

Instructions for Sending Cells to EditCo

Please read these instructions thoroughly and contact technicalsupport@editco.bio if you have any questions. **Failure to follow these instructions will result in the rejection of your cells.** Please help us ensure the success of your order by ensuring that your cell shipment meets these guidelines.

For Guidelines on International Shipments, please refer to page 3 of this document

User-Supplied Cells Reception Criteria

Cell Type	Immortalized	iPSC	Primary T Cells	Primary Fibroblast	
Product Type	Pools, Clones, & ECL	Pools, Clones, & ECL	Pools	Pools	Libraries
# of vials	3	3	2 vials for every 5 edits*	# of edits*	Minimum of 2*
volume per vial	1 mL	1 mL	1 mL	1 mL	1 mL
# of cells per vial	1 million	1 million	10 million	1 million	N/A
# of cells per edit	N/A	N/A	N/A	N/A	150,000

For **iPS orders**, the additional criteria below must be met:

- For all iPS cell orders: submit completed questionnaire on page 4 to technicalsupport@editco.bio.
- For clonal iPS cell orders with karyostat add-on purchased:** send 1 additional tube containing a frozen pellet of cells (minimum 2 million cells) for karyotyping. See instructions for pellet creation on page 4.
 - Note:** If the pellet is not included with your cells, we will add a charge of \$500 and an additional 3 weeks of turnaround time will be added to your order to properly QC your cells prior to editing.

The following criteria for submitting **primary T Cells or fibroblast cells** must be met:

- An extra vial of 1M cells in 1mL volume is required for QC testing.**
- The cell line should be able to be carried for over 5 passages.
- Customers should recommend the cell culture media that offers optimal conditions for cell growth.

Special Considerations:

- All tubes of viable cells should be identical from the same passage, lot, and freeze down date.
- All tubes should be free of contamination.

Containers

Only individual tubes can be accepted. We cannot accept plates or flasks.

Cell Testing

All cells received undergo contamination testing with IDEXX, which includes testing for mycoplasma, human pathogenic viruses, bacteria, and fungi. Please ensure that the cells you send will pass these tests as we cannot accept contaminated cells. There are no exceptions. Each re-test of a cell line will incur a non-refundable \$1,500 testing fee.

Shipping Instructions

Note: A Sales Order (SO) number is issued upon receipt of Purchase Order (PO); please do not ship cells prior to issuance of a Sales Order number from EditCo.

Labeling

Each tube must be labeled with the cell-line name, passage number, and freeze-down date.

Packaging and Shipping

Cells must be frozen and shipped on dry ice. Please ensure you include enough dry ice to last the entire time in transit and any possible delays. We suggest 10 lbs of dry ice per 24 hours in transit.

Please print out the pre-populated Packing Slip provided to you via email and place it inside your shipping container with your cells. This packing slip includes the following important information:

1. Name and institution
2. Sales Order number
3. Cell line name
4. Brief description of your project

Your cells should be shipped to the address below. Once you have shipped your cells, please send the tracking information to technicalsupport@editco.bio.

Cell Banking Team/Sales Order #
600 Saginaw Drive Engineered Cells
Redwood City, CA 94063
Phone number: (650) 321-2030
technicalsupport@editco.bio

Timeline

Please ensure that we receive your cells within 90 days of submitting your order or by the cell intake date. **If the cells have not been received by this time, your order will be delayed and a \$500 late fee will be charged. We will do our best to accommodate unanticipated delays if you contact our team with as much advance notice as possible.**

Additional Notes for Shipments Originating Outside of USA

- Customers are responsible for their shipment clearing customs and any associated duties or import fees. Please ship your cells under DDP Incoterms.
- Customers are responsible for their shipment during transit. We highly recommend tracking your shipment and if any delays are experienced, contacting the courier to refill the dry ice to maintain the integrity of the cells.
- Please ship samples as "Exempt Human or Animal Specimens"
- Packages containing more than 5.5 lbs of dry ice require a Class 9 diamond hazard label and other regulations may apply. Please contact your shipping expert.
- The commercial invoice should indicate the following:
 - " Commercial Samples - Engineered cells HTS code 3001900190"
 - Customers should declare the shipment of nominal value of \$50. Please do not declare it as \$0.
 - Please contact EditCo at (888) 611-6883 (Option 2) to connect with Sales Operations to assist with customs, if necessary.

Commercially Supplied Cells

We are able to accept cells from commercial entities, including repositories. These require advanced approval via your EditCo representative. Customers are able to "drop ship" 2 vials of cells to us using the following protocol:

1. Order the cells from the commercial supplier and ship to the CUSTOMER'S institutional address.
2. Once the cells arrive, do not open the tubes and either store in a -80°C freezer or liquid nitrogen until ready to ship.
3. If shipping immediately upon arrival, repack the delivery container with dry ice and close.
4. Ship to EditCo using instructions above. Include a copy of the original Certificate of Analysis (CoA) or Certificate of Compliance (CoC) documentation from the provider.

Our current list of trusted commercial cell suppliers: ATCC, MilliporeSigma, StemCell, DSMZ, JCRB, ECACC, BioIVT, and JAX Labs.

Note: These requirements for commercially-supplied cells do not apply if the customer has cultured the cells after receiving them. The original Certificate of Analysis documentation must match the actual cells that are being shipped, and not be a later passage.

(Please submit for any iPSC/ESC Order)
iPSC Cell Intake Questionnaire

SO#:

Please submit your answers to technicalsupport@editco.bio

Where are these cells derived from?

- Normal Donor
- Disease Donor

Please list any mutations present in the cell line* ☐ Check if no known mutations are present

Date and passage of last karyotype*

Did the cells have a normal karyotype when last assessed?

- Yes
- No

Has this iPS Cell line been used to derive single-cell clones?

- Yes
- No

Current matrix and media utilized*:

Date Completed:

Completed By:

To collect a pellet of cells:

- Dissociate cells either as clumps or as single cells.
- Collect in Eppendorf Tube or Cryovial and label.
- Centrifuge cells at 200 x g for 5 minutes.
- Aspirate media careful to not dislodge pellet.
- Snap freeze on dry ice.
- Store in -80C or liquid nitrogen.
- Ship on dry ice.