

Cellbox 2.0 Shipping Checklist

Planning and preparation of Cellbox prior to shipment:

- Read the Cellbox 2.0 Technical Manual!
- Prepare biological material ahead of the planned shipment as necessary.
- Find out how to transport your culture vessels safely and leaktight within the Cellbox incubation chamber. Check our CO₂ permeable CBS Packaging Solutions for best practice.
- If you purchased the 21 CFR Part 11 Data Security Software License, ensure to set up all necessary users. This might include users set up for the receiving side in case they need access to the user interface.
- Ensure that a sufficient CO₂ supply is available. Order dry ice pellets from your local supplier (Cellbox Flight 2.0) or CBS CO₂ disposable cartridges (Cellbox Ground 2.0) depending on your model.
- Verify that the appropriate transport labels for dangerous goods are available in sufficient quantity. Follow the labeling guidelines from our Technical Manual Chapter 8 for best practice. Additionally investigate if the biological sample falls under dangerous goods transport guidelines according to UN3373 and needs additional labeling.
- Check which power cords are required for the countries involved in the transport. Order additional if necessary.
- Check the condition of the Cellbox polystyrene/carton overpack. Order additional if necessary.
Attention: Please be aware that air cargo transport is only permitted in the respective overpack. Cellboxes without the overpack do not conform to IATA regulations and may not be transported as air freight.
- Organize the transport procedure with a logistics / special handling logistics company:
(Pro Tip: Check if a shipment on a pallet is possible to minimize tilting events!)
 - Look into preparation times, pickup times (!), routes & critical time limitations.
 - Ask for special handling i.e., logistics hubs for Cellbox recharging & CO₂ refill, if necessary.
 - Enquire about potential special customs requirements and critical time limitations.
- Charge the Cellbox 2.0 by plugging in the power supply connected to mains.
- Charge the Cellbox 2.0 Controlant GPRS Tracker via USB if used. Contact Cellbox Solutions for Controlant GPRS Tracker route setup prior to shipment.

Preparation on the day of shipment:

- Turn the Cellbox 2.0 ON.
- Connect the Cellbox 2.0 to the power adaptor.
Attention: All preparations should be performed while connected to an external power source to ensure that the battery packs remain fully charged for transport.
- Set Local Time within the Service Menu of the Cellbox 2.0.
- Take the multi-well rack from the incubation chamber & close the incubation chamber lid.
- CO₂ source: refill the dry ice pellets (Cellbox Flight 2.0) or replace CBS CO₂ disposable cartridge (Cellbox Ground 2.0) within the CO₂ compartment.
Attention: If using a Cellbox Ground 2.0, Removing the disposable cartridge may lead to a rapid release of remaining CO₂, which could cause a static charge as well as ice formation in and around the thread. Please wait 5-10 minutes before reinstalling a new cartridge.
- Reset CO₂-Timer.
- START an EPISODE within the Cellbox data logging menu.
Attention: When the battery level is below 5% a non-confirmable popup screen appears on the Cellbox display. Please be aware that the Cellbox 2.0 stops its internal recording due to storage safety! Please recharge the Cellbox 2.0 to at least 5% to enable logging capabilities!
- Set the desired temperature & CO₂ concentration and wait for the Cellbox to precondition (~30 min). Confirm that the set conditions have been reached.
- Package the biological material leaktight and CO₂ permeable according to 3-layer packaging guidelines (see Technical Manual).
- Transfer the packed biological material to the multi-well rack and secure it by filling up empty spaces (e.g., with polystyrene pieces) to avoid twirling, then place it into the incubation chamber.
- Close incubation chamber lid. Wait for re-equilibration of incubation chamber conditions (~10 min).
- If using Cellbox Flight 2.0, refill the dry ice container once more and tighten the dry ice container lid just over its minimum position. Reset CO₂-Timer again.
Attention: The lid for the dry ice container needs to be securely tightened to reduce the risk of a leakage into the incubation chamber.
- Unplug the Cellbox 2.0 power adaptor when charged to 100% and place power adaptor and cords into the respective lid cavities. Make sure to include the power cords for the required countries.
- If using Cellbox Controlant GPRS Tracker, "Start Shipment" by pressing the green button for 3 seconds.
- Close the Cellbox 2.0.

DISCLAIMER

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- (Consider to fix the the Cellbox power button lid with a small wire or clip if shipped within a speciality handling service when no polystyrene/carton over pack is used for extra protection. Not applicable for air cargo transport)
- Label the Cellbox as well as the Cellbox polystyrene carton overpack with (only!) the appropriate labels (refer to Technical Manual for further information).
- Place the Cellbox 2.0 into the Cellbox polystyrene carton overpack. Tape all openings and edges.
Attention: The polystyrene housing has been specially designed for effortlessly inserting and removing the Cellbox. Should the Cellbox not fit, do not force it, simply rotate the Cellbox until it slides into the polystyrene housing. The polystyrene housing additionally has a port hole at its bottom. It is mandatory to align the CO₂ overflow tube coming out of the Cellbox Flight 2.0 bottom with the respective hole in the polystyren to let free CO₂ gas escape from the package. Do not block this port! If the alignment is not correct or the CO₂ overflow is blocked, this can cause an unwanted and uncontrolled rise of CO₂.
- Hand your package over to the logistics / special handling logistics company ASAP!

Arrival / reception of shipped Cellbox:

- Impress your colleagues by showing them your Cellbox 2.0! 😊
- Remove the biological material from the incubation chamber and transfer into a stationary incubator.
- “Stop Shipment” on Controlant GPRS Tracker by pressing the red button for 3 seconds.
- STOP the EPISODE within the Cellbox data logging menu.
- Turn Bluetooth ON on your CELLBOX 2.0.
- Connect your Cellbox to the Cellbox 2.0 App available for iOS and Android!
Attention: Read the App Manual for full instructions!
- Export your data as a xlsx-file for transport verification.
- Verify Cellbox Controlant GPRS Tracking data for additional transport verification.
- Turn the Cellbox OFF & recharge if needed or set the device to Storage Mode for best battery health.
- Clean according to the Cleaning and Decontamination document.
- Plan the next shipment.



Download this checklist and further resources such as our Technical Manuals, Datasheets and App Manuals at <https://cellbox-solutions.com/downloads>

Experiencing any difficulties or have further questions?
Call or write to Cellbox Solutions customer support:
Email: support@cellbox-solutions.com
Telephone +49 40 88 367 851 // 10:00 - 16:00 hrs (CET / CEST)



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