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CCSC Sample Drop Policy for BCM Phase 3, Post Covid-19 shutdown

During BCM's Covid-19 Phase 3 the CCSC will have the following policies for sample drop-off/pick up for user assisted appointments. These will be differentiated into those from internal and external sources through location of pickup, i.e either facility or outside main BCM entrance.

Internal Users

- After reservation approval:
 - A Zoom meeting will be arranged by CCSC staff by email (usually morning of the appointment)
 - Samples can be dropped off at the start of the appointment
 - User will also provide an electronic or hardcopy of the details of what each tube is named and what fluorophores each tube is stained with, as well as any other pertinent information (i.e. drug treated vs not drug-treated, sorting instructions if known prior to sort, etc).
 - If other accommodations are needed, you must request them by emailing ccsc@bcm.edu in advance of the appointment.
- User will meet CCSC staff member at the door of the room of their appointment at the start of their appointment to drop off samples.
 - User must contact core if they will be >15 minutes late to appointment
- User will then depart to join the Zoom meeting as soon as possible or can stay for experiment setup and then depart to join the Zoom meeting.
- During reservation, CCSC staff will designate a pickup time for samples and container.

External Users

- After reservation approval:
 - a Zoom meeting will be arranged by CCSC staff by email (usually morning of the appointment)
 - Samples will be dropped off at the pre-approved drop-off time at the front of Main Baylor by the fountain (usually discussed when approving the reservation).
 - User will also provide an electronic or hardcopy of the details of what each tube is named and what fluorophores each tube is stained with, as well as any other pertinent information (i.e. drug treated vs not drug-treated, sorting instructions if known prior to sort, etc).
 - If other accommodations are needed, you must request them by emailing ccsc@bcm.edu in advance of the appointment.
- Sample transportation
 - Samples must be transported in an enclosed, sealed container
 - If user does not have access to this type of cooler, CCSC staff will provide a cooler (and rack if needed) that samples will be placed into. This must be requested if needed.
 - Samples must be in tubes *with lids* to prevent leaks during transit.
- Meet CCSC staff member at the front of Main Baylor for sample drop-off at pre-approved time.
 - User must contact core if they will be >15 minutes late to appointment
 - Any failure to follow time policy may result in the appointment being voided and the entire time charged to user.
 - User should then join the Zoom meeting as soon as possible.
- After reservation is finished, CCSC staff will designate a pickup time for samples, containers, racks, and flashdrives (usually discussed during Zoom meeting).
- Ways data may be transmitted after the reservation:
 - Zip file attached to iLab appointment reservation (accessed in iLab)
 - BOX folder that is created for this purpose and shared between core and user
 - User provided flashdrive