****

**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](https://www.dropbox.com/s/q1dxu6jdd6zht2h/EPIGEN_ATAC_sample_prep_05072019.pdf?dl=0).

**(2)** Complete sample manifest (download blank copy [here](https://www.dropbox.com/sh/0abbtxqdv4wue6x/AAAlYoKeWjzpFGTF-fslNteva?dl=0)).

* 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 to epigenome@ucsd.edu.
* Please pack with an excess of dry ice to ensure that samples do not thaw during shipping.
* 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

9500 Gilman Dr. MC 0767

CMM-E 1087, Bay F

La Jolla, CA 92093

858-534-7351 (if phone is required)