



**CELL CULTURE SERVICES REQUEST**

**NO.** \_\_\_\_\_

**SECTION I: General Information**

In order to manufacture your product efficiently and safely, we require some basic information on the research project, specific cell line characteristics, safety testing and product shipment. This information will be reviewed, in confidence, by the Director of Scientific Advisory Board members. THE CENTER WILL USE ALL NECESSARY PRECAUTIONS TO PROTECT THE CELL LINE, BUT WILL NOT BE RESPONSIBLE FOR CONTAMINATION OR DESTRUCTION THAT OCCURS DURING SHIPMENT OR WHILE IN POSSESSION OF THE CELL LINE. All materials produced at the Center are for RESEARCH PURPOSES ONLY and not intended for human use.

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Principal Investigator	Telephone	Telefax	Email
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Laboratory Contact	Telephone	Telefax	Email
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Institution

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Department

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Building/Room No.

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Street Address

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City, State                      Zip

This request should be returned to:

Mark Hirschel, Ph.D.  
Director, National Cell Culture Center  
Cellex Biosciences, Inc.  
8500 Evergreen Boulevard  
Minneapolis, MN 55433

Telephone: (800) 325-1112  
Telefax: (763) 786-0915  
Email: hirschel@nccc.com

**SECTION II: Cell Line Information (if applicable)**

**A. General Information**

1. Name of cell line: \_\_\_\_\_
2. Species and tissue origin: \_\_\_\_\_
3. Quantity of product desired: \_\_\_\_\_

**B. Cell Culture Information**

1. Recommended medium: \_\_\_\_\_  
Serum: \_\_\_\_\_  
Supplements (e.g. antibiotic, etc.): \_\_\_\_\_
2. Suspension or monolayer: \_\_\_\_\_
3. Population doubling time: \_\_\_\_\_ hrs
4. Immunoglobulin producing cell lines:
  - a. Class/sub-class of antibody: \_\_\_\_\_
  - b. Antibody yield in static culture: \_\_\_\_\_
  - c. Is purification required? \_\_\_\_\_

**C. Biosafety Information**

1. Specify date, results and type of last mycoplasma test: \_\_\_\_\_
2. Additional biohazard considerations (e.g. list potential infective agents - EBV, HIV, Hepatitis, etc.): \_\_\_\_\_

**D. Product Harvest and Shipping Information**

1. Recommended harvest protocol: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Product stability/storage information (if applicable): \_\_\_\_\_

3. How should product be shipped? \_\_\_\_\_ Frozen (dry ice) \_\_\_\_\_ Refrigerated (wet ice)

\*All products will be shipped via overnight courier unless other arrangements are specified.

**\* Cell lines sent to the Center should be shipped in compliance with appropriate Federal guidelines governing the transportation of biological materials. The shipments should minimize time in transit and arrive on weekdays. The outside of the package should clearly specify whether it contains dry ice, wet ice, or other refrigerant. In cases of damage or failure to receive shipped materials, the sender will be notified 1-3 days following anticipated delivery of the package.**

**SECTION III: Research Project**

The Cell Culture Center is sponsored by the National Center for Research Resources, NIH. Consequently, our facility can only provide services for basic research laboratories. To verify this, please **ATTACH A BRIEF DESCRIPTION OF THE RESEARCH PROJECT** for which the requested material will be used. A description from an existing grant proposal is adequate, such as the abstract, rationale, specific aims or potential significance of the research. Please indicate how this research is funded, i.e. NIH, NSF, etc. (list grant title and award number).