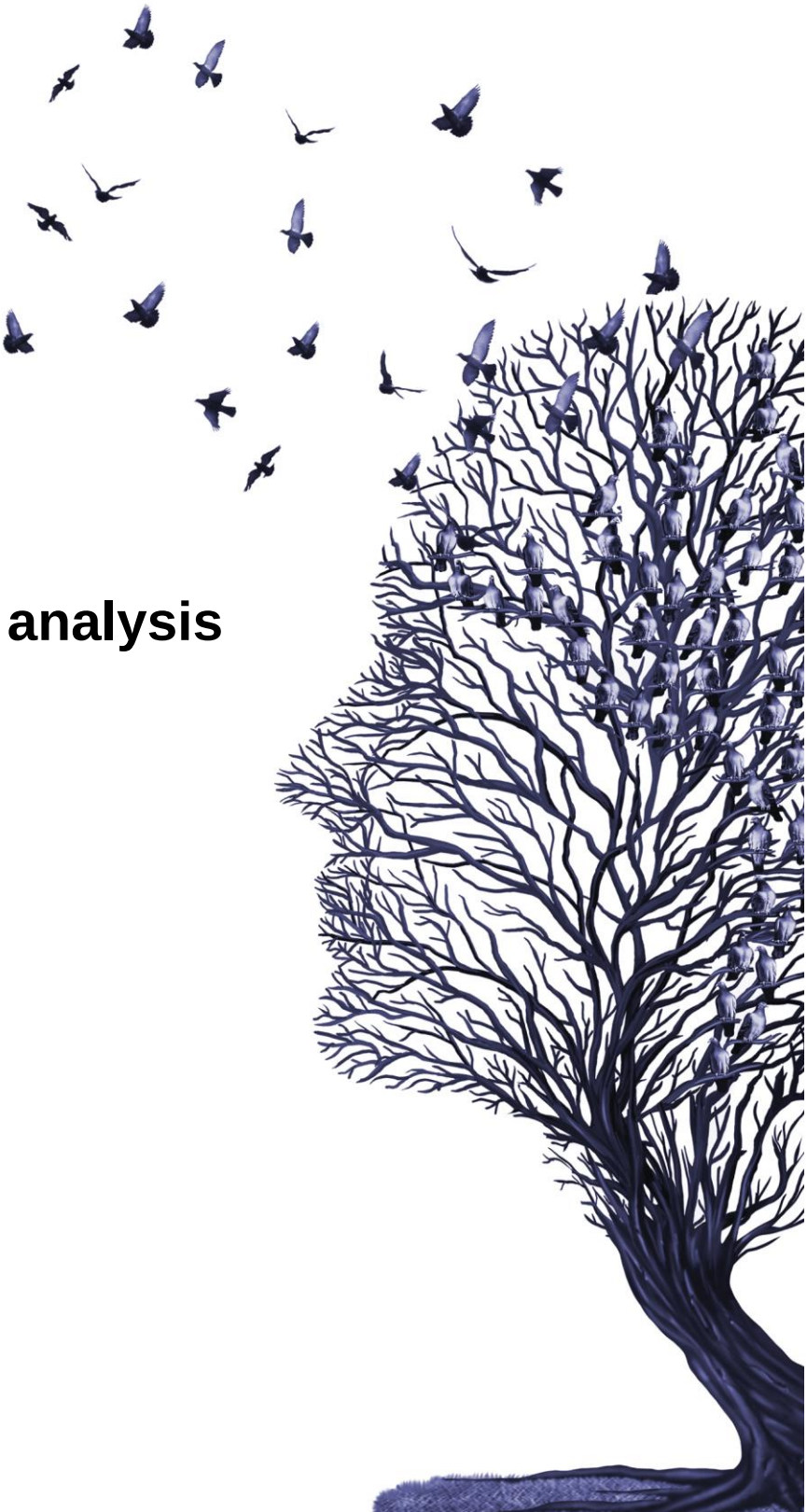
Instructions



NTA Service

Nanoparticle tracking analysis

Cat ZV-1 and ZV-12

Protocol Version 2.0

Contents

A guide to preparing and shipping exosome samples for NTA service

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

Please do not send any samples without contacting us and booking a specific slot.

Preparing exosome samples

. Please see our necessary sample requirements below:

- The samples should consist of **purified exosomes** from cell culture media or any biological fluid. We recommend purifying exosome samples via Exo-Spin™ (cat. EX01, EX02, EX03, EX04 or EX05).
- We require a minimum volume of 100 µl concentrated sample per measurement, irrespective of origin.
- 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.
- 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.

Exosome measurement requisition form

A. Sample information

All fields are required.

	Sample name / Identifier	Sample volume	Buffer (e.g. PBS)	Sample source (e.g. cell culture media, urine)	Biosafety level	Other comments	Internal number (CellGS USE)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

B. Contact and payment information

For credit card payment, please order via the web site www.cellgs.com and copy internet order number below.

Internet order number / Official PO# _____

Contact person _____

E-mail to send the report _____

Institution _____

Phone number _____

Cell Guidance Systems OFFICE USE

Analysis performed by

Date received

Data delivered on

Shipping instructions

A. Exosome samples

- Purified exosomes should be provided in closed vials clearly identified.
- 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.
- 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.
- Remember to enclose purchase order and completed requisition form(s).
- Email the tracking number and shipment delivery date to Cell Guidance Systems.

B. Prepare the documents

1. Complete an international air waybill. Contact your local courier office to assist you in completing this form.

Section heading	**Information to provide**
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].
Harmonized tariff code	Not applicable
Express packaging service	Select: International priority
Special handling	Select: Yes, shipper's declaration not required

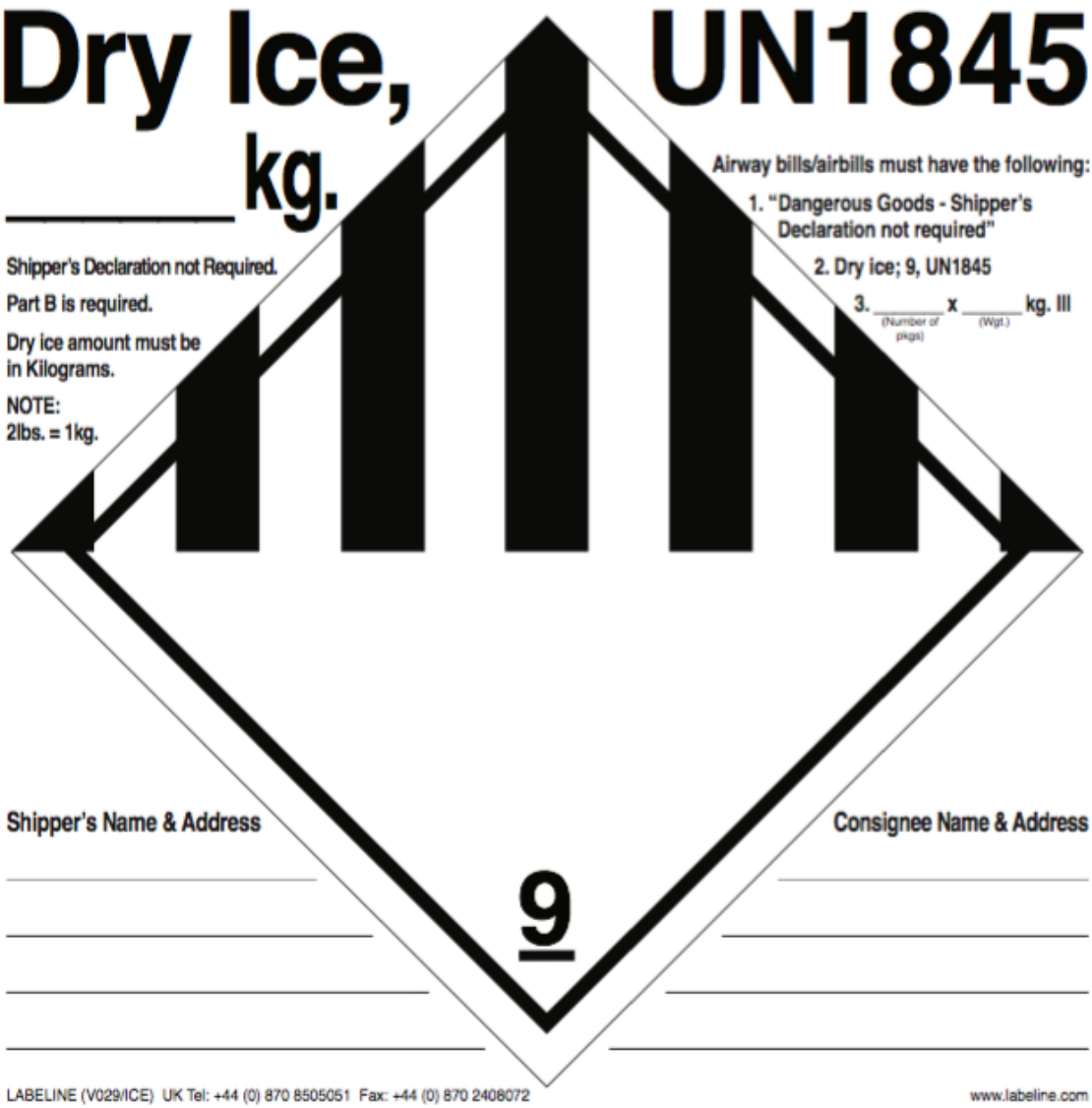
2. Prepare a commercial invoice and make 4 copies. Include 3 copies in the plastic sleeve outside the box and 1 copy within the package (not required for customers within the European Union (EU)).
3. Complete the requisition form listing all details for the samples you are shipping (page 4). If you are sending more than 8 samples, please use copies of the requisition form to make for the total number of samples.
4. E-mail the tracking number and shipment delivery date to Cell Guidance Systems at info@cellgs.com.

C. Packaging marks

1. 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.

2. Print the label below and attach it to the outside of the package.

3. Write the name of the shipper and sender in the designated areas.



Minimum dimensions of this label are: 150 x 150 mm.

CUT OUT AND ATTACH TO EXTERIOR OF PARCEL.

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.

D. Delivery address

Attention: Michael Jones
Cell Guidance Systems
Maia Building
Babraham Bioscience Campus
Cambridge
CB22 3AT
United Kingdom
Tel +44 (0) 1223 497 115

Cell Guidance Systems' reagents and services enable control, manipulation and monitoring of the cell, both *in vitro* and *in vivo*.

Growth Factors
- Recombinant
- Sustained Release

Exosomes
- Purification
- Detection
- Tracking
- NTA Service

Small Molecules

Cell Counting Reagent

Matrix Proteins

Cell Culture Media
- Pluripotent Stem Cells
- Photostable
- *In Vitro* Blastocyst Culture
- ETS-embryo Culture
- Custom Manufacturing Service

Gene Knock-Up System

Cytogenetics Analysis

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