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### CCSC Sample Drop Off Policy

**\*\*Users are encouraged to stay for the initial setup or all of the appointment\*\***

Users can request a Sample Drop Off ahead of scheduled appointment. Samples will be dropped off just prior or at beginning of appointment. The technologist will let user know when all is setup and THEN user may leave. All Sample Drop Offs must have cell phone number for contact.

If dropping off samples:

#### Sample Drop Off SOP

- Samples must be dropped off either just prior to or at the start of the appointment (this must be discussed during reservation approval process prior to appointment).
  - (Preferred) Dropped at room of user's appointment
  - Front of Main Baylor security desk located near the BCM fountain
- User must leave a phone number where they can be reached
- Tell the technologist running the appointment if a Zoom meeting is needed.
  - If joining on Zoom, join the Zoom meeting as soon as possible
  - If not joining a Zoom, user will be contacted by phone to make critical decisions about the experiment
- User must provide an electronic or hardcopy of the experimental details
  - Tube label list
  - Appropriate fluorophores labels for each tube
  - 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, user must request them by emailing [ccsc@bcm.edu](mailto:ccsc@bcm.edu) in advance of the appointment.
- During reservation, CCSC staff will communicate about pick up of samples, containers, racks, and flashdrive (if applicable).

#### Important notes

- Sample transportation
  - Samples must be transported in an enclosed container
  - Samples must be in tubes *with secured lids* to prevent leaks during transit.
- Methods data may be transmitted after the reservation:
  - BOX folder that is created for this purpose and shared between core and user
  - User provided flashdrive
  - Zip file attached to iLab appointment reservation (accessed in iLab)