

Friday, July 14, 2017

Duke University  
Chesterfield bldg.  
701 W. Main Street  
Suite 320  
Durham, NC 27701

## Instructions for Sample Delivery to Sequencing and Genomic Technologies Shared Resource

Please review the updated sample delivery procedures below. If you have any questions, please email [sequencing@duke.edu](mailto:sequencing@duke.edu)

### Procedures for On Campus Sample Delivery

1. Submit your order into our DUGSIM system and prepare samples for delivery as you would normally.  
[Ordering Guidelines](#)
2. Bring samples to Heather Hemric, ZhengZheng Wei, or Holly Dressman in CIEMAS 2208B.
  - Use wet ice if samples need to be stored at  $-20^{\circ}\text{C}$ .
  - Use dry ice for RNA samples that need to be stored at  $-80^{\circ}\text{C}$ .
3. Bring a copy of your order from DUGSIM and a completed sample submission form with your samples.
4. Ensure that the sample name on each tube matches the sample name on the order submission form, and the number of samples delivered matches the number of samples in your order.
5. The staff at CIEMAS will review your order with you, help make any necessary changes and ensure your samples are properly packaged for transport.
6. The staff at Chesterfield will be available by phone to discuss any issues that may arise.

### Sample Drop-Off Hours at CIEMAS 2208B:

- Monday – Friday: 10 -11 A.M.
- Monday – Friday: 2 – 3 P.M.

A courier will pick samples up from CIEMAS between the drop-off periods and will bring samples to Chesterfield once a day, arriving at Chesterfield at ~ 2:30 P.M. Samples dropped off during the second drop-off time period will stay at CIEMAS under the appropriate conditions until the next business day's courier run.

### **Procedures for Sample Delivery at Chesterfield**

1. Submit your order into our DUGSIM system and prepare samples for delivery as you would normally.
2. Bring samples to Wendy Parris at 701 W. Main Street, Suite 320. You will need to announce yourself in the lobby.
  - Use wet ice if samples need to be stored at  $-20^{\circ}\text{C}$ .
  - Use dry ice for RNA samples that need to be stored at  $-80^{\circ}\text{C}$ .
3. Bring a copy of your order from DUGSIM and a completed sample submission form with your samples.
4. Ensure that the sample name on each tube matches the sample name on the order submission form, and the number of samples delivered matches the number of samples in your order.
5. Wendy will review your order with you, help make any necessary changes and ensure your samples are properly stored and entered into our queue for processing.

We are committed to ensuring that your samples are properly transported for analysis. Please do not hesitate to contact any of us with questions or concerns.