

## **Instructions for Sample Delivery to the CCR Sequencing Facility:**

Use FedEx same-day delivery for all sample deliveries, **Monday through Thursday**.

<http://fedex.com/us/services/us/index.html>

**NCI-FCRF courier service – (301) 846-1175**

### **Ship samples to:**

Sevilay Turan or Jyoti Shetty

CCR Sequencing Facility

8560 Progress Drive,

Room D3040

Frederick, Maryland 21701

If you have any questions or concerns, please call Sevilay Turan (301)360-3474

### **Sample submission:**

- Please complete our sample submission form before shipment and send back to us via email
- Add the excel form of the sample manifest form to the package. With this way, our lab team can identify the samples.

### **Shipping method:**

- **Fresh samples; please ship on ice**
- **Sequencing ready single cell libraries, cryopreserved samples, and methanol fixed samples; please ship with dry ice. ( A minimum of 5 kg dry ice)**
- **Please ship samples on a Monday-Thursday to prevent the package from getting stuck over the weekend.**
- After shipment, please send us email or the tracking number

### **Packaging:**

- Please use a sturdy dry ice box and place it inside the cardboard box

- *Include a “this side up” marking on the box*
- *Close the tubes well and clearly label the tubes*
- *Wrap the tubes tightly in parafilm to prevent leakage*
- *Make sure the samples are upright within the package, not sideways or upside down*

***\*\*\* Alternatively, you are always welcome to drop off your samples between 9:00am and 4:00pm at the Sequencing Facility, where you can meet our staff and see our process first-hand.***