**Krios Sample Loading Form:**

|  |  |  |  |
| --- | --- | --- | --- |
| **User** |  | | |
| **Lab** |  | | |
| **Tube Label:** |  | | |
| **Grid Box Label:** |  | | |
| **No. of Samples:** |  | | |
| **Name of Samples:** |  | **Loaded (Y/N)** | **Saved (Y/N)** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **Grid Box Label:** |  | | |
| **No. of Samples:** |  | | |
| **Name of Samples:** |  | **Loaded (Y/N)** | **Saved (Y/N)** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **Date of Screening/ am or pm:** |  | | |
| **Preferred form of communication (slack or email):** |  | | |
| **Notes from User:** |  | | |
| **Notes from Wendy:** |  | | |

Please fill this form in its entirety and be sure to read all components to ensure the best communication possible.

The grid slot numbering convention clockwise from the notch is assumed. Please notify upon submission of this form if you are using a different convention.

1. Samples must be clipped and in the dewar ready to be loaded by 8 AM the day of your scheduled screening.
2. We must know how the samples are labeled and what grid box they are in.
3. If grids are in multiple grid boxes please provide both grid box labels.

*The core holds the right to not load a grid if the condition of the grid is not to optimal loading measures. Any unloaded grids will be saved, indicated on the form, and reported to user.*

**Important: Users MUST let us know, by 4:30pm the day of their screening session, what they would like to do with their grids. Grids will be trashed after screening unless you communicate with us that they are to be saved (Please use form). If you are saving your grids, please provide grid box and tube to save grids in.**

**Important: Please remember to let us know if you would like us to save your grids after the screening. Failure to communicate this will result in trashing of grids. Please indicate on this form.**