



## Instructions for single cell sample submission for Investigators external to UCSD

Please contact [epigenome@ucsd.edu](mailto:epigenome@ucsd.edu) to discuss your project with Center for Epigenomics staff before submitting samples. Once you have spoken to Center staff and are ready to submit samples, please:

- (1) Ensure that your samples are prepared according to guidelines [here](#) (scATAC) or [here](#) (scRNA).
- (2) Complete sample manifest (download blank copy [here](#)).
  - Please be sure to complete all fields in “Samples” tab.
  - Please be sure to review policies and affirm consent on “Policies” tab.
  - Please be sure that your samples are in 1.5 mL tubes clearly labeled with the same Sample ID as indicated on your sample submission form.
  - Please also label side of tubes with your last name.
- (3) Send to [epigenome@ucsd.edu](mailto:epigenome@ucsd.edu) with the subject line:  
“single cell sample manifest - [your last name here].”
- (4) Ship samples to the address below.
  - Please e-mail shipping confirmation and tracking details to [epigenome@ucsd.edu](mailto:epigenome@ucsd.edu).
  - Please pack with an excess of dry ice to ensure that samples do not thaw during shipping and potential extended storage at UCSD Central Receiving (due to campus COVID-19 restrictions).
  - Please be sure both a “dry ice” label and “store at -80°C” label are on the outside of package.
  - We recommend using overnight shipping and sending at the beginning of a week to avoid any potential delays over the weekend.
  - For Investigators local to San Diego, you may email [epigenome@ucsd.edu](mailto:epigenome@ucsd.edu) to arrange in-person sample drop-off Monday-Friday between 10am – 4pm with our Center staff.

### Shipping address:

ATTN: Sample Submission  
UCSD Center for Epigenomics  
University of California, San Diego  
CMM-E 1088, Bay G  
7835 Trade St., Suite 100  
San Diego, CA 92121

858-534-7351 (if phone is required)