

MultiPlex Analysis Core (MAC) No-contact Sample/Kit Submission Procedures During COVID-19 Distancing Restrictions

1. NO users will be allowed in the MAC laboratory (C329 or C335) until further notice.
2. All user communication will be conducted by video conference, email, or telephone.
3. A no-contact sample/kit submission procedure has been implemented.
4. The following steps must be followed to use the MAC:
 - a. Submit an account number for billing to the IUSCC (if not already on file from previous MAC work) by completing the “Authorization form” on the MAC website (<https://cancer.iu.edu/research-trials/facilities/mac/policies.php>) and emailing the completed form to Kristina Taylor (kristtay@iu.edu) and the MAC (pplett@iu.edu).
 - b. Request the requisition form from the MAC (pplett@iu.edu or hfeng@iu.edu).
 - c. Submit the completed requisition form ASAP to the MAC so that your assay can be scheduled in the queue (pplett@iu.edu or hfeng@iu.edu).
 - d. The MAC will contact you to schedule your assay time and discuss details of the “no-contact sample & kit drop-off” procedure. Briefly:
 - At the scheduled time of drop-off (one hour time slot), the user will place their samples and kits in the cooler outside room R3-C335 to the left of the door. The cooler will be easily identified by signage.
 - Samples must be clearly labeled with the date, user name, and user contact info.
 - If discussion between the user and MAC personnel is needed, this will occur in the hallway with 6’ distancing. You may consider emailing a smart phone picture of the sample layout with explanations to aid sample identification by the core, if desired.
 - All parties will don appropriate PPE, including face masks.
 - e. If you need to cancel or postpone your assay time the day of the run, please call (317) 278-2485 (the MAC lab) by 9 a.m. on the day of analysis or risk being charged for instrument set-up.