

THE CORE CELL CENTER CELL CULTURE GUIDELINES

1. Investigators must complete a Cell Center Project Information form (download from cellcenter.grcf.jhmi.edu prior to sending samples). Blood samples will not be processed without an IRB number and study title on file at the Cell Center.
2. Samples must be labeled with designation, sample type, and Principle Investigator (PI). Samples processed will be delayed until this information is received and there will be a \$10 fee.
3. Blood should be collected in the proper vacutainer, acid citrate dextrose (ACD) at proper volume indicated on blood draw instructions (down load from cellcenter.grcf.jhmi.edu prior to sending samples). There will be an additional fee of \$10 for processing samples that do not meet the specifications outlined on this form and the blood draw instruction form.
4. There will be a \$70 charge for failed samples. Failed samples are samples that have been unsuccessfully completed after three attempts.
5. All incoming cell lines must be tested for mycoplasma prior to beginning a project. Samples testing positive will not be processed. The samples will be held 1 day for pick up after customer is notified of test results. Samples not picked up will be discarded.
6. Samples arriving after 2 pm on Fridays, will not be processed until the following Monday.
7. Completed cell lines must be picked up within 3 days of notification. There will be an additional fee of \$5/day for suspension cells and \$10/day for adherent cells. After 5 days, the cell lines will be frozen—an additional \$30.

I understand and will follow the guidelines.

PI Signature: _____ Date: _____