

ATAC Lab Drop-Off Appointment Instructions

On the day of your appointment, please follow the drop-off instructions below:

1. Place all items being returned in the trunk of your vehicle.
2. Arrive at the TLC Building, 1819 S. Wagner Rd., Ann Arbor, MI 48103, WITHIN 15 minutes of your appointment time.
3. Pull up along the curb by the ADMIN entrance doors (the next set of doors east of the main entrance) with your driver's side window facing the building, and PARK NEAR the **"ATAC Lab Pick Up/Drop Off" sign**.
4. STAY IN YOUR VEHICLE.
5. Open your trunk (if you must open manually, please do so and then return to your vehicle).
6. An ATAC Lab staff member will retrieve the equipment/tests from your trunk.
7. Once the ATAC Lab staff member has walked away, you may exit your vehicle to close the trunk and then exit the drive.

PLEASE NOTE: As a precaution, all staff members will be wearing masks and gloves to ensure safety for everyone. If staff is not waiting outside for you, please call 734-994-8100 ext. 1617.

If you have any other questions or concerns, please email library@washtenawisd.org.