

**University of Wisconsin Biotechnology Center (UWBC)
Gene Expression Center Sample Exchange Policy Under COVID Restrictions
Effective June 3, 2021**

Exchange of samples for Library Preparation, QC Analysis or RNA Extraction

- 1) Drop-off/collection times are **Tuesday or Thursday, 9am-10am**. Please e-mail gecinfo@biotech.wisc.edu to schedule an appointment day. **You must give us at least one day's notice of your intended appointment.**
- 2) Bring samples on ice to UWBC room 2340 (north side hallway of the second floor) between 9-10am. If picking up samples, **be sure to bring your own container with ice.**
- 3) GEC staff will place an ice bucket on a table outside room 2340 for you to drop off/collect your samples.
- 4) Do not include hard copies of your submission form(s) and sample spreadsheet at this time.

Submission of cells/nuclei for [10X Genomics](#) applications

- 1) E-mail gecinfo@biotech.wisc.edu to arrange a drop-off time in line with your experiment. Please notify us ASAP of any delays.
- 2) Bring samples on ice with an extra aliquot of cell suspension buffer to UWBC room 2340 (north side hallway of second floor).
- 3) Communicate any sample-specific or project-specific updates if known.
- 4) **Do not** include hard copies of your submission form(s) and sample spreadsheet(s) at this time.