



Memo

Removal of multiple staff names from shipping Waybill

Template: TMP-00582 v1.0

APPROVED

To: All Kite-Trained Staff at Kite Authorized Treatment Centers

From: Kite US Site Qualification (Quality) Teams

Date: 29-JAN-2024

Subject: Removal of multiple staff names from shipping Waybill

To Whom It May Concern:

Effective 29-JAN-2024, the Waybill (BOL) on the outside of the Nanocool shipper kit and the dry shipper containing Kite Final Product will no longer contain multiple staff names for drop off/pick up. The waybill will now only identify ONE point of contact per address at the Kite Authorized Treatment Centers (ATCs).

- The Kite Konnect Hospital Portal has been updated for hospital staff that **enroll** patients into the portal. There is **no change** to the Kite Apheresis Collection Module (ACM) used by Kite-trained apheresis and cell lab staff.
- When a patient is registered in Kite Konnect, the enroller will be selecting a pick up/drop off address. Each address will have **ONE** point of contact listed with a phone number for the **department** where the courier will be going.

Update to the Waybill is shown below:

Kite Konnect Hospital Portal: Apheresis Kit Logistics

Apheresis KR Logistics

Please confirm the address information for the delivery and pick-up of the apheresis kit.

Apheresis Kit Drop-Off Address * 1

AddressHealth Orlando - 2301 N. Orange Ave, AddressHealth Cancer Institute BLDG
Ambulatory Infusion Center (AIC), 8th Fl, 300 #100 Orlando, FL 32804

Please provide apheresis kit point of contact and delivery instructions, if applicable.

Point of Contact * 2

Team Contacting
(988) 341-8721
kita.hosp@kite.com

Apheresis Center Special Delivery Instructions (Optional) 3

Please Note:

- Department phone numbers are encouraged to be inputted instead of personal phone numbers for Waybill communication efficiency
- Point of Contact: This Point of Contact will auto-populate* with the most recently inputted information. (Peter to work w/ CTAMs to pre-load Point of Contact)
- Special Delivery Instructions box will not have the "recently inputted" functionality, so the ATC Enroller will need to input information each time as needed (an enhancement is planned for early next year to make this info "stick")

Quick INTERNATIONAL COURIER

Shippers Reference 100685140

Bill of Lading No. 13608

PICK-UP Agent Date Time

KITE PHARMA, INC.
F03-HMT/CF03 MATERIALS MANAGEMENT
2355 UTAH AVENUE
EL SEGUNDO CALIFORNIA 90245
UNITED STATES
+1-424-301-3721

DELIVERY INFO. Agent Date Time

SHIPMENT CONTAINS: APHERESIS SHIPPER PCS: 1WGWT: 21 LBS

Full Apheresis Center Name
Department
Apheresis Center Address 1
ATTN: Point of Contact (Apheresis Center Drop-Off) 2
Phone Number

Description/Commodity: APHERESIS SHIPPER Pcs. 1 Wgt. 17 lb

Special Instructions: Delivery: Please drop it off to A. Tang, J. Barnett in room 34B on the 3rd floor from 1PM - 2PM 3

If the point of contact is NOT available at the ATC, the courier will:

1. **Contact Apheresis/Infusion Center phone number**- the courier will call the phone number listed on the Waybill to reach a staff member to sign for the shipper if staff member is not present upon arrival.

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2. **Ensuring applicable center delivery-** there is a client operating procedure (COP) in place for couriers to deliver only to a staff member belonging to the department/room/floor listed on the Waybill.
3. **Obtaining clear signature on the proof of delivery (POD)-** COP will ensure couriers obtain printed/signed names on the PODs.
 - a. This certifies that shipments are being signed by the appropriate recipient and their name will be documented on the bill of lading (BOL) copies during delivery.

This memorandum is for your information only. No further action or training is required. If you have any questions, please contact your Kite Quality Representative.

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