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| Ryan Baumann | UCSF-Baranzini Lab-01 | | Version 1.2 |
| ryan.baumann@ucsf.edu | Lab Cell: (415) 502-7073 | | 8-20-2020 |
| **iMSMS Unprocessed Fecal Sample Submission Procedure** | | | |
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| **Purpose Statement** | | | |
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| The goal of this protocol is to standardize the shipment and pre-submission organizational standards across all sites. This will reduce waste, streamline laboratory operations and ensure timely compensation for collaborators. | | | |
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| **Required Materials** | | | |
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| * Patient Q-tips (both time-points) | | * Patient Brown Tubes (both time-points) | |
| * Glycerol Tubes (if applicable) | | * Small Ziploc Bags | |
| * Large Bag/Box (secondary containment) | |  | |
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| **Procedure** | | | |
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| **Sample Receiving and Data Preparation** | | | |
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| * As samples arrive, check each tube to ensure it is properly labeled with the iMSMS ID and date of collection along with any other appropriate identifying information | | | |
| * Update the iMSMS unprocessed sample shipment form as you receive samples from patients | | | |
| * Place all samples from one participant at one time-point into a small Ziploc bag labeled with the corresponding iMSMS ID number | | | |
| ***\*\*\*You should have four Ziploc bags for each complete pair\*\*\**** | | | |
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| **Preparing for Shipment** | | | |
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| * As you organize the samples for shipment be sure to complete all missing fields on the iMSMS unprocessed sample shipment form | | | |
| * If multiple bags or boxes are used as secondary containment, add labels to indicate which samples are in each container | | | |
| ***\*\*\*Do not just send the small Ziploc bags in dry ice\*\*\**** | | | |
| * Before sending the samples, submit the completed iMSMS data form to Ryan Baumann (ryan.baumann@ucsf.edu), Stacy Caillier (stacy.caillier@ucsf.edu) and Sergio Baranzini (sergio.baranzini@ucsf.edu) for review | | | |
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| **Shipping Samples** | | | |
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| * After approval, ship the samples on dry ice to the following address | | | |
| **UCSF - Attn: Ryan Baumann/Sergio Baranzini**  **Room 240/241**  **675 Nelson Rising Lane**  **San Francisco, CA 94158**  **(415) 502-7073** | | | |
| * After the courier picks up the package, be sure to forward the tracking number to the same individuals who received the data | | | |
| * Upon arrival, UCSF will take an inventory of samples and compare it to the approved manifest to ensure all samples have arrived as expected | | | |