



Breed Association Memo

RE : Data Transfer Protocol for Dr. Decker's Research Project from University of Missouri

1. When data is ready to be transferred from University of Missouri to the associations, Dr. Decker's Lab will send an email indicating as much to the association DNA contact and copy Ben Pejsar and Sara Fendrick at Neogen. Sara will be responsible for communicating that information to the assigned breed association customer service contact.
 - a. The notification email from Dr. Decker's lab will include a file containing a list of samples to be transferred, as well as other useful information (attached is a sample file for reference). These files should look familiar if you've worked with Dr. Decker on previous files and transfers.
 - i. **IMPORTANT –If your Association wants any additional information included in this file (such as sample type, etc.) , you will need to contact Harly Durbin (hjdurbin@mail.missouri.edu) and University of Missouri should be able to accommodate reasonable requests.**
 - b. The email from Dr. Decker's lab may also contain information regarding special billing considerations. If it does, then we will follow the instructions in the email regarding how the data transfer will be paid for. **If there is no reference to special billing made in the email, we will assume that University of Missouri is paying for the data transfer.**
2. After receiving the notification email from Dr. Decker's lab, the association will need to create a Data population order in LIMS for the data transfer request. This will allow the association to structure the ID fields and order information to suit their needs. It also serves as a way of tracking the order information and request in LIMS. The association will need to reply all to the original notification email, copy their assigned customer service contact and include the on hold order number they've created in LIMS.
 - a. **Note** – This is not a traditional data population request so the association does not need to supply us with the data to complete the transfer. The University of Missouri will be supplying the necessary information.
3. Once our customer service team has the LIMS order number created by the association for the data transfer, they will confirm the data release and add any special billing instructions in the order notes. They will also upload all relevant documents in to a folder for data services that was created to specifically accommodate these requests for University of Missouri.
4. Once this step is complete, customer service will notify the data services team of the request via email. Data services will complete the request and enter billable hours according to how it is mentioned in the order notes.
5. Once the data transfer is completed, data services will notify the customer service team and consequently the customer service will inform the association DNA contact.

If you have any questions regarding the above protocol for data transfers from the University of Missouri, please contact your assigned customer service team member and we can clarify as needed.

Thank you.