



## Frozen iPSC & Fibroblast Specimen Labeling & Shipping Instructions – Domestic

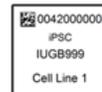
### IMPORTANT!

FROZEN SAMPLES MAY BE SHIPPED  
MONDAY ONLY!

Only ONE cryobox of samples may be shipped in a single package; Please pack box with as much pelleted dry ice as possible; Please remember to send 3 vials of each sample.

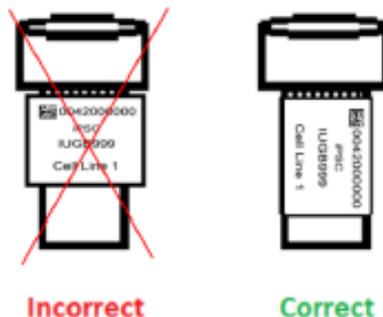
**STEP 1: LABELING SAMPLES** – You will be supplied with a label for each vial. If you do not have enough labels, please contact [Alzstudy@iu.edu](mailto:Alzstudy@iu.edu). This is an example of a cryovial label:

Label example:



Please read through directions thoroughly before labeling. Ensure an adequate supply of dry ice or LN2 is available to maintain the samples at low temperatures before and after relabeling.

1. Check for any paper labels on the cryovials and remove them before applying cryogenic labels. Handwritten labels can be left intact.
2. Ensure the cryogenic labels are prepared and placed within reach of your work area before starting the labeling process.
3. Using a paper towel or kimwipe, thoroughly wipe off any frost from the cryovial. A debris and frost-free tube surface enhances label adhesion.
4. Immediately apply the NCRAD-provided cryogenic label to the cryovial, ensuring you have matched the correct cell line name label to the correct cryovial.
5. Place one provided cryovial label on each iPSC cryovial. The cryovial labels contain a 2D barcode on the left-hand side of the label. Place this barcode toward the tube cap, placing the label horizontally on the tube.



Cryovial Label Diagram

6. Immediately transfer relabeled sample to dry ice or LN2.

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- Please remember to send 3 vials of each sample.

**STEP 2: SHIPPING THE SAMPLES**

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](mailto: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 pelleted 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 pelleted dry ice, ensuring ice surrounds the bag and reaches the top of the carton, as shown below. A larger shipping box was supplied so that it can be packed with dry ice to offset a potential shipping delay:



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:

**\*\*\*Important Note\*\*\***

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

- 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.
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 ONLY to avoid shipping delays.

NCRAD iPSC Lab  
Attn: Kat Sullen  
351 West 10<sup>th</sup> Street  
TK-217  
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](mailto: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.