



Neon Animal Collection Kit

Instructions for Use (IFU)

Animal Collection Kit Contents:

- Swabs (for nasal and anal)
- UTM Tubes
- Cryobox w/divider and internal grid
- Lab shipment biohazard bag with absorbent pad

Before you begin:

Please read through this instructions sheet before you begin sample collection. Samples that are not properly registered, collected, or labeled may not be usable and might be disposed before testing.

Storage Requirements

Pre-use storage: Tubes should be stored at a temperature between 35-78°F. Do not use any tubes whose UTM has changed to a yellowish color. Please notify the Ginkgo Kitting team if any changes in UTM color or defective tubes are identified.

Ginkgo Kitting contact: orderingops@ginkgobioworks.com

Field Storage: store upright on dry ice

Lab Storage: -80°C freezer

Shipping: ship on dry ice (*9.1 kgs of dry ice*)

Shipping Instructions

Shipping Materials

Ginkgo Provided:

- FedEx Return Labels
(with 9.1 kgs dry ice indicated)
- UN 1845 Label
(Domain will need to fill out)
- UN 3373 Label

NEON Provided:

- Dry ice
- Insulated shipping cooler,
and outer return box
- Shipping Manifest document
(electronically)

Shipping Procedure

1. Ship samples within approximately 2 weeks of completion of the first collection bout at all sites (or as soon as your schedule allows). All other samples will be retained and shipped after the final sampling bout of the year. Please store unshipped samples at -80 degrees Celsius.
2. Samples should be shipped via FedEx Priority Overnight on dry ice (use 20 lbs or 9.1 kgs of dry ice as standard protocol). Place sample boxes in the biohazard bag with absorbent padding. In addition to a UN1845 dry ice label (please fill out the entire label, including the 9.1 kgs of dry ice used), place a UN3373 label with “Biological Substance, Category B” in 6-mm-high text on the box as well.
3. Create and send a manifest using the shipping manifest template provided in the work order.
 - a. Email shipping notification to PI list as well as the Teams Channel email. Include both the tracking number and the total number of samples contained in the shipment in the body of the email. Attach an electronic copy of the shipping manifest to the email.
 - i. PI Email list:
kjv1@psu.edu, lindsey.labella@pitt.edu, orderingops@ginkgobioworks.com
 - ii. Teams Channel Email:
6345211a.neoninc.onmicrosoft.com@amer.teams.ms



4. Ship samples via FedEx to:

University of Pittsburgh
Lindsey Labella
130 DeSoto Street
2120B Public Health
Pittsburgh, PA, US, 15261

5. Use the Ginkgo provided shipping labels. Enough labels will be provided to cover all necessary shipments. If additional labels are needed for any reason, please reach out to the Ginkgo ordering team (orderingops@ginkgobioworks.com) and David Vandeloo (dvandeloo@ginkgobioworks.com).

Reordering Instructions

Ginkgo Bioworks will provide enough kits and materials for the first 2-3 months of sampling. Ginkgo will also monitor the sample return manifest and can help suggest re-order dates. If additional kits are needed please reach out to orderingops@ginkgobioworks.com and kits will be provided.