Sample packing and shipping instructions

As soon as your order is placed, Adaptive begins a sample-tracking process that starts by sending you a customized Adaptive Immunosequencing sample shipping box.

Each box is uniquely barcoded and contains a uniquely barcoded 96-well plate and/or cell box, used to track your samples throughout the Immunosequencing workflow.

To ensure your samples arrive at Adaptive without loss of quality or integrity, follow these instructions carefully. This enables us to deliver sequencing data without processing delays.

FOR QUESTIONS, CONTACT

customercare@adaptivebiotech.com
Academic research customers

bdclientmanagers@adaptivebiotech.com
Pharma or biotech customers

Shipping deadlines

U.S. customers
Ship samples Monday–Thursday via overnight or express service, to arrive during the work week.

International customers
Ship samples Monday–Wednesday via overnight or express service, to arrive during the work week.

Prepare your sample

Please refer to the Adaptive Immunosequencing Sample Guidelines, which were emailed by your Adaptive representative, when preparing your samples.

Plate your sample

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. Affix the sealing mat, attach the plate lid and secure with rubber bands.
2. **If you are sending cell pellets or tissue**, place each sample into a 1.7-2 mL cryogenic tube or microtube and place the tubes in the appropriate cell box wells. We cannot accept tubes larger than 2 mL or smaller than 1.7 mL. Cover the cell box with the lid and secure with rubber bands.
3. **If you are sending blood**, we can accept up to 10 mL EDTA tubes. 1.7-2 mL tubes and conical vials are also accepted for blood, but vacutainers are preferred. Specimens sent in multiple tubes cannot be combined for sample processing. Each tube will be treated as an individual specimen unless stated otherwise. Before proceeding, contact your Adaptive representative to confirm shipping instructions.

4. **If you are sending cDNA**, make sure to use at least 150 ng of total RNA during rtPCR. Aliquot cDNA into the appropriate plate wells, affix the sealing mat, attach the plate lid and secure it with rubber bands.
5. **Double-check the row and column position** (A01, A02, A03, etc.) of the plated samples to confirm that they match the manifest layout.
6. **Freeze the plate system overnight**. For DNA samples, freeze and store at –20 °C. For FFPE samples, freezing is not required. For all other samples, freeze and store at –80 °C. Your Customer Care representative will provide you with additional instructions for shipping FFPE samples.

Prepare the manifest

1. Prepare the sample manifest spreadsheet sent to you via email by your Adaptive representative.
   This information informs multiple steps in the sequencing process, so accuracy is very important.

   Include:

   - Specimen names (refer to the Sample Identification Naming Criteria sent with the sample manifest template)
   - Sample quality metrics
   - Specimen source
   - Specimen type
   - DNA concentration and elution volume, if applicable
   - Cell count, if applicable
   - Note the use of Pellet Paint or other RNA carrier product
2. Review the sample manifest data for accuracy, and make necessary corrections to the information provided for locus, species and sequencing depth.
3. Print a copy of the sample manifest to include with the shipment.
4. Email a copy of the sample manifest to:
   - Academic research customers: customercare@adaptivebiotech.com
   - Pharma or biotech customers: bdclientmanagers@adaptivebiotech.com

Pack your samples

1. Your Adaptive Immunosequencing sample shipping box should include:
   - 96-well deep well plate(s) and/or cell box(es)
   - Plastic zip-top bag with:
     - Dry ice label
     - Biological substance sticker
     - One 95kPa specimen bag with absorbent pad for each cell box or 96-well plate
     - FedEx return shipping label, if applicable

   Do not substitute any of the shipping box components. Contact us if you are missing any items.
2. Place the sealed plate(s) or cell box(es) containing frozen samples into the 95kPa bag with the absorbent pad (only one 96-well plate or cell box per bag). Then place the bagged plate system in the Immunosequencing sample shipping box lined with polystyrene.

3. Fill the cooler with pelleted dry ice and cover the sealed sample containers. For the small cooler, fill up to the top of the container with pelleted dry ice. For the large cooler, leave 0.5-inch between the dry ice and the top of the cooler.
4. Replace the cooler lid. Insert the completed sample manifest in the plastic zip-top bag and place it on top of the cooler.
   - **Warning:** Do not seal the cooler with tape. This can cause a buildup of pressure and the risk of rupture, potentially resulting in personal injury or property damage.
5. Close the outer shipping 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 address, recipient address and the weight of the dry ice. Affix the dry ice and biological substance label (if applicable) to the outside of the shipping box.

Shipping notes

- Not all FedEx locations accept packages containing dry ice. Contact your preferred FedEx location and confirm the location can accept dry ice shipments before dropping off shipments.
- Each person who transports an infectious substance (Category B) should be familiar with the requirements in Title 49 CFR Part 173.199.
- For Category B samples, customers are responsible for providing the required contact information on the air waybill or bill of lading.

U.S. customers

Use the prepaid FedEx shipping label or charge the shipment to the FedEx account number provided 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 the dry ice if necessary. This is critical if a shipping delay occurs.

Ship samples to:

Adaptive Biotechnologies
Attention: Laboratory
1165 Eastlake Ave. East
Seattle, WA 98109

+1-855-466-8667

We cannot process samples without a purchase order or payment. If a purchase order or payment has not been sent, send a PDF of the purchase order to orders@adaptivebiotech.com.

For questions, contact:

Academic research customers
customercare@adaptivebiotech.com

Pharma and biotech customers
bdclientmanagers@adaptivebiotech.com