**TCGB Contactless Sample Drop Off Procedures**

Dear TCGB client,

In response to the ongoing Covid-19 situation, the TCGB is implementing a new contactless sample drop off procedure. To avoid in-person contact between TCGB staff and TCGB clients as well as between clients from different labs, we now require you to make a reservation before you deliver your samples.

Please note that we are only accepting drop-offs Monday through Friday from 8am – 5pm. You may ONLY drop off samples for projects that have been approved by TCGB.

Access to TCGB lab spaces is restricted to TCGB personnel. If you have questions, please do not enter the lab, but call 310-206-3945.

Please follow the below drop off steps:

1. Make a reservation by e-mailing TCGB at [sequencing@mednet.ucla.edu](mailto:sequencing@mednet.ucla.edu) with completed submission form and specify delivery time
2. Once the reservation is approved, print out the request form.
3. Before you leave your lab to drop off the samples, please call 310-206-3945. If nobody picks up the phone, call 310-825-3664.
4. There would be a drop off box in front of CHS 38-123.
5. Place your samples and a copy of the request form in the drop off box.
6. Knock the door. Please do NOT open the door. Knocking the door would be a sign for TCGB staff to know that the samples have been delivered.
7. You may leave.
8. TCGB staff will collect the samples once you leave.

Please note that if you deposit samples without a reservation, without a copy of request form, or with incomplete labeling, TCGB may be unable to process your samples.