

Cell Line Characterization Initiation Procedures (2024)

IMPORTANT: 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), please advise us on how to properly handle.

1. **Send notification to agl@appliedgenetics.com** at least 48hrs prior to your planned submission date to confirm we have space in our schedule to receive your sample(s). **Include the species and the growth conditions**, especially if they differ from 37°C and 5% CO₂ on a stationary platform.
2. When planning preparation/passaging of your cells, please keep in mind that the **cultures must be actively dividing** (in log phase) while at AGL, preferably at ~24-48 hours post-delivery (live samples) or post-thaw (frozen samples), so that we can obtain a successful chromosome harvest.
3. For **each sample** submitted, please provide the following materials:
 - a. At least two T75 or two T25 flasks, one high density (~80% confluent) and one lower density (~50% confluent) for **monolayer cultures**, filled to the bottom of the neck with media and sealed with parafilm. **Do not fill flasks to the top** in order to leave room for expansion.
-OR-
At least two T25 flasks or two conical tubes containing two different densities for **suspension cultures**
-OR-
At least two cryovials containing a minimum of 1.5 million cells per vial for **frozen samples**
 - b. At least **250 mL of complete (i.e., fully supplemented with any required additives) media**
 - c. Any **other reagents specific to your cell line** (e.g., additives)
 - d. All items should be cushioned against breakage and packaged in a way to avoid drastic temperature fluctuations.
4. For **each sample** submitted, please provide the following documents, either by email to agl@appliedgenetics.com or as hard copies included with your sample shipment:
 - a. A **completed Study Initiation Form**
 - b. A **completed and signed AGL protocol**
 - c. A **purchase order** with email address (preferred) or mailing address for invoice submission
5. We **STRONGLY** advise shipping via **FedEx**. Use **Priority Overnight** service. Do **NOT** use First Overnight service, as cells will likely arrive before business hours. Cells may be shipped on Mondays, Tuesdays, and Wednesdays, **for delivery on Tuesdays, Wednesdays, or Thursdays**, respectively. The shipping address is:

Attn: Cell Culture
Applied Genetics Laboratories
1335 Gateway Drive, Suite 2001
Melbourne, FL 32901
321-768-2048

IF THERE IS DAMAGE TO THE FLASKS, OR IF DOCUMENTATION IS MISSING, CONFLICTING, OR INCOMPLETE, THE CELLS WILL BE HELD WITHOUT FURTHER MANIPULATION. AGL WILL CONTACT YOU FOR CLARIFICATION BEFORE PROCEEDING.