

Cell Line Characterization Initiation Procedures (2016)

Please submit a completed **Study Initiation Form** and **Protocol** for **EACH** cell line sent to AGL.

All cells submitted to AGL are handled as BSL2. If your cell line carries a known hazard, e.g., sheds virus or is infected with virus, advise us on how to properly handle.

Cell Line requirements for submission to AGL:

1. **Do not send cells on a Thursday for AGL to receive on Friday.** They may get lost in transport and could sit on the delivery truck over the weekend.
2. If your cells require growth conditions that differ from 37°C and 5% CO₂ on a stationary platform, (e.g. 10% CO₂, or if they need to be on a shaker platform), please give 24 hours notice so that the proper conditions may be set up and stable by the time your cells arrive.
3. For a monolayer culture, send at least 2 T75 or 2 T25 flasks, 1 high density (~80% confluent) and 1 lower density (~50% confluent). Make sure the flasks are filled with media and sealed with parafilm around the caps.
4. For a suspension culture, send samples at 2 different densities in either 2 T25 flasks or 2 centrifuge tubes. Fill with media and seal with parafilm.
5. Wrap items with bubble-wrap or other suitable packing material. Also include enough padding between items and in the empty spaces so items do not collide.
6. 250-500 ml of complete (i.e., fully supplemented with serum, etc.) culture media for each cell line, plus any other reagents specific for your cell line.
7. Include the first page of appropriate AGL protocol with the cell line ID written exactly as you wish it to appear in the final report, with the sponsor's name and address filled in **(one for each cell line)**.
8. Include the last page of the appropriate protocol, which **MUST BE SIGNED AND DATED BY SPONSOR'S STUDY DIRECTOR. (One for each cell line)**
9. Include a completed Study Initiation Form **(one for each cell line)**.
10. **If you need any changes to the AGL standard protocol, mark the changes on the protocol, initial and date, and send it along with the test articles. If no changes are made, we will conduct the study according to our standard protocol.**

PLEASE NOTE: WORK CANNOT BEGIN ON THE CELLS UNTIL WE RECEIVE THE SIGNED PROTOCOL PAGES AND THE COMPLETED STUDY INITIATION FORM.

IF THERE IS EXTENSIVE DAMAGE TO THE FLASKS, OR IF DOCUMENTATION IS MISSING OR CONFLICTING, THE CELLS WILL BE HELD WITHOUT FURTHER MANIPULATION. YOU WILL BE CONTACTED TO CORRECT THE PROBLEM.

Shipping Address:

Diane Nordquist
Applied Genetics Laboratories, Inc.
1335 Gateway Drive, Suite 2001
Melbourne, FL 32901