



Instructions for ATAC-seq sample submission for Investigators external to UCSD

Please contact 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](#).
- (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 manifest to epigenome@ucsd.edu with the subject line:
“ATAC-seq 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.
 - 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 a “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, samples can be dropped off in person Monday-Thursday between 10am-4pm at our drop-off freezer (map [here](#)).

Shipping address:

ATTN: sample submission
UCSD Center for Epigenomics
University of California, San Diego
CMM-E 1087, Bay F
7835 Trade St., Suite 100
San Diego, CA 92121

858-534-7351 (if phone is required)