



## PAWSITIVE ID™ DATA FORM KEEP THIS PAGE FOR YOUR RECORDS!!!

### INSTRUCTIONS:

After purchasing the Pawsitive ID™ DNA Test Package, you should receive one of these Data Record Forms with a unique barcode number (located in the upper right hand corner of this document) along with a Sample Envelope with matching barcode number for each test purchased. You should also have (2) Cytology Brushes and (1) hair collection pad for each DNA test purchased. Example: If you purchased 5 DNA tests, you should have 5 Data Forms and 5 Sample envelopes with matching barcodes as well as (10) Cytology Brushes and (5) hair collection pads. If not, contact InGen immediately for replacement materials. Once you have determined that all the proper materials are provided, it is time to collect your DNA samples and data on the individual animal.

**IMPORTANT** – This product requires an internet connection. You will be unable to post data or receive results without this connection. A high speed connection is recommended.

**COLLECTION** – To avoid contamination of DNA sample, wash your hands thoroughly before collecting DNA material and, if collecting for multiple animals, wash hands after each collection. Separate animals to avoid cross contamination of samples. You are asked to collect two types of DNA material – Cheek Cells and Hair.

**CHEEK CELLS** – Included in your package are (2) Cytology brushes for the collection of cheek cells. Take each of these brushes out of the packaging and rub on the inside of the cheek of the dog or cat. You do not want saliva. Rubbing this brush on the inside of the cheek scrapes the cells off surface and is deposited on the bristles of the brush. Rub vigorously for at least 10 seconds. We ask that you do this twice so that the chance of getting too little DNA material is diminished. We understand that smaller dogs and cats may be difficult to swab. But the collection of this material is vital to the proper outcome of the test. **IF COLLECTING FROM PUPPIES OR KITTENS, THE ANIMAL MUST BE WEANED BEFORE TAKING A CHEEK SWAB.** Once collected, place back into the original packaging material and place in the proper Sample Envelope.

**HAIR** – We also ask you to collect hair. This is another safeguard we employ where obtaining sufficient DNA material is assured if done properly. When collecting hair, actually, you are collecting hair **WITH THE ROOT BALL ATTACHED!!!** This is critical. Hair alone does not have enough DNA for processing. The DNA resides in the root ball. You should have a hair Collection pad for each test purchased. This is nothing more than a yellow sticky note that has pre-printed directions on it. The note (pad) is used to place the hair on for submission to the lab. To properly collect hair, take tweezers (1 is provided for each package) and pluck hair at the root. Only pluck 2 or three strands at a time. We need about 20-30 strands for testing. Make sure this is not shed or loose hair. It should be tight to the tug. Yes the animal won't like it, but it causes no harm. Depending on the breed, you may or may not see the root ball. Large breeds should have a small ball at the stem of the hair. Smaller breeds or cats may not be visible. If you have a magnifying glass you can make sure. Once plucked, take the hair and place it on the sticky part of the pad with the root balls hanging off the edge. **DON'T GET THE ROOT BALL ON THE GLUE.** Once you have 20-30 strands affixed to the sticky note, fold the note back over itself and place in the appropriate Sample Envelope.

IT IS CUSTOMER'S RESPONSIBILITY TO PROPERLY COLLECT DNA MATERIAL. IMPROPER COLLECTION COULD VOID THE PROCESSING TURN AROUND TIME GUARANTEE. YOU MUST PROVIDE (2) CYTOLOGY BRUSH SWABS AND HAIR SAMPLES TO QUALIFY FOR THE PROCESSING TURN AROUND TIME GUARANTEE. SEE TERMS & CONDITIONS FOR MORE INFORMATION.

**DATA COLLECTION** – Use this form to collect data on the individual animal. Once done, you will go online and enter this information under the proper profile number for your animal. It is advised that you collect all the data on this form first before going online. **KEEP THIS FORM FOR YOUR RECORDS AFTER COMPLETION.**

**GOING ONLINE** – Go to [www.ingen.bs](http://www.ingen.bs) and click on the Customer Portal Button. You will be asked to enter the email address you used when you purchased the product and your password. If you have forgotten your password, there is a place to search for a forgotten password. Once you have entered the Customer Portal, you will see a listing of all newly purchased profile numbers and any previous animals you have in our database. Click on the appropriate Profile Number and an online form appears. Enter the data you have collected for this animal. **NOTE:** The information you type here will appear exactly as typed on the finished Pawsitive ID™ Certificate of Genotyping. It is suggested you use all capital letters to make the form look uniform. Once you have entered all

your information, click SUBMIT. You will be asked if you are sure the information is correct. **BE SURE THE INFORMATION IS CORRECT. ONCE YOU HAVE COMPLETED ENTERING DATA AND CLICK "SUBMIT", YOU WILL NOT HAVE THE ABILITY TO CHANGE ANYTHING. TYPOS AND ERRORS ARE YOUR RESPONSIBILITY. CHANGES MUST BE MADE BY INGEN PERSONNEL AND ADDITIONAL CHARGES MAY APPLY.**

**SUBMITTING DNA SAMPLES** – Once you have collected your DNA samples, enclose them in the self addressed envelope provided and mail back to Genetic Fulfillment USA, InGen's fulfillment contractor in North America. Once we have received the individual sample, you will receive an email notifying you that we now have the sample in our system. This email will have a date stamp on it. Our turn around time guarantee starts at this point. We strive to complete testing on all samples within 30 days of receipt. If any sample takes longer than 6 weeks (42 days) to complete, then a 100% refund will be made and we will still provide you with the results once completed. See Terms & Conditions enclosed for more information on our turn around time guarantee.

**RECEIVING RESULTS** – Once we have completed the testing for your animal, we will send you an email alerting you that the results are now available online. Simply go to [www.ingen.bs](http://www.ingen.bs), go to the Customer Portal, enter your login information and go to the appropriate dog or cat name. Click on View Certificate and a .PDF of the Pawsitive ID™ Certificate of Genotyping will be available for you to either print or save on your computer. It can be printed in color or black & white. You have the ability to archive this information for future use on all of your animals.

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**LOGIN INFORMATION:** Go to [www.ingen.bs](http://www.ingen.bs) and enter the CUSTOMER PORTAL

USER NAME \_\_\_\_\_

PASSWORD \_\_\_\_\_

Keep this information in a secure place

You will be prompted to enter the following information online:

**OWNER INFORMATION** – Owner information will be automatically filled in with the data provided when you set up your membership. If this needs to be changed, email [info@ingen.bs](mailto:info@ingen.bs) with your request. This needs to be done by InGen personnel.

**PET INFORMATION**

PET NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

BREED \_\_\_\_\_

WEIGHT \_\_\_\_\_ COAT COLOR \_\_\_\_\_

(Do NOT use an Ampersand (&) in this Field)

EYE COLOR \_\_\_\_\_ REGISTRY NAME \_\_\_\_\_

REGISTRY # \_\_\_\_\_ MICROCHIP BRAND \_\_\_\_\_

MICROCHIP # \_\_\_\_\_

**VETERINARIAN INFORMATION**

VET NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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