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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 Zoom meeting will be arranged by CCSC staff by email (usually morning of the appointment)
 - Samples can be dropped off at the start of the appointment
 - User will also provide an electronic or hardcopy of the details of what each tube is named and what fluorophores each tube is stained with, as well as any other pertinent information (i.e. drug treated vs not drug-treated, sorting instructions if known prior to sort, etc).
 - If other accommodations are needed, you must request them by emailing ccsc@bcm.edu in advance of the appointment.
- Sample transportation
 - Samples must be transported in an 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 (and rack if needed) that samples will be placed into.
 - If sample is provided in non-hard sided container (i.e. Styrofoam rack or container), that container will be destroyed after drop-off and cooler will be used.
 - Samples must be in tubes *with lids* 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 (paper towels) in case of spills during transit.
- User will meet CCSC staff member at the door of T103 (or 9th floor DeBakey) at pre-approved time. Ring the doorbell, and do not enter.
 - User must contact core if they will be >15 minutes late to appointment
 - Any failure to follow time policy may result in the appointment being voided and the entire time charged to user.
- User will place transit container into secondary container on a CCSC cart, indicate where controls/samples/collection are located within container (this is not a substitute for an electronic or hardcopy summary of labeled tubes and staining), depart, then join the Zoom meeting as soon as possible (if necessary).
- Once inside core CCSC staff member will:
 - Transport cart and secondary container to cytometer.
 - If transit container is non-hard sided container (i.e. Styrofoam rack or container), place samples in a rack (CCSC provided if needed) and discard transit container
 - If hard sided transit container, do not handle container; when samples are moved to and from the cytometer, staff must spray gloves with EtOH
 - Join the Zoom meeting and begin sample analysis/sorting
- After reservation is finished, all materials will either be disposed of (analysis) or returned (sorting), according to prior agreement.
- In cases of return product:
 - Returned materials will be placed into user provided container with ice if samples need to be cooled or with absorbent material if no cooling needed. If no collection container was dropped off, or if original container is destroyed, user must bring new container down for pickup or CCSC staff will use a CCSC cooler to return product to user. If the cooler is not returned within 48 hours, user will incur a \$25 charge for cooler replacement
 - User container (or CCSC cooler) with return product will be loaded into a secondary container on cart.
 - CCSC staff will contact user about a pickup time for container.

- User will meet CCSC staff member at the door of T103 (or 9th floor DeBaakey) 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 decontaminated with Cavicide spray (must spray wheels of cart as part of the decontaminated steps). Staff member then must wash hands.

External Users

- After reservation approval:
 - a Zoom meeting will be arranged by CCSC staff by email (usually morning of the appointment)
 - Samples can be dropped off at the start of the appointment
 - User will also provide an electronic or hardcopy of the details of what each tube is named and what fluorophores each tube is stained with, as well as any other pertinent information (i.e. drug treated vs not drug-treated, sorting instructions if known prior to sort, etc).
 - If other accommodations are needed, you must request them by emailing ccsc@bcm.edu in advance of the appointment.
- Sample transportation
 - Samples must be transported in an 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 (and rack if needed) that samples will be placed into.
 - If sample is provided in non-hard sided container (i.e. Styrofoam rack or container), that container will be destroyed after drop-off and cooler will be used.
 - Samples must be in tubes *with lids* 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 (paper towels) in case of spills during transit.
- Meet CCSC staff member at the front of Main Baylor for sample drop-off at pre-approved time.
 - User must contact core if they will be >15 minutes late to appointment
 - Any failure to follow time policy may result in the appointment being voided and the entire time charged to user.
- CCSC staff member will ask you to place your transit container into secondary container on a cart.
 - User can show where controls/samples/collection are located within container (this is not a substitute for an electronic or hardcopy summary of labeled tubes and staining), and then depart.
 - User should join the Zoom meeting as soon as possible (if necessary).
- Once inside core, CCSC staff member will:
 - Spray the cart and secondary container with Cavicide spray (must spray wheels of cart as part of the decontaminated steps).
 - Transport cart and secondary container to cytometer.
 - Wash hands, and don new gloves
 - If transit container is non-hard sided container (i.e. Styrofoam rack or container), place samples in a rack (CCSC provided if needed) and discard transit container
 - If hard sided transit container, do not handle container; when samples are moved to and from the cytometer, staff must spray gloves with EtOH
 - Join the Zoom meeting and begin sample analysis/sorting
- After analyzer reservation is finished, all materials will be disposed. If igloo container or flashdrive was provided by user, CCSC staff will contact user about a pickup time.
- After sorting reservation is finished, CCSC staff will contact user about pickup time for samples. CCSC staff will load samples into igloo with user provided 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 along with user provided flashdrive if one was dropped off. Cart will be rolled out to the front of Main Baylor at pre-approved time.
- Ways data may be transmitted after the reservation:
 - Zip file attached to iLab appointment reservation (accessed in iLab)
 - BOX folder that is created for this purpose and shared between core and user
 - User provided flashdrive
- Upon return of CCSC staff member to core facility, the cart and secondary container must be decontaminated with Cavicide spray (must spray wheels of cart as part of the decontaminated steps). Staff member then must wash hands.