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| Ryan Baumann | UCSF-Baranzini Lab-01 | Version 1.2 |
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| **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)
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| * Glycerol Tubes (if applicable)
 | * Small Ziploc Bags
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| * 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
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| * Update the iMSMS unprocessed sample shipment form as you receive samples from patients
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| * Place all samples from one participant at one time-point into a small Ziploc bag labeled with the corresponding iMSMS ID number
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| ***\*\*\*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
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| * If multiple bags or boxes are used as secondary containment, add labels to indicate which samples are in each container
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| ***\*\*\*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
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| **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
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| * Upon arrival, UCSF will take an inventory of samples and compare it to the approved manifest to ensure all samples have arrived as expected
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