

DATA FORM

INSTRUCTIONS:

After purchasing the InGen DNA Test Package, you should receive one of these Data Record Forms with a unique barcode number (located in the upper right hand corner on 2nd page of this document) along with a Sample Envelope with matching barcode number and 2 Cytology Brushes for each DNA kit purchased. Each test kit should be used to test one dog. Example: If you purchased 5 DNA kits, you should have 5 Data Forms and 5 Sample envelopes with matching barcodes as well as 10 Cytology Brushes. 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. You will also need to have Adobe Acrobat Reader installed on your computer in order to read the certificates after they are posted.

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.

CHEEK CELLS – Included in your package are 2 Cytology brushes for the collection of cheek cells per kit. Take each of these brushes out of the packaging and rub on the inside of the cheek/gum of the dog. You do not want saliva. Rubbing this brush on the inside of the cheek/gum scrapes the cells off surface and they are deposited on the bristles of the brush. Rub vigorously for at least 10 seconds. Repeat for the other swab. We understand that smaller dogs may be difficult to swab. But the collection of this material is vital to the proper outcome of the test. **IF COLLECTING FROM PUPPIES, 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. Do not put ANYTHING other than the swabs into the 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 PER KIT 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 – DO NOT RETURN TO INGEN.**

GOING ONLINE – Go to 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, use the Password Reset button to request that it be reset. 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 Certificate. 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, 1395 Cobb Parkway, Suite G, Marietta, GA 30062.** Genetic Fulfillment is InGen's worldwide fulfillment contractor. **DO NOT MAIL SAMPLES TO THE BAHAMAS.** 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. If any sample takes longer than six (6) calendar weeks to complete, then a replacement test or refund will be made for the product less shipping and handling charges 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 dog, we will send you an email alerting you that the results are now available online. Simply go to www.ingen.bs, go to the Customer Portal, enter your login information and go to the appropriate dog's name. Click on View Certificate and a .PDF of the Certificate 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.

PROFILE NUMBER

Barcode has an extra digit at the end-drop this number to locate your test number online

PLEASE DO NOT RETURN THIS FORM

DATA FORM - KEEP THIS PAGE FOR YOUR RECORDS!!!

INFO MUST BE ENTERED ONLINE PRIOR TO SENDING SAMPLES TO GENETIC FULFILLMENT!

LOGIN INFORMATION: Go to 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, click on the My Account link at the top of the page and make the changes.

PET INFORMATION

PET NAME _____

CALL NAME _____

DATE OF BIRTH _____ SEX _____

BREED _____

WEIGHT _____ EYE COLOR _____ COAT COLOR _____

REGISTRY NAME (AKC, CKC, ETC) _____

REGISTRY NUMBER _____

MICROCHIP TATTOO OTHER IDENTIFIER _____

ID BRAND (if applicable) _____

ID NUMBER _____

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