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 dry ice as possible.
- 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.

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 cyrobox 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. 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:
   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 ONLY to avoid shipping delays.

   NCRAD iPSC Lab  
   Dr. Sarah Ohlemacher  
   351 West 10th 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) 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.