Biorepository Workflow for New Collections

1. Fill out Request Form
2. Process Loan and Fee for Service Requests
3. Affix Biorepository numbers to tubes (if needed)
4. Collection Event
5. Provide Biorepository with samples
6. Process Tubes
7. Assess Samples
8. Process tubes & record loaned and/or fee for service
9. Scan and Place Samples in Boxes
10. Catalog Samples
11. Biorepository Stores Boxes

Samples Stored in Biorepository and data complete in both EMu and FreezerPro

Steps pertaining to:
- **Formal Process**
- **If Needed** or **Appropriate Process**
- See accompanying word document for possible scenarios

Department Staff
Biorepository Staff
Department and Biorepository Staff

Smithsonian National Museum of Natural History Collections Program