AUG 02, 2023

Protocol Citation: Bryce Killingsworth 2023. Sending samples to the NCI Frederick EM Core. **protocols.io** https://protocols.io/view/sending-samples-to-the-nci-frederick-em-core-bjfdkji6

Protocol status: Working
We use this protocol and it's working

Created: Aug 06, 2020

Last Modified: Aug 02, 2023

PROTOCOL integer ID: 40133

Sending samples to the NCI Frederick EM Core

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ABSTRACT

Protocol on how to ship EV sample to the NCI Frederick core.

Sending samples

1 If you are beginning a new project, you must put in a service request, select a CAN to draw funds from, and get approal from an AO, using the "New Request" button on the NCI Frederick EM Core's website:
https://ncifrederick.cancer.gov/services/accessioning/services/labservices/area/5

Pg 1: information about the request: fill out scope of work and number of samples
Pg2: select CCR investigator and tag emails of anyone you want to add as followers
Pg3: Daily Cruz-Abreu is the Fiscal Authority. Funding source is the current fiscal year Project ID number located on the “General Info and Links” tab of the lab OneNote page.

2 Ensure that Ziqui Wang or Kunio Nagashima at NCI Frederick is expecting your package delivery, and you have had communication about what type of images you expect.

3 The Frederick Courier no longer accepts requests via email or phone. You must use the Shipping Wizard to arrange pickup.

https://ncifrederick.cancer.gov/cad/shippingwizard

NCI Frederick Courier: 301-846-1175 (contact number only, do not call for pickup)

Core Address:

TO: Ziqiu Wang
Electron Microscope Facility NCI-Frederick
EML at the ATRF
8560 Progress Drive
Wing D, Room D-2025
301-846-6064

4 Thaw the EV samples you intend to have imaged.

5 Transfer at least 50 µL of each of your sample to 0.5 mL tubes for shipment. It is possible as little as 35 µL could be imaged but any significant volume differences need to be discussed with the NCI core staff. Previously we have sent 100 µL per sample.

6 Using a tube rack, other plastic supports, and tape, position the tubes in a plastic bag so that they are secure.

7 Place the tubes in a sytrofoam container with ice from the ice machine, not dry ice. Use a paper towel as a barrier between the ice and the samples so they don't partially freeze.

8 Create an item list using this template and print a copy to be shipped inside the box.

2020-07-21 - Shipping key for EM.dotx

9 Tape up the box.

10 Affix a To and From label on the top of the box:

TO: Ziqiu Wang
Electron Microscope Facility NCI-Frederick
EML at the ATRF
8560 Progress Drive
Wing D, Room D-2025

FROM: Your Name
Jones Lab
Laboratory of Pathology
10 Center Dr
Bld 10, Rm B1B53
Bethesda MD,20892

11 You can wait for the courrier to knock on the lab door, or place the package with a note for the courrier outside the lab in the hallway.

12 Email Ziqui and Kunio to let them know the shipment is on the way.

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