



shipping@ccdb.ca

09/18/2012 10:17 AM

Please respond to
<ccdbcol@uoguelph.ca>

To <Matt_Bowser@fws.gov>, <Matt_Bowser@fws.gov>

cc <bristjac@uoguelph.ca>, <ccdb.shipping@gmail.com>,
<dewaardj@uoguelph.ca>

bcc

Subject CCDB Sample receipt confirmation CCDB-PRE-00737

History:

This message has been forwarded.

To: Matt_Bowser@fws.gov, Matt_Bowser@fws.gov,,

CC: bristjac@uoguelph.ca

Dear Dr. Matt Bowser:

This automatic notification message is to confirm that the samples you sent to the Canadian Centre for DNA Barcoding have been received; Presubmission Reference Number: **CCDB-PRE-00737**.

IMPORTANT RECENT CHANGE: Please note that, as of May 15, 2012, the CCDB has implemented a cost recovery fee for laboratory analysis. The units listed on the following report are subject to these fees. When your samples are ready for molecular analysis, you will receive an invoice specifying the costs; analyses will begin after the invoice is paid to the CCDB.

Below is a report of the units received and number of associated samples:

- CCDB-11352 - 95 samples

NOTE: for each box/plate submitted, the report above should indicate 95 samples in the CCDB record. Please review the above report and submit any missing CCDB plate/box records.

REMINDER: In order for the CCDB laboratory to accept your samples for analysis, they should be accompanied by the CCDB records, and the corresponding specimen data and images should be submitted to BOLD. Below is a list of the specific requirements that need to be met:

1. CCDB records (CCDB-00000_Record.xls files) for the samples must be emailed to the CCDB Collections team at ccdbcol@uoguelph.ca;
2. Corresponding specimen data records must be uploaded to BOLD (refer to the [BOLD specimen data submission protocol](http://www.boldsystems.org/index.php/resources/handbook?chapter=3_submissions.html), http://www.boldsystems.org/index.php/resources/handbook?chapter=3_submissions.html);
3. For iBOL projects, digital images for all specimens must be submitted to BOLD (refer to the

[BOLD specimen image submission protocol,](#)

http://www.boldsystems.org/index.php/resources/handbook?chapter=3_submissions.html&=image_submissions);

4. There should be no sample/record duplications and no mismatches in the syntax of Sample ID numbers between CCDB records and BOLD data.

You will receive a follow-up notification message if any of the above requirements are not met or if any data discordances were found.

If you have any questions, please email us at ccdbcol@uoguelph.ca.

Sincerely,

The CCDB Collections Team