**How to Drop Off and Checkin at HTSF:**

**ALL STEPS MUST BE COMPLETED IN ORDER TO HAVE YOUR SAMPLE(S) PROCESSED.**

**INCOMPLETE DELIVERY WILL DELAY SAMPLE(S) PROCESSING UNTIL ISSUES ARE FIXED**

**Responsibilities of the Study:**

**Completed in the Study’s lab:**

1. Submit samples to TracSeq website ( see additional instructions)
2. Print confirmed manifest for drop off at the HTSF and note BATCH #
3. Label Samples clearly
   1. STUDY NAME
   2. SAMPLE ID
4. Prepared samples for drop off
   1. <12 in a baggie
   2. >12 in a freezer box with dividers
   3. Label box or baggie with
      1. Study Name
      2. PI name
      3. Date
      4. Batch Number

**Completed at the HTSF / GSB rm 1153:**

1. Place samples in the appropriate Freezer for sample type: INCOMING SAMPLE box
   1. LIBRARIES = -20oC / rm 1153 / last white freezer on the left / middle shelf
   2. DNA = -20oC / rm 1153 / last white freezer on the left / middle shelf
   3. RNA = -80oC / 3rd floor / ask to be shown if you do not know / bottom shelf
2. Complete Drop Off Application ( on computer next to -20oC drop off freezer / detailed instructions above computer / ask HTSF staff if you have questions)
   1. Select “begin drop off”
   2. Use your name and contact info when filling out application
   3. Select the project form the drop down menu
   4. Use batch number on the confirmed TracSeq manifest to upload the sample data
   5. Check off each sample you are dropping at this time
   6. Select finish drop off at bottom of screen , you can leave the application open
3. Place Manifest copy in the pocket on the freezer door
4. You can leave the Drop Off Application Open on the computer