

Sequencing Facility User Instructions

The BioFrontiers Next-Generation sequencing facility will begin accepting samples on Monday June 1. Please read our updated user policies below to ensure the safety of our staff and users.

General:

- No outside users are allowed into the lab at any time during phase 1.
- Project consultations will take place via Zoom between 2pm-5pm daily. Please email Amber.Scott@colorado.edu with your availability to set up a project consultation.
- Users will continue to use iLab to submit all service requests. We have recently updated our forms, please read and fill out the new forms carefully to ensure a timely turn around.
- During phase 1, we have only 1 facility staff member present in the lab at a time, this may result in slowed turn-around time.

Sample drop-off & pick-up:

- Individual samples will be cleaned with 70% Ethanol prior to processing!
 - Please label all samples clearly and cover the label with clear tape or use an Ethanol resistant pen (we recommend VWR 95042-566).
- Place all samples in a single plastic bag and label with your name.
- JSCBB Users:
 - After submitting a project request, make an appointment to drop-off samples on the 'Make Reservations' tab in iLab.
 - Drop off samples outside C1B76 during your reserved time. Please be respectful of your reserved time to ensure social distancing with other users.
 - Clean your sample bag using the provided 10% bleach before placing in the sample cooler.
 - If you need to use the provided marker, please clean before and after use.
- CU Campus Users:
 - We would prefer that you use the CU Campus Express Mail same-day delivery service for sample delivery. Please see below for Express Mail delivery instructions. The charge is \$15 per delivery.

- If you cannot use the delivery service, you may arrange to meet a lab member at an outside door of JSCBB. This is subject to staff availability. Please contact Kevyn.Jackson@colorado.edu to arrange a drop-off.
- Non-CU users:
 - We would prefer that you use FedEx or UPS for all sample delivery at this time.
 - If you cannot use a delivery service, you may arrange to meet a lab member at an outside door of JSCBB. This is subject to staff availability. Please contact Kevyn.Jackson@colorado.edu to arrange a drop-off.
- Sample pickup:
 - If you have indicated that you would like to pick up your samples after processing, a staff member will reach out to you about arranging a pick-up time or delivery.

Services:

- All library preparation and sequencing services will resume as usual.
- Due to limited staff hours, we anticipate a delayed turn-around for library preparation projects.
- All projects will be processed in the order they are received.
- Sample QC requests:
 - All sample QC will be performed by facility staff.
 - Please aliquot only what is needed for QC (usually 2 ul to per test, with 1-2ul extra).
 - We try our best to get you QC results on the same day, but results may take up to 24 hours to complete due to staffing.

Self-Service qPCR:

- We are currently offering qPCR use as an assisted service only (\$55/plate) while we work on a more permanent solution.
- Please contact Amber.Scott@colorado.edu if you would like to arrange to use the qPCR machine.

Campus Mail Express Delivery Instructions:

- Campus mail is currently updating their website. For now, please send all requests for Express Mail services to Josh Turnquist (joshua.turnquist@colorado.edu).
- Before scheduling a campus delivery, please send an email to biof-ngs@colorado.edu to make sure that we will be open and accepting samples on your desired delivery day.
- If your samples need to be cold, we suggest enough cold packs or dry-ice to last for 24 hours just in case.
- Do not request a signature for delivery.
- Campus mail requires the following information for pick-up & delivery (user to fill in RED information):

Pickup Info:

Contact person/Dep't and phone #-

Time Requested-

Building-

Room #-

of items-

Delivery Info:

Contact Person/Dep't and phone #

Amber Scott, BioFrontiers Next-Generation Sequencing, 303-735-1255

Time Requested-

Building-

596 UCB, JSCBB

Room #-

C1B76

of items-

Special/Detailed instructions:

Packages should be left on the cart outside of C1B76.

Speedtype to be Charged: