

**Yerkes National Primate Research Center of Emory University
Biomarkers Core Laboratory**

Requesting Assay Service

1. **Before** you request assay service, contact either:

Ilana Garza for immunoassay inquiries:

(404-727-9354, fax# 404-727-8088, Email: icbrown@emory.edu)

Dr. Sarah Pruett (Assistant Director) for LCMS inquiries:

(404-712-9977, fax# 404-727-8088, Email: stpruet@emory.edu)

General Inquiries Email: bmc-info@rmy.emory.edu

2. We recommend using our online electronic sample submittal form to send us your assay request information. A link for this form is located on our website homepage at: http://research.yerkes.emory.edu/biomarkers_core/assay/index.htm
3. A file containing the list of sample IDs should be attached to the Assay Request Form.

Microsoft Word text file: (preferred); no tabbing or extra lines between ID's.

1 YAL 8/2/99

2 BAT 8/3/99

Microsoft Excel spreadsheet examples:

1 YAL 8/2/99		
2 BAT 8/3/99		

1	YAL	08/02/1999
2	BAT	08/03/1999

As you can see, the listing in the spreadsheet can be one or more columns. Please keep it simple. The text file format is the simplest, as we have to convert the spreadsheet into text format when we get it. The ID can be no longer than 25 characters, no commas, and no "zeros" as first character.

4. Send your samples to us on dry ice by Federal Express, Priority Overnight delivery, for receipt Monday through Thursday, hours of operation: 7:30am - 4:00PM only.

Send your samples to:

Yerkes National Primate Research Center of Emory University
Biomarkers Core Lab, Room 260
954 Gatewood Rd., NE
Atlanta, GA 30329

5. The labeling on your sample vials should match the sample ID list, and be in the same order. If your samples arrive in an unsorted manner, there will be a \$38/hour assessment fee charged.

6. Your assays will be scheduled according to arrival in the Lab. If you have a deadline for results, we must know this during your initial contact. "Stat" assays can be performed with at least 2 weeks prior notice, and extra charges may be incurred. Your completed data report will come back to you in a Microsoft Word or Excel document via email or fax, using the ID list you submitted.
7. After your assays are completed, you will be billed at the end of the month. If you want your samples returned, we will ship them back to you via Federal Express with an account number you supplied on the sample submittal form. Otherwise, we will discard them for you. In addition to the Federal Express charge, there will be a packaging fee that is billed at the end of the month.