

SAMPLING AND SHIPPING INSTRUCTIONS

FOR ALL SAMPLES

Please indicate, if cells are cultured using antibiotics.

We recommend preparing duplicate samples and retaining one set of samples at your facility in the event a repeat assay is required.

PRIOR TO SHIPPING YOUR SAMPLE, PLEASE CONTACT OUR PROJECT MANAGER TO NOTIFY HER/HIM OF YOUR SHIPPING DATE.

SHIPPING ADDRESS

Attention of: **Project Management/Test Article Receipt**
Glycotope Biotechnology GmbH
Czernyring 22
D-69115 Heidelberg
Germany

SAMPLES ARE SUBMITTED IN ONE OF FOUR STANDARD FORMS:

1. **CRYOPRESERVED CELLS**
2. **LIVE CELLS – AS NECESSARY, BASED ON ASSAY. DO NOT SHIP LIVE CELLS WITHOUT PRIOR ARRANGEMENTS WITH OUR PROJECT MANAGER.**
3. **SNAP FROZEN SAMPLES (LYSATES/SUPERNATANTS)**
4. **COLD/AMBIENT TEMPERATURE – PURIFIED PRODUCT**

IF YOU ARE SHIPPING

CRYOPRESERVED CELLS (RECOMMENDED):

SEND SAMPLE(S) ON DRY ICE, VIA AN OVERNIGHT COURIER

At least two vials of cryopreserved cells should be submitted when samples for testing will be prepared by Glycotope Biotechnology.

Standard media formulations (e.g. DMEM, Ham's F12, etc) and qualified FBS (fetal bovine serum) are available for cell growth. Special supplements and/or serum to which the cell line has been adapted should be discussed prior to submission.

Cells should be shipped as indicated above (on dry ice). A document stating the biosafety status should accompany the shipment.

LIVE CELLS:

SHOULD NOT BE SHIPPED WITHOUT PRIOR ARRANGEMENTS WITH GLYCOTOPE BIOTECHNOLOGY. PLEASE CONTACT YOUR PROJECT MANAGER TO MAKE ARRANGEMENTS.

PLEASE NOTE THAT LIVE CELLS SHOULD BE SENT AT AMBIENT TEMPERATURE VIA AN OVERNIGHT COURIER.

Media availability and requirements are as described above for cryopreserved cells.

If shipping monolayer cultures, flasks should be 50-70 % confluent and filled completely with medium with as few air bubbles as possible and sealed with caps and parafilm to prevent leakage. Each flask should then be wrapped tightly in bubble wrap or paper towels to prevent excessive movement during shipment. Flasks should then be placed flat in the shipping box.

If shipping suspension cultures, to prevent excessive dilution, cells should be at least 5×10^5 to 1×10^6 cells/ml and in the smallest volume possible (i.e. 25 cm² flask). Suspension cultures should be placed in the shipping box in an upright position.

SNAP FROZEN SAMPLES (LYSATES/SUPERNATANTS):

SEND SAMPLE(S) ON DRY ICE, VIA AN OVERNIGHT COURIER

Samples can be snap frozen by plunging the vial into an alcohol/dry ice bath or liquid nitrogen. Cells will lyse as a result of the quick freezing/defreezing.

Supernatants should be collected during log phase of growth and prepared by carefully spinning the cell containing vial at 300 g for 10-20 minutes at 4°C. Carefully remove the supernatant and snap freeze as described above.

NOTE: ALL SNAP FROZEN SAMPLES MUST BE STORED AT –60°C OR BELOW UNTIL SHIPPED

COLD/AMBIENT SAMPLES:

PLEASE NOTE THAT COLD/AMBIENT SAMPLES SHOULD BE SENT IN THEIR FINAL FORM AT THE USUAL STORAGE TEMPERATURE VIA AN OVERNIGHT COURIER.

SPECIAL INSTRUCTIONS FOR CELL BANK TESTING:

1. Cells should be grown in antibiotic free media during at least two passages prior to preparation of samples.
2. For mycoplasma samples, cells should be scraped, not trypsinised, and resuspended in conditioned medium. Resuspended cells should then be snap frozen as described above.

SPECIAL INSTRUCTIONS FOR END OF PRODUCTION/UNPROCESSED BULK TESTING:

1. Unprocessed bulk is defined as material from the reactor prior to centrifugation, filtration or any other processing. The material should be carefully removed and aliquoted. The material should contain both cells and conditioned media. Aliquots should be snap frozen and stored below –60°C until shipment.
2. Clarified bulk/supernatant is defined as unprocessed bulk material which has been centrifuged at 1000-2000 rpm for 10-20 minutes. The supernatant is removed, being careful not to disturb the pellet, and snap frozen.
Note: For the reverse transcriptase assay, unprocessed bulk should be clarified twice. Spin the bulk material and carefully remove the supernatant. Clarify the supernatant a second time as described above. Carefully remove the supernatant and snap freeze.
3. Live cell submission for end of production testing involves removal of cells from the reactor as close to the end of production. These cells should be transferred to flasks and passaged in order to assure adequate viability for testing. A portion of these cells should be cryopreserved and held in liquid nitrogen until completion of the testing.

PREPARATION OF AN ALCOHOL/DRY ICE BATH:

1. Fill pan about 1-2 inches deep with methanol. The depth should be enough to cover the height of the vial.
2. Slowly add crushed dry ice until the boiling stops. The bath is now ready for use.

Caution: The container will become very cold. Do not handle with unprotected hands. Safety goggles should be worn throughout the procedure.

To freeze each sample, place the sample in the alcohol/dry ice bath. Once frozen, place at -60°C or below until shipped. Ship samples on dry ice.

GENERAL NOTES:

For PCR assays, the cells should be pelleted and frozen.

SAMPLE SUBMISSION DOCUMENTATION MUST BE ENCLOSED IN THE PACKAGE. FAILURE TO INCLUDE DOCUMENTATION WILL RESULT IN SIGNIFICANT DELAY IN TESTING.