

Understanding Sample Submission and Processing at the Canadian Centre for DNA Barcoding

This workflow and the following documents are designed to assist in the preparation of materials **before** they are sent to the Canadian Centre for DNA Barcoding. To ensure that your submission is not delayed please follow all instructions and complete the checklist before shipping.

Sample Specimens

CCDB Admin

CCDB Lab

Order Sample Submission Kit from CCDB

Submit Specimen Data to BOLD

Submit Voucher Images to BOLD

Submit Plate Records to LIMS@ccdb.ca

Sign BMAA and Ship to CCDB

Validate Metadata and Upload Plate Record to LIMS

Issue Invoice to Client

Receive Payment from Client

Release Samples to CCDB Lab

Tissue Lysis and DNA Extraction

PCR Amplification and DNA Sequencing

Edit DNA Sequence and Upload to BOLD

Report Made Available to Client

Mail completed checklist along with your samples and BMAA to this address:

Sample Submission Ž5564

Centre for Biodiversity Genomics Biodiversity Institute of Ontario University of Guelph, 50 Stone Road East Guelph, Ontario, Canada N1G 2W1 Phone: +1-519-824-4120 ext. 58259

Please send any questions, concerns, or comments to us at info@ccdb.ca

CCDB Samp	le Submission	Checklist
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- A unique SAMPLE ID has been assigned to each specimen
- Sampling performed as per applicable instructions
- Completed BOLD Specimen Data Template uploaded to BOLD
- CCDB Plate Record(s) submitted to LIMS@ccdb.ca
- Specimen voucher images (if required) uploaded to BOLD
- BMAA form signed and included with the shipment