

## Before entering to pick up or drop off samples, you must meet ALL of the following criteria:

- ✓ You have **already** scheduled an appointment.
  - **Drop-off:** follow this link to complete a submission request [https://umichumhs.qualtrics.com/jfe/form/SV\\_bCRGipTzkkXmjHL](https://umichumhs.qualtrics.com/jfe/form/SV_bCRGipTzkkXmjHL) (link can also be found on our IVAC website). A technician will then email you a calendar invitation for a 15-minute window for a no-contact appointment.
  - **Pick-up:** when your submission has been completed, a technician will email you to schedule a 15-minute window for a no-contact appointment. Respond to the [ULAM-IVAC@umich.edu](mailto:ULAM-IVAC@umich.edu) email address.
- ✓ Your samples are in an appropriate **secondary container** (e.g., a biohazard bag) and are **labeled** with identifying information.
- ✓ Your **request form** is already **printed and completely filled out** (including your contact info, the PI's name, and relevant details about your samples).
  - Download the appropriate request form from the right-hand side of our website <https://animalcare.umich.edu/business-services/vivo-animal-core>.
- ✓ You are **by yourself**, and no one is currently **within 6 feet** of the Pick-up or Drop-off areas.
- ✓ You are wearing a **clean mask** covering your **mouth AND nose**.

If you miss your appointment, you will need to email us again at [ULAM-IVAC@umich.edu](mailto:ULAM-IVAC@umich.edu) to schedule a new appointment.

Only IVAC personnel may enter the lab or office spaces. Do not go beyond the Sample Drop-off Area. Any questions you may have about your submission can be discussed via email, phone, or remote conference.