

HTSF Drop-Off Instructions

How to Drop Off and Check-in at HTSF:

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

INCOMPLETE DELIVERY WILL DELAY PROCESSING UNTIL ISSUES ARE FIXED

Responsibilities of the Study:

Completed in the Study's lab:

- 1- Submit samples to TracSeq website (see additional instructions on the *Forms and Guides* page)
- 2- Print confirmed manifest for drop off at the HTSF and note BATCH #
- 3- Label Samples clearly
 - a. STUDY NAME
 - b. SAMPLE ID
- 4- Prepare samples for drop off
 - a. <12 in a baggie
 - b. >12 in a freezer box with dividers
 - c. Label box or baggie with
 - i. Study Name
 - ii. PI name
 - iii. Date
 - iv. Batch Number
- 5- **COVID-19 NOTICE:**
 - a. During the COVID19 UNC School of Medicine limited staffing period, HTSF no longer allows studies to drop off materials at will.
 - b. Once a submission is approved, you will be contacted to arrange a **30min window for drop off.**
 - i. Drop off may not happen until the next weekday, if we are booked. We ask that you be patient for a drop off window. We have to consider the staffing of the lab and other studies coming to drop materials in order to keep the number of people present to our mandated levels.
 - c. HTSF has arranged a no contact drop off procedure for use during your time slot.
 - d. For those studies located in the GSB, we request you **do not drop off materials outside of this window.** The no contact freezer is not monitored or secured.
 - e. For non-GSB labs, GSB is currently a locked building and we will have to be present to allow you access.
 - f. Detailed instructions will be sent once a time slot is approved.

Please disregard the section below until further notice.

Completed at the HTSF / GSB rm 1153:

- 1- Locate HTSF employee at desk or nearby area to have samples stored into correct freezer
 - a. LIBRARIES = -20°C / rm 1153 / last white freezer on the left / middle shelf
 - b. DNA = -20°C / rm 1153 / last white freezer on the left / middle shelf
 - c. RNA = -80°C / rm 1153 / ask to be shown if you do not know / bottom shelf
- 2- Complete Drop Off Application (on computer next to -20°C drop off freezer / detailed instructions above computer / ask HTSF staff if you have questions)
 - a. Select “begin drop off”
 - b. Use your name and contact info when filling out application
 - c. Select the project from the drop down menu
 - d. Use batch number on the confirmed TracSeq manifest to upload the sample data
 - e. Check off each sample you are dropping at this time
 - f. Select finish drop off at bottom of screen , you can leave the application open
- 3- Hand Manifest copy to HTSF employee
- 4- You can leave the Drop Off Application Open on the computer