

Frozen iPSC & Fibroblast Specimen Shipping Instructions – Domestic

IMPORTANT!

FROZEN SAMPLES MAY BE SHIPPED MONDAY, TUESDAY, & WEDNESDAY ONLY!

- Only ONE cryobox of samples may be shipped in a single package.
 - Please remember to send 3 vials of each sample.

1. Contact UPS to confirm service is available and schedule package to be picked up.
2. Notify Indiana University of shipment by e-mailing alzstudy@iu.edu a copy of the completed iPSC & Fibroblast Manifest for NCRAD. Please include UPS tracking information in notification.
3. Place all frozen cryovials in the provided cardboard cryobox. Remember to send 3 vials of each sample. Please write the PI name and institution on the white label on the outside of the cryobox (pictured below). Please note that there is a row and column letter and number to identify each location in the cryobox (as pictured below). Please make sure to note the correct location of each sample on the manifest file.

Cryobox Label for PI Name/Institute



Inside Cryobox



Cryobox Lid

A1	A2	A3	A4	A5	A6	A7	A8	A9
B1	B2	B3	B4	B5	B6	B7	B8	B9
C1	C2	C3	C4	C5	C6	C7	C8	C9
D1	D2	D3	D4	D5	D6	D7	D8	D9
E1	E2	E3	E4	E5	E6	E7	E8	E9
F1	F2	F3	F4	F5	F6	F7	F8	F9
G1	G2	G3	G4	G5	G6	G7	G8	G9
H1	H2	H3	H4	H5	H6	H7	H8	H9
I1	I2	I3	I4	I5	I6	I7	I8	I9

4. Place the cryobox into a clear plastic biohazard bag with the absorbent sheet and seal according to the instructions on the bag.



5. Place approximately 2-3 inches of dry ice in the bottom of the Styrofoam-lined shipping carton.

6. Place the biohazard bag containing the cryobox into the Styrofoam-lined shipping carton, on top of the dry ice. Please ensure that the cryobox is placed so that the cryovials are upright in the shipping container.



7. Fill the remaining space in the shipping carton with dry ice, ensuring ice surrounds the bag and reaches the top of the carton, as shown below:



8. Replace the lid on the Styrofoam carton, place the completed iPSC & Fibroblast Manifest for NCRAD on top of the carton, and close and seal the outer cardboard shipping carton with packing tape.
9. Complete the UPS Dry Ice Label with the following information:
 - a. Net weight of dry ice in kg (must match amount on the airbill)
 - b. Do not cover any part of this label with other stickers, including preprinted address labels.

*****Important Note*****

Complete the required fields on the UPS Dry Ice label or UPS may reject or return your package.

10. Apply all provided warning labels and the pre-printed UPS return label to the outside of the package, taking care not to overlap labels.
11. Hold packaged samples in a -80°C freezer until the time of UPS pickup.
12. Specimens should be sent to the below address via UPS Next Day Air. Frozen shipments should be sent Monday through Wednesday to avoid shipping delays on Thursday or Friday.

Sarah Ohlemacher
Indiana University School of Medicine
351 W. 10th St. TK-342
Indianapolis, IN 46202

13. Use UPS tracking to ensure the delivery occurs as scheduled and is received by NCRAD. Please notify NCRAD by email (alzstudy@iu.edu) that a shipment has been sent and include the UPS tracking number in your email. Please include an electronic completed sample manifest in the email for the shipment.