



WiCell Characterization Courier Instructions for UW Madison

- Submit your sample request on-line at www.wicell.org/testrequest
 - Include tracking information, if available.
 - Upload any required thaw protocols and purchase orders.
- Call Green Cab at (608) 256-5566, option 1 when your specimens are packed and ready to send. Do not try to schedule ahead.
- Provide Green Cab with your name, telephone number, location of the package pickup and any helpful details for the pickup site.
- Provide the address for delivery:
**WiCell Characterization Lab
504 South Rosa Road
Suite 101
Madison, WI 53719**
- Always choose a service level of Regular 90 min and use the account 'WiCell'.
- Describe the weight, size and special instructions for the shipment. We recommend mentioning the fact that the delivery is of live cells that are sensitive temperature fluctuation and should be kept right side up.
- Parafilm the plate or flask and package it with absorbent material in a Styrofoam box to minimize jostling.
- Print and include the packing slip provided on the confirmation page of your online sample submission.
- Label the box with the delivery address above as well as a “this side up” indication.
- Please include an aliquot of your media with the cells as we often will feed the cells again before harvesting for metaphase chromosomes.

Sample Drop-Off

- You may drop-off your samples at WiCell at the above address.
- Samples should be placed in the cabinet in the front office and a member of WiCell staff should be notified of your samples arrival.
- Parafilm the plate or flask and package it with absorbent material in a Styrofoam box to minimize jostling.
- Print and include the packing slip provided on the confirmation page of your on-line sample submission.
- Please include an aliquot of your media with the cells as we often will feed the cells again before harvesting for metaphase chromosomes.
- Samples accepted Monday through Friday from 8:00 am. to 2:00 pm., preferably the day before the culture is ready for testing.

If you have questions for require different arrangements, please contact us at

(608) 316-4145 or characterization@wicell.org.

WiCell Research Institute - Characterization Lab ▪ www.wicell.org/cytogenetics
PH: (608) 316-4145 ▪ FX: (608)204-9699 ▪ Email: characterization@wicell.org ▪ 504 S. Rosa Road, Suite 101, Madison, WI
53719 Billing Inquires Contact: Luke Phelps-McGuire ▪ PH: (608)316-4727 ▪ Email: accounting@wicell.org