

**University of Wisconsin Biotechnology Center
Gene Expression Center Sample Exchange Policy Under COVID Restrictions
Effective January 25, 2021**

Exchange of samples for Library Preparation, RNA 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 your exchange time. **You must give us at least one day's notice of your intended appointment.**
- 2) Bring samples on ice to the main Henry Mall entrance of the UW Biotechnology Center. Staff will meet you at the Henry Mall entrance. **DO NOT** go beyond the lobby of the building. If picking up samples, **be sure to bring your own container with ice.**
- 3) Transfer your samples to the GEC ice bucket. Please do not submit the samples in a non-disposable rack, as we cannot guarantee a timely return of these racks.
- 4) **FOR GENETICS/BIOTECH CLIENTS WORKING INSIDE THE BUILDING:** GEC staff will leave an ice bucket on the table outside of room 2340. Place your samples in this ice bucket.
- 5) **Do not** include hard copies of your submission form(s) and sample spreadsheet at this time.

Drop-off of cells for [10X Genomics](#)/single cell 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 the main Henry Mall entrance of the UW Biotechnology Center. Staff will meet you at this entrance of the building.
- 3) Communicate any sample-specific or project-specific updates if known.
- 4) Transfer your samples to the GEC ice bucket. Please do not submit the samples in a non-disposable rack, as we cannot guarantee a timely return of these racks.
- 5) **FOR GENETICS/BIOTECH CLIENTS WORKING INSIDE THE BUILDING:** GEC staff will leave an ice bucket on the table outside of room 2340. Place your samples and an extra aliquot of your cell suspension buffer in this ice bucket.
- 6) **Do not** include hard copies of your submission form(s) and sample spreadsheet(s) at this time.