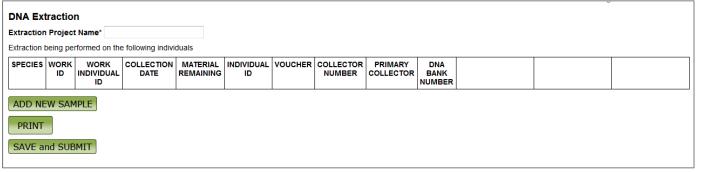# Submitting DNA Data Records Protocol

This protocol outlines the procedure for creating a digital project that contains records of DNA and the extraction process. It does not include instruction on methods for DNA extraction, purification, or analysis.

DBG Data Home

Search

Admin

Work Done
- Upload (csv)
- Upload (web)
- Upload Batch (csv)
- Create New Germination Trial
- Germination Trials
- Add New Extraction Project
- View/Resume DNA Extractions
- Add Image Data

Demographics

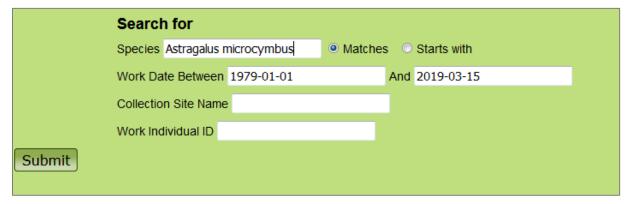### Step 1. Create the Project

- Navigate to the Research Department Database Website and log in.
    https://research.botanicgardens.org
- Under Work Done, select *Add New Extraction Project*
- Name You Project

DNA Extraction

Extraction Project Name*

Extraction being performed on the following individuals

SPECIES	WORK ID	WORK INDIVIDUAL ID	COLLECTION DATE	MATERIAL REMAINING	INDIVIDUAL ID	VOUCHER	COLLECTOR NUMBER	PRIMARY COLLECTOR	DNA BANK NUMBER			

ADD NEW SAMPLE

PRINT

SAVE and SUBMIT

Step 2. Add tissue sample to the project

- Select *Add New Sample*
- A search box will open- conduct your query.
    o This can include species, date collected range, collection location, and the Individual ID

Search for

Species Astragalus microcymbus   ● Matches   ○ Starts with

Work Date Between 1979-01-01   And 2019-03-15

Collection Site Name

Work Individual ID

Submit

- Results of tissue samples will be produced. Click the + to show all individual tissue samples within a Work ID.
- Check the boxes for the samples that you want to use in your project. The work_id and work_indiviual_id are listed on tissue sample envelopes.

<div>

Reset | >

Search Criteria:

Species Astragalus microcymbus

AND

Work Date Between "1979-01-01" AND "2019-03-15"

WORK ID	SPECIES	Site	COLLECTION DATE	NUMBER INDIVIDUALS RECEIVED	VOUCHER	DNA Extracted?
- 448	Astragalus microcymbus	Site 19	2014-07-17	17		0

(all) ☐	work_individual_data_id	work_individual_id	material_remaining (Y/N)	DNA Extracted?
☑	20	14	1	0
☑	19	13	1	0
☑	18	12	1	0
☑	17	11	1	0
☐	14	9	1	0
☐	15	10	1	0
☐	21	15	1	0
☐	22	16	1	0
☐	23	9	1	0
☐	24	17	1	0
☐	25	18	1	0
☐	26	19	1	0
☐	27	20	1	0
☐	28	21	1	0
☐	29	22	1	0
☐	30	23	1	0
☐	31	24	1	0

WORK ID	SPECIES	Site	COLLECTION DATE	NUMBER INDIVIDUALS RECEIVED	VOUCHER	DNA Extracted?
- 447	Astragalus microcymbus	Site 15	2014-07-15	2		0

(all) ☐	work_individual_data_id	work_individual_id	material_remaining (Y/N)	DNA Extracted?
☑	10	6	1	0
☑	12	8	1	0

</div>

- Check and export the samples
- Add more if necessary
- When all samples are added, select *SAVE and SUBMIT*

Step 3. Record each extraction

- Open the Extraction Project (either from main menu/ or from previous page *See database results/edit extraction*)
- Complete the Web Form on bottom half of page.
- Be sure to include, at a minimum
    - DNA bank number (vial label)
    - Date of extraction
    - Staff member conducting extraction
    - If the source tissue is all gone
    - The position of the vial in its tray
- Select *SAVE and SUBMIT*

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Demographics

TIP

Some columns have this icon: 🗐

Click it to use the same value in every row

DNA Extraction

Extraction Project Name* `DNA Project`

Extraction being performed on the following individuals

SPECIES	WORK ID	WORK INDIVIDUAL ID	COLLECTION DATE	MATERIAL REMAINING	INDIVIDUAL ID	VOUCHER	COLLECTOR NUMBER	PRIMARY COLLECTOR	DNA BANK NUMBER			
Astragalus microcymbus	448	14	2014-07-17	1	19.7							
Astragalus microcymbus	448	13	2014-07-17	1	19.6							
Astragalus microcymbus	448	12	2014-07-17	1	19.5							
Astragalus microcymbus	448	11	2014-07-17	1	19.4							
Astragalus microcymbus	447	6	2014-07-15	1	15.2(G)							
Astragalus microcymbus	447	8	2014-07-15	1	15.4(G)							

[ADD NEW SAMPLE]

[PRINT]

Species	Work Individual Data ID	Individual ID	DNA Bank Number	Extraction Date	Extraction Staff	DNA Type	Tissue Type	Relation to Voucher	Notes	Extraction Method	Source tissue gone	Preservation Type
Astragalus microcymbus	20	19.7	ASMI-19.7	8/15/2019	Rick Levy	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼
Astragalus microcymbus	19	19.6	ASMI-19.6	8/15/2019	Rick Levy	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼
Astragalus microcymbus	18	19.5	ASMI-19.5	8/15/2019	Rick Levy	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼
Astragalus microcymbus	17	19.4	ASMI-19.4	8/15/2019	Rick Levy	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼
Astragalus microcymbus	10	15.2(G)	ASMI-15.2(G)	8/15/2019	Jennifer Ramp Neale	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼
Astragalus microcymbus	12	15.4(G)	ASMI-15.4(G)	8/15/2019	Jennifer Ramp Neale	DNA ▼	leaf ▼	same population ▼		Select One ▼	☑	Select One ▼

[SAVE and SUBMIT]