Standard Operating Procedure for project planning and sample transfer to the Core Facility RNA Genomics

1. Project Planning
   a. All project planning must be initiated per e-mail to: genomics@meduniwien.ac.at
   
   b. Face-to-face meetings shall not take place until the end of the pandemics was announced. We will be happy to meet with you in a teleconference to discuss your project.

2. Sample transport and transfer
   a. Samples can be transferred by the person who is responsible for the samples, and only after an appointment has been made per telephone or e-mail.
   
   b. Only one person shall bring the samples to the Core Facilities.
   
   c. Sample transfer will be possible only upon appointment and only at the door of the Core Facilities at:

   Medical University Vienna
   Lazarettgasse 14
   Anna Spiegel Center of Translational Research (building 25.2)
   Level 3 (entry level), next to the elevators.

   d. The person entering the Anna Spiegel building in order to bring the samples must wear personal protective gear (mouth and nose mask and gloves).

   e. When the person carrying the samples arrives, he/she must contact the facility staff by phone and then leave the samples on dry ice outside the door of the Core Facilities. Samples will then be picked up by facility staff.

   f. If you feel sick please postpone the sample transfer until you are healthy again.

3. Administration
   a. Details on samples will be accepted only per e-mail.
   
   b. Results will be discussed only per e-mail, telephone or teleconference.
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e. When the person carrying the samples arrives, he/she must contact the RNA genomics facility staff by phone and then leave the samples on dry ice outside the door of the Core Facilities. Samples will then be picked up promptly by facility staff.

f. If you feel sick please postpone the sample transfer until you are healthy again.

3. Administration
a. Details on samples will be accepted only per e-mail.

b. Results will be discussed only per e-mail, telephone or teleconference.