

**Postal Address:** Genomnz, AgResearch, Invermay Agricultural Centre, Private Bag 50034, Mosgiel, 9053, New Zealand

**Courier Address:** Genomnz, AgResearch, Invermay Agricultural Centre, Puddle Alley, Mosgiel, 9092, New Zealand

## Aquaculture DNA Submission Form

**Submitter**

Name:
Address:
Phone:
Mobile:
Email:

**Owner**

Name:
Address:
Phone:
Mobile:
Email:

**Invoice to:**

**Test/s Required – Please tick and indicate how many samples you are submitting for each test**

- DNA profile** – genotype stored on our database for reference, basis for all parentage analysis.
- Parentage Analysis** – DNA match, Sire/Dam match, Pedigree verification – see reverse for description.
- Identity test** – determine if a sample comes from a particular animal that is already SNP profiled.
- Other** – Please specify: \_\_\_\_\_


**Sample Type/s**

Please specify: \_\_\_\_\_

**Results**

Please deliver the results by:  Email  Post

**To my knowledge, these samples come from healthy animals (international samples only)**

**PLEASE REFER TO THE REVERSE OF THE FORM.**

The information on the reverse of the form must be read carefully to ensure all submission requirements and testing conditions are met. **We will not accept samples unless accompanied by the official submission form signed by the submitter.** An electronic file of the animal and mating information is necessary and should be emailed to Genomnz at the same time as the samples sent. Please write any specific instructions for the laboratory in the space below.

Instructions for Genomnz

**ACKNOWLEDGEMENT**

The Submitter acknowledges and agrees that the samples are submitted on the condition that all profiles/genotypes derived from the samples will be incorporated into the Genomnz database and may be used for the verification of the parentage of any animal at any time. Genomnz retains ownership of all information and all intellectual property on methods used for the processing and analysis of samples. Genomnz will store samples and/or extracted DNA for a period of 18 months (unless destroyed during the DNA extraction process which can happen). Genomnz does not claim ownership of any samples and genotypes submitted for testing. Samples will be released if requested (in writing) to the submitter or the owner as identified on the submission form. Genomnz will maintain client confidentiality at all times. The submitter verifies that the animal information submitted on this form is true and correct.

**Submitter signature** \_\_\_\_\_ **Capacity of signatory** \_\_\_\_\_

**Date**                    /   /

*Where this form is signed on behalf of a trust, company or other organisation please state the capacity of the person signing*

## **Terms, Conditions and Requirements**

The Genomnz DNA parentage test is designed to match progeny to **known** groups of parents. Please ensure the following requirements are met in order to achieve accurate DNA parentage results:

- **All potential parents must be DNA profiled on the Genomnz database**
  - If you expect that Genomnz already has DNA profiles on our database for the sires and dams you have used, please contact Genomnz to confirm this. You can give Genomnz a call to discuss your requirements or email Genomnz a list of potential sires and dams.

### **Information requirements (submit electronically and use the Genomnz Reference Template where possible)**

- Complete animal details for all of the samples must be submitted prior to, or with, the samples being received by Genomnz
- Animal information should include all the required information as indicated on the template provided by Genomnz. A template can be downloaded from our website or requested by emailing [genomnz@agresearch.co.nz](mailto:genomnz@agresearch.co.nz)
- Lists of all possible sires and/or dams must be submitted to Genomnz (including backup sires)
- Sire and dam mating groups or details of individual matings must be provided – we cannot ‘search’ our whole database to find parents
- Mating groups where possible
- Any other relevant mating information
- Any complicating circumstances (for example, mix-ups at mating or birthing)

### **Sample requirements**

- Ensure samples are clearly labelled with the animal tag details – they must all have a unique identifier
- Send in samples of all animals involved in the matching including the backup sire/s and dry dams
- If more than one sample is submitted for a single animal Genomnz will process all samples to ensure they are the same animal and the client will be charged for all samples

Any work undertaken where the above requirements have not been met is done so at the clients own risk. Processing will not begin until all necessary information has been provided by the client or unless the client has acknowledged that Genomnz may not be able to deliver complete results and any additional analysis required after initial results are reported will be at the cost of the client.

Genomnz will notify the Customer if it receives samples of inadequate quality (specifying the reasons it considers the samples to be of inadequate quality for testing). If the Customer wishes Genomnz to continue to process such samples, AgResearch shall have no liability whatsoever to the Customer in connection with the testing of any such samples or results thereof.

Samples are often destroyed during the extraction process and Genomnz will only store the DNA from samples until testing is complete after which time it may be destroyed. If you require samples/DNA stored for use in the future please ensure that you contact Genomnz to talk through the requirements.

### **Testing options and requirements**

DNA Profile – basis for all parentage analysis, a DNA profile is generated and stored on our database for future reference

Pedigree Verification – verify breeders records, a pedigree is suggested by the client and verified or excluded by Genomnz

DNA Match – determine parents from whole mating or birthing groups, every potential parent must be DNA profiled

Sire/Dam Match – determine sire or dam from a group of all potential sires/dams, less powerful than full DNA match

Identity test – determine if a sample comes from a particular animal that is already on the Genomnz database

### **Submitting samples**

Samples should be couriered but can be posted at the customers own risk. It is not advisable to courier samples on Fridays. Please inform Genomnz as to what sample type you are likely to send as this will give sufficient time to prepare the laboratory and any non-standard equipment we may need.

### **Additional charges**

Additional charges will be incurred by the client for the following activities:

- Additional reports for results or other information held on Genomnz database
- Additional analysis outside of initial testing specifications
  - Client supplies extra information after results are delivered
  - Client requests preliminary results before testing is completed
  - Analysis requested on old orders
  - Analysis required after submission of sires/dams not originally submitted
- Substandard samples to be processed at the clients request

### **Payment**

An invoice will be sent to you once the testing has been completed and the results sent to you. Payment is required on or before the 20<sup>th</sup> day of the month following the month when the relevant invoice is issued. AgResearch may charge interest on any amount overdue for payment at the rate of 2% per month or part thereof.

### **Turnaround times**

While Genomnz will use all reasonable endeavours to complete the Services, including delivery the results to the Customer within the Standard Delivery Period (or, if the Customer requests, the Urgent Delivery Period) all dates specified for completion or delivery are estimates only.

Any request for urgent services may be declined if Genomnz is unable to carry out this service due to volume, timing and other work commitments. Any services carried out within an urgent delivery period will be subject to an additional fee (per sample).