bubble wrap, packing material, or gel ice packs at room temperature so that the contents will not shift inside the box during shipping.
- Place the polystyrene box inside a slightly larger cardboard box and seal with packing tape.
- Include requisition/information on each sample and on a printed form included outside of the insulated box but within the outer shipping box.

Example Media & Culture Conditions (Live Cells in Culture)

- 1-5 million Cells
- Prior to shipping, fill the flask to capacity with warmed media, tighten the cap and seal it with Parafilm.

⚠ Important! Use plug-seal caps only; do not use vented caps).

- Growth Media, Room Temperature, 20°-22°C or refrigerated.
- Do Not Freeze, insulated shipper

Procedure for Shipping Cryopreserved or Frozen Cells:

- Wrap the specimen box with absorbent paper.
 - Place the specimen box into a Ziplock bag and seal the bag.
 - Place the Ziplock bag in the bottom of the shipping box. If necessary, use sheets of bubble wrap to ensure specimens remain in a vertical position.
 - Fill a Styrofoam-lined shipping box with dry ice. Allow one pound of dry ice for every 2 hours in transport.
 - Fill empty space in the box with bubble wrap or paper. This will help prevent shifting of the specimen box when the ice dissipates.
 - Place the Styrofoam lid on top of the shipping box. Do not tape the Styrofoam lid to the box.
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- Put the completed specimen shipment list in a Ziplock bag and place it on top of the Styrofoam lid.
- Secure the outer lid of the shipping box with tape. Note: When using dry ice, the packaging must permit the release of carbon dioxide gas to prevent a build-up of pressure that could rupture the package. Leave an air gap when taping to ensure that carbon dioxide is released.
- Label the shipping box with a dry ice sticker.

Example Media & Shipping Conditions (Cryopreserved or Frozen Cells)

- 1-10 million Cells
- 0.5-1.5ml cryoprotectant media w/dry ice
- 1.7 Cryovial with Gasket
- Insulated shipper

Procedure for Shipping Fresh Whole Blood

- Collect 5-10ml blood in Dark Green-top, Sodium Heparin vacutainer tube, and keep at room temperature, inverting 4-8 times to prevent clots.
- Do not freeze any specimen type. Label all containers and requisition forms with sample ID info and date of collection.
- Place all specimens in leak-proof primary containers. Specimen containers should be placed in a plastic bio-hazard bag with absorbent material. Place the bagged specimen in another bio-hazard bag.
- **Example Media & Shipping Conditions (Fresh Whole Blood)**
 - 2-5ml Sodium Heparin blood collection tube
 - Growth Media, Room Temperature, 20°-22°C or refrigerated.
 - Do Not Freeze, insulated shipper
 - Label Bio-Hazardous Material

Procedure for Shipping Fixed Cell Pellets:

- Remove most of the fixative, leaving 1mL on the cell pellet.
- Flick the cell pellet into solution thoroughly and transfer full volume to a 2.0 mL screw-top cryovial (Corning part number 431386 or equivalent).
 - a. Use 0.5mL fresh fixative to rinse out 15mL conical tube in order to collect any cells left on the walls of the tube and transfer to the cryovial for a total volume of 1.5-1.7mL cells in fixative.
 - b. Make sure the vial is tightly screwed shut and parafilm the top before placing on icepack or dry ice for shipment.

Example Media & Shipping Conditions

- 1-5 million cells
- Frozen bullet of cryopreserved cells in cryoprotectant media
- Fixed cell pellet in 1-1.5ml Carnoy's Fixative (3:1 Methanol:Acetic Acid)
- Carnoy's fixative/ ice pack or dry ice/ insulated shipper
- 1.7mL cryovial with gasket, the lid sealed with parafilm