

DIAGNOSTIC CYTOGENETICS

2292 West Commodore Way Ste 100 Seattle, WA 98199

800-328-2026 fax: 206-325-2975 www.dxcyto.com email: dci@dxcyto.com

**CELL LINE SERVICES
REQUEST FORM**

Principal Investigator: _____

Department/Company: _____

Address: _____

Phone: _____ Fax: _____

Submitted By: _____

Email (for report delivery): _____

SAMPLE INFORMATION

Study Identifier: _____

Cell Line: _____

Cell Type: _____ Species: Human Rhesus Mouse CHO

Passage Date: _____ Culture Type: Adherent Suspension Other: _____

Previous Cytogenetic Studies: _____

TEST REQUESTED

Chromosome Analysis: Standard 20 cell analysis Tiered analysis of 20 cells Tiered analysis of 30 cells

Custom analysis: _____

FISH* _____

*Please contact DCI before ordering for more information

BILLING INFORMATION

Please contact DCI for information about billing options.

Billing Contact: _____

Phone: _____ Fax: _____

Email: _____ PO # (if applicable): _____

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CELL LINE SERVICES SPECIMEN REQUIREMENTS AND SHIPPING

SPECIMEN REQUIREMENTS

Please submit two T25 flasks for testing.

1. Perform a 1:4 split of one confluent T25 flask (approximately 2 million cells per flask).
2. The next day, if the cells are adherent and healthy, they are ready to send to us.
3. Label the flasks with the cell line, passage date, and your study identifier.
4. Please also include an aliquot of media along with the flasks in case it is necessary to feed the culture prior to harvesting for metaphase chromosomes.

SPECIMEN PACKAGING AND SHIPPING

For local courier transport:

1. Tighten the cap on the flasks and seal with parafilm.
2. Put each flask in a plastic bio-hazard bag with absorbent material.
3. Place the specimen bag with the flask in a box.
4. Include an aliquot of media sealed with parafilm along with the flasks in case it is necessary to feed the culture prior to harvesting for metaphase chromosomes.
5. Fill out a DCI Cell Line Services request form and place it in the box.
6. Call DCI to arrange for pickup.

For shipping via FedEx or UPS:

1. Before shipping, fill each flask to capacity with warmed media. Tighten the cap and seal it with parafilm.
2. Put each flask in a plastic bio-hazard bag with absorbent material.
3. Place the specimen bag with the flask in the provided DCI Styrofoam box.
4. Include an aliquot of media sealed with parafilm along with the flasks in case it is necessary to feed the culture prior to harvesting for metaphase chromosomes.
5. Fill out a DCI Cell Line Services request form and place it in the box.
6. Warm ice packs to 37°C and include as extra insulation during shipping.
7. Tape the Styrofoam box so that it is securely shut and place in the DCI mailer cardboard box.
8. Affix a completed DCI FedEx/UPS airbill to the cardboard box for overnight shipment.
9. Our address is: Diagnostic Cytogenetics, 2292 West Commodore Way Ste 100 Seattle, WA 98199
Please mark all outgoing FedEx samples sent on Friday with a Saturday delivery sticker, as DCI is open for deliveries on Saturday.
10. Call FedEx or UPS to arrange pick-up.
11. Call DCI with the tracking number.

For shipping supplies, please call DCI at (800) 328-2026.