

Sample Packing and Shipping Instructions

As soon as your order is placed, we begin a meticulous sample-tracking process that starts by sending you a customized immunoSEQ Service sample-shipping box. Each box contains a uniquely barcoded 96-well plate and/or cell box used to track your samples throughout the immunosequencing workflow.

To ensure we receive your samples without loss of quality or integrity, please follow these instructions carefully. This enables us to provide you with the highest possible quality of sequence data without delays in processing.

SHIPPING DEADLINES

U.S. Customers: Ship samples Monday–Thursday via overnight or express service, to arrive by Friday.

International Customers: Ship samples Monday–Wednesday via overnight or express service, to arrive by Friday.

PREPARE YOUR SAMPLES

Please refer to the enclosed immunoSEQ Service Sample Guidelines for minimum sample amounts, preferred concentrations, and purity absorbance ratios.

PLATE YOUR SAMPLES

Note: Your samples must fill all wells in a row prior to beginning a new row. For DNA, fill wells A:01–A:12 before filling wells in rows B, C, etc. For cells, fill wells 1–9 before filling wells in rows 2, 3, etc.

1. **If you are sending DNA**, aliquot the appropriate amount based on the sample guidelines into the appropriate plate wells and affix the sealing mat, attach the plate lid, and secure with rubber bands.
2. **If you are sending cells, blood, or tissue**, place each sample into a 1.5 mL Eppendorf Tube[®] and place the tubes in the appropriate cell box wells. Alternatively, you may use 2 mL cryogenic tubes or any uncoated screw cap or snap top container between 1.5 mL and 2 mL. We cannot accept tubes larger than 2 mL or smaller than 1.5 mL. Cover the cell box with the lid, and secure with rubber bands.
3. **If you are sending cDNA**, please make sure to use at least 150 ng of total RNA during rtPCR. Aliquot cDNA into the appropriate plate wells and affix the sealing mat, attach the plate lid, and secure with rubber bands.
4. Double check the row and column position (A01, A02, A03, etc.) of your plated samples to be certain they match the manifest layout.
5. Freeze the plate system overnight. For DNA samples, freeze and store at -20 °C. For cells and other tissue samples, freeze and store at -80 °C. For FFPE samples, freezing is not required. Your Customer Care representative will provide you with additional instructions for shipping FFPE samples.

PREPARE YOUR MANIFEST

1. Prepare the Sample Manifest Excel spreadsheet sent to you via email.

This information informs multiple steps in the sequencing process, so accuracy is very important.

Accurately note:

- Specimen Names (see Sample ID Naming Criteria document sent with your manifest template)
- Sample quality metrics
- Specimen Source
- Specimen Type
- Please note the use of Pellet Paint® or other carrier RNA product.

2. Review the manifest data for accuracy and make any necessary corrections to the information provided for locus, species and sequencing depth.

3. Print a copy of the manifest to include with your shipment.

4. Email a copy of the manifest to:

- Academic Research customers: customercare@adaptivebiotech.com
- Pharma & Biotech customers: busdev@adaptivebiotech.com

PACK YOUR SAMPLES

1. Your immunoSEQ Service Sample Box should include:

- 96-deep-well plate(s) and/or cell box(es)
- Plastic zip-top bag with:
 - Dry ice sticker
 - Biological substance sticker
 - Sample Preparation Guidelines
 - Sample Packing and Shipping Instructions (this document)
 - One 95kPa bag with absorbent pad for each cell box or 96-well plate
 - Return FedEx® shipping label, if applicable

Do not substitute any of the shipping kit components. Please contact us if you are missing any items.

2. Place the sealed plate(s) or cell box(es) containing frozen samples into the bag provided with the absorbent pad (only one 96-well plate or cell box per bag). Then, place the bagged plate system in the polystyrene cooler.

STEP 1



STEP 2



3. Fill the cooler with pelleted dry ice, covering the sealed sample containers. Typically 10 lbs (4.5 kg) is sufficient for US shipments. For international shipments, use 5 lbs (2.3 kg) of dry ice per transit day with a minimum of 20lbs (9.1 kg).
4. Replace the cooler lid. Put the completed Sample Manifest, and if applicable, the signed Sample Submission Agreement sent to you via email, in the plastic zip-top bag and place it on top of the cooler. **WARNING: Do not seal the cooler with tape as this can cause a buildup of pressure and the risk of rupture, potentially resulting in personal injury or property damage.**
5. Close the outer cardboard box lid by tucking the lid's side flaps into the vertical slots on the front of the box. Seal the edges with packing tape.
6. Complete the dry ice label by filling in the shipper and recipient addresses and the weight of dry ice. Affix the dry ice and UN (biological substance) stickers to the outside of the box.

PLEASE NOTE: Not all FedEx locations accept packages containing dry ice. Be sure to contact your preferred FedEx location and confirm that they can accept dry-ice shipments before dropping it off.

U.S. Customers

Use either the prepaid FedEx shipping label or charge the shipment to the FedEx account number provided to you via email.

International Customers

We encourage using World Courier® or DHL® instead of FedEx. World Courier offers a service to monitor the level of dry ice in your package and will refill as necessary. This can be extremely valuable if a shipping delay occurs.

Ship samples to the attention of your Customer Care team contact at:

Adaptive Biotechnologies
1551 Eastlake Avenue East, Suite 200
Seattle, WA 98102
855-466-8667

STEP 3



STEP 4



STEP 5



STEP 6



If payment has not already been submitted, be sure to provide a purchase order; otherwise, we cannot process your samples.



For Research Use Only.
Not for use in diagnostic procedures.

Copyright © 2018 Adaptive Biotechnologies Corp. All rights reserved.

immunoSEQ and *amplify discovery* are trademarks of Adaptive Biotechnologies
All other marks referenced are owned by their respective companies.

MRK-00186-7

 **Adaptive**
biotechnologies®

adaptivebiotech.com