

May 8, 2020

Joel M. Sederstrom, M.S.
Director, Cytometry and Cell Sorting Core
Baylor College of Medicine
Phone: 713.798.3774
email: sederstr@bcm.edu

CCSC Sample Drop Policy for BCM Phase 1, Post Covid-19 shutdown

During BCM's Covid-19 Phase 1 the CCSC will have the following policies for sample drop-off/pick up for user assisted appointments. These will be differentiated into those from internal and external sources through location of pickup, i.e either facility or outside main BCM entrance.

Internal Users

- After reservation approval, a sample drop-off time will be arranged with CCSC staff.
- Samples transportation
 - Samples must be transported in enclosed, sealed container that is able to be decontaminated with disinfectant
 - If user does not have access to this type of cooler, CCSC staff will provide a cooler upon request.
 - If sample is provided in non-hard sided container (i.e. Styrofoam rack and container or box), that container will be destroyed after drop-off
 - Samples must be in enclosed sample containers (i.e. tubes must have sealed top on) to prevent leaks during transit.
 - User must provide their own ice or ice packs if samples must be kept chilled.
 - If samples are not on ice, samples must be packed with absorbent materials in case of spills during transit.
- User will meet CCSC staff member at the door of T103 at pre-approved time. Ring the doorbell, and do not enter.
 - If user is more than 15 minutes late for pre-approved time, they must contact core 15 minutes or more prior to reservation start time
 - Any failures to follow reservation policy and time will be voided and whole time charged to user.
- User will place transit container into secondary container on a CCSC cart and depart.
- Once inside core,
 - CCSC staff member will wipe down container with Caviwipes while wearing gloves
 - Place tube racks in a second secondary container, with/without ice dependently
 - Any ice and absorbent material will be disposed of immediately
- After reservation is finished, all materials will either be disposed of (analysis) or returned (sorting), according to prior agreement.
- Returned materials will be placed into user provided container with new ice if samples need to be cooled or with absorbent material if no cooling needed.
- If used, cooler will be loaded into a secondary container on cart.
- In cases of return product CCSC staff will contact user about a pickup time for container.
- After sorting reservation is finished, CCSC staff will contact user about setting pickup time for samples. CCSC staff will load samples into user provided container with new ice if samples need to be cooled or with absorbent material if no cooling needed. Cooler will be loaded into a secondary container on cart. If original container is destroyed, user must bring new container down for pickup.
- Meet CCSC staff member at the door of T103 at pre-approved time. Ring the doorbell, and do not enter. If user is greater than 15 minutes late for pre-approved time and did not contact core at minimum 15 minutes prior to reservation start time, reservation time will be voided with whole time charged to user.

- User will meet CCSC staff member at the door of T103 at pre-approved pick-up time. Ring the doorbell, and do not enter. CCSC staff member will open door and slide cart towards user. User will remove their container and exit the premises.
- If needed, the cart and secondary container will be deconned with Cavicide spray (must spray wheels of cart as part of the deconned steps). Staff member then must wash hands.

External Users

- After reservation approval, a sample drop-off time will need to be set with CCSC staff.
- Samples must be transported in a hard-sided cooler (i.e. igloo cooler). If user does not have access to this type of cooler, CCSC staff will provide a cooler at cost. If sample is provided in non-hard sided container (e.g. Styrofoam container), then that container will be destroyed after drop-off.
- Samples must be in enclosed sample containers (i.e. tubes must have sealed top on) to prevent leaks during transit.
- User must provide their own ice or ice packs if samples must be kept chilled.
- If samples are not on ice, make sure samples are packed with absorbent materials in case of spills during transit.
- Meet CCSC staff member at the front of Main Baylor for sample drop-off at pre-approved time. If user is greater than 15 minutes late for pre-approved time and did not contact core at minimum 15 minutes prior to reservation start time, reservation time will be voided with whole time charged to user.
- CCSC staff member will ask you to place your transit container into secondary container on a cart.
- Once inside core, CCSC staff member will wash hands. While wearing gloves, staff member will wipe down container with Caviwipe. Additionally, the cart and secondary container must be deconned with Cavicide spray (must sure wheels of cart are part of the deconned steps).
- Any ice and absorbent material will be disposed of immediately.
- After analyzer reservation is finished, all materials will be disposed. If igloo container was provided by user, CCSC staff will contact user about a pickup time for igloo cooler.
- After sorting reservation is finished, CCSC staff will contact user about setting pickup time for samples. CCSC staff will load samples into igloo with new ice if samples need to be cooled or with absorbent material if no cooling needed. Cooler will be loaded into a secondary container on cart. Cart will be rolled out to the front of Main Baylor at pre-approved time.
- Upon return of CCSC staff member to core facility, the cart and secondary container must be deconned with Cavicide spray (must sure wheels of cart are part of the deconned steps). Staff member then must wash hands.