



## WiCell Cytogenetics Courier Instructions for UW Madison

- Notify the WiCell Cytogenetics Lab that you will be shipping cells for testing ([characterization@wicell.org](mailto:characterization@wicell.org)) at least 24 hours in advance.
- Complete one Characterization Testing Request form for each sample and send them along with the cells.
- Call Badger Cab at (608) 256-5566, Option “1”.
  - Call Badger Cab when your specimens are packed and ready to send. Do not try to schedule ahead.
- Provide Badger 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 Cytogenetics Lab  
504 South Rosa Road  
Suite 101  
Madison, WI 53719**

- Always choose a service level of Regular 90 min and use the account WiCell – Cytogenetics.
- 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.
- 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.
- Deliveries are accepted Monday through Friday from 8:00 a.m. to 4:00 p.m., 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](mailto:characterization@wicell.org).

WiCell Research Institute - Cytogenetics Lab ▪ [www.wicell.org/cytogenetics](http://www.wicell.org/cytogenetics)  
PH: (608) 316-4145 ▪ FX: (608)204-9699 ▪ Email: [characterization@wicell.org](mailto:characterization@wicell.org) ▪ 504 S. Rosa Road, Suite 101, Madison, WI 53719  
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