

If there are any problems or concerns, please contact the WiCell Characterization Lab at the phone number or email below.

Step 1

Receive your submission materials:



Your materials will include:

- Styrofoam cooler with outer cardboard shipping box
- Wipe-all
- Cold pack
- Two bio-hazard specimen bags
- Two This Side Up labels
- One UN3373 label
- Packing instructions

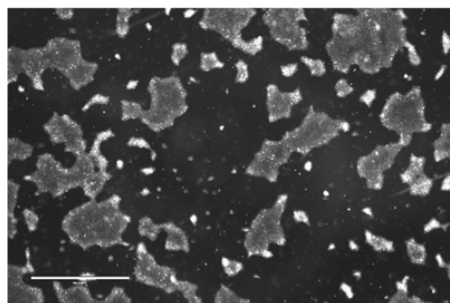
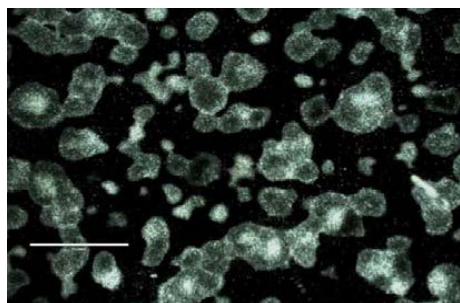
Step 2

Prepare your sample for shipping:



- Seed cells for testing into one or two T25 flasks.
- Culture samples in your lab until cultures resemble the images below.
- Prior to shipping, fill the T25 flask to capacity with warmed media, tighten the cap and seal it with para-film.
- Include an aliquot of media with your cultures in case it is necessary to replace the media prior to testing.
- Place samples and media into separate specimen bags.
- Warm the cold pack to 37°C using an incubator.

Cells should be shipped on day 3 or 4 after passage at about 40%-60% confluency. Examples below.



Instructions continue on the reverse side

Step 3

Pack your shipment:



- Place the wipe-all and the **warmed** shipping pack into the styrofoam container.
- Pack the flasks securely in the styrofoam box with absorbent material to keep the flasks from shifting during transit and to provide additional insulation.
- Place the styrofoam cover on the cooler.

Step 5

Prepare shipping box:



- Seal the box with packing tape
- Place the This Side Up labels on each side of the box
- Attach the UN3373 label

Step 4

Complete on-line sample submission request:



Complete **on-line** Characterization Testing Request, print your packing slip and include it on top of the styrofoam container.

Step 6

Ship your samples to WiCell:

- Prepare your shipping labels using the courier of your choice and attach to shipping box.
- Ship your samples **priority overnight** or **standard overnight** to:
WiCell Characterization Lab
504 South Rosa Road, Suite 101
Madison, WI 53719
- Contact characterization@wicell.org with your shipping tracking number.

Please **DO NOT** ship **FIRST OVERNIGHT**. Samples can be received at WiCell Monday through Friday from 8:00 a.m. to 4:00 p.m.