

SHIPMENT PROCEDURES FOR CYTOGENETIC ANALYSIS

Shipping Requirements:

1. Submission of cultures to the Cytogenetics Department must be scheduled one or more weeks in advance.
2. Two T25 flasks of each culture for analysis should be approximately 50% confluent. One is to be harvested after an overnight recovery and the second will be subcultured to provide a back-up sample.
3. Include an additional complete medium (60 ml per sample for subculture of back-up cultures) to ensure that the cells maintain a high mitotic index necessary to ensure good metaphase spreads.
4. Include three T-25 feeder flasks per sample if required.
5. Fill each flask to the shoulder with appropriate media, cap and tape closed with parafilm™.
6. Wrap the flasks in bubblewrap and place in a ziplock bag and completely seal the bag.
7. Pack the sealed bags and cell culture protocols specific to the cell line into a styrofoam shipper (this provides excellent protection against extremes of ambient temperature and good protection against impact. Seal securely.
8. Label as diagnostic specimens:

**DO NOT DELAY BIOLOGICALS
AVOID HEAT AND COLD
FRAGILE, HANDLE WITH CARE
DO NOT REFRIGERATE**

9. Cultures should be held at ROOM TEMPERATURE (65-70°F) at all times. Do not store the cultures on ice or in the refrigerator
10. Ship overnight with delivery the following morning. We strongly recommend Priority 1 overnight delivery by Federal Express.

Ship to:

**Attention: Jay Leonard
Coriell Cell Repositories
Cytogenetics Laboratory
403 Haddon Avenue
Camden, New Jersey 08103**

11. Shipments must be scheduled for Tuesday and Wednesday delivery.
12. Please notify Jay Leonard, Ph.D. at the Coriell Cell Repositories by e-mail (leonard@umdnj.edu). Please identify your institution and give the tracking number of the package you have shipped. Please also provide a purchase order number.