

# ZetaView<sup>®</sup> Nanoparticle Tracking Analysis (NTA) Service



## A guide to preparing and shipping exosome samples for NTA service

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This guide provides details regarding preparation and shipment of exosome samples for ZetaView<sup>®</sup> NTA service.

## Part I Preparing Exosome Samples

The samples should consist of **purified** exosomes from cell culture media or any biological fluid. We recommend purifying exosome samples via Exo-Spin<sup>™</sup>. Ideally, exosome samples should not be purified using only precipitation reagents, as these can interfere with the NTA reading. As exosome re-suspension buffer, we recommend PBS. Please provide information about the buffer in the designated column included in the Exosome Measurement Requisition Form.

We require a minimum volume of 100 µl concentrated sample per measurement, irrespective of origin.

All exosome samples should be sent on dry ice.

We can receive exosomes described as Biosafety Level (BSL) 1 or 2. For BSL2 samples, we require evidence of the following:

- Confirmation via PCR or equivalent test that the sample material is free of human pathogens (HBV, HCV, HIV-1, HIV-2, HTLV I/II, CMV, EBV, HSV-1, HSV-2) from a CLIA-certified lab.
- Confirmation via PCR or equivalent that the sample is free of mycoplasma.

# Part II Exosome Measurement Requisition Form

Michael Jones, Cell Guidance Systems, Maia Building, Babraham Research Campus, Cambridge CB22 3AT, UK. Tel +44 1223 967316, order@cellgs.com.



## Sample Information

	Sample Name / Identifier	Sample Volume	Buffer (e.g. PBS)	Sample Source (e.g. cell culture media, urine)	Biosafety Level [REQUIRED]	Other Comments	Internal Number (CellGS Use Only)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

## Contact and Payment Information

For credit card payment, please order via the website [www.cellgs.com](http://www.cellgs.com) and copy internet order number below.

Internet order number / Official PO# \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail to send the reports \_\_\_\_\_

Institution \_\_\_\_\_

E-mail to send the invoice \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

<b>Cell Guidance Systems OFFICE USE</b>	
Analysis performed by _____	Received _____
	Data delivered _____

## Part III Shipping Instructions

1. Purified exosomes should be provided in closed vials clearly identified.
2. Enclose the vials in a polystyrene box full with dry ice, so the samples are kept frozen for the duration of the shipment. Thawing will compromise the samples and replacements will have to be requested.
3. Prepare shipment documents and organize a pick-up with your selected courier. See tips below on how to prepare the documents and which information to include.
4. Remember to enclose purchase order and completed requisition form(s).
5. Email the tracking number and shipment delivery date to Cell Guidance Systems.

### MAILING ADDRESS

Attention: Michael Jones  
Cell Guidance Systems  
Maia Building  
Babraham Research Campus  
Cambridge  
CB22 3AT  
UK  
Tel +44 1223 967316  
E-mail: order@cellgs.com

Dry ice shipments require labelling for dangerous goods, UN Identifier 1845. Packaging must be in compliance with the harmonized Excepted Quantity provision of the International Transport Association (IATA), International Civil Aviation Organization (ICAO), and the U.S. Department of Transportation (DOT) regulations.

### PREPARE THE DOCUMENTS

1. **Complete International Air Waybill. Contact your local courier to assist you in completing this form.**

#### *Tips:*

Section (FedEx form)	Section Heading	Information to Provide
3	Shipment Information	- Exosomes purified from [sample source] in [buffer]. Total volume per sample [volume in ml]. - For Research Use Only. - Non dangerous, non-infections, and non-toxic. [Please confirm that this applies to buffer used, if not please provide full details].
3	Harmonized Tariff Code	Not applicable
4a	Express Packaging Service	Select: International Priority
6	Special Handling	Select: Yes, Shipper's Declaration not required

2. **Prepare a Commercial Invoice and make 4 copies.** Include 3 copies in the plastic sleeve outside the box and 1 copy within the package (not required for EU customers).

[FedEx document provided as an example]

<http://images.fedex.com/downloads/shared/shipdocuments/blankforms/commercialinvoice.pdf>

**Tips:**

Section Heading	Information to Provide
Full Description of Goods	<ul style="list-style-type: none"> <li>- Exosomes purified from [sample source] in [buffer]. Total volume per sample [volume in ml].</li> <li>- For Research Use Only.</li> <li>- Non dangerous, non-infections, and non-toxic. [Please confirm that this applies to buffer used, if not please provide full details].</li> </ul>
Harmonized Code	Not Required
Declaration Code	Not Required

**PACKAGE MARKINGS**

1. Print a Dry Ice hazardous label and attach it to the outside of the package.

DISCLAIMER: These materials are provided as a courtesy, to be used as guidelines to assist properly trained shippers. Cell Guidance Systems is not responsible for correct shipping.