AGC SINGLE CELL SUBMISSION INSTRUCTIONS

How to submit single cell samples to the AGC

1. Make your appointment via the AGC MiCores site – “Schedule Equipment” -> “Single Cell Appointment Request”
2. You may select any time within the blue boxes. If you have fewer than 6 samples, a 30 minute time slot is sufficient.

3. Fill out the form. We have a large number of options, so please look them over carefully. Viability/Count checks can be found under the “10X Genomics” options. Please note the “Comments” tab at the top – if you need to cancel your appointment after it has been confirmed, or anything else comes up, you can use this tab to communicate with us.
4. Submit your service request on the AGC MiCores site – “Request Services” -> “Single Cell Processing.” This MUST be done before you bring your cells to the Core. Most people fill out their service request 2-24 hours before their appointment time. If you have not created a service request before bringing your cells, we cannot accept them.

5. The request form will ask for your analysis type, read depth (sequencing depth), targeted number of cells (1,000-10,000), and your sample names. When that has been submitted, you will receive an email with the numbers that correspond to each sample. Write your sample numbers on the top of your sample tubes. If your sample numbers are not on the tops of your tubes, we cannot accept them.
6. Package your samples in either a plastic bag or 50ml conical tube, then inside a cooler on ice. **If your samples are not in an appropriate secondary container, we cannot accept them.** This protects both you and our technicians, and is mandated by EHS. Pictures of two acceptable submissions are below.

7. Come to NCRC. Guest services is now staffing the lobbies at both Building 18 and Building 32. Show your MCard to gain access. You will then need to make your way to the lab in Building 14. Note that the most direct path through the complex is to enter through Building 32.
8. Ring the Single Cell and Spatial doorbell when you arrive. We will take your samples and check the concentration and viability while you wait. We will discuss the results with you so that you can make any decisions to proceed immediately.
Directions from Building 32 to the AGC Single Cell & Spatial Drop-off

Walk up the extremely long walkway to the door to Building 32. Head to the right and show your MCard to the Guest Services agent. Through the lobby, turn left down the long hallway. You will pass the 24/7 Market and walk up one small set of stairs.

Walk straight until you reach the courtyard. Turn left. Walk straight until you have entered Building 14. Once you see the recycling gondola, look to your right. AGC Single Cell and Spatial drop-off is at Room 171. Ring the doorbell and someone will be with you shortly!