



Sample submission form

Details of owner/s (person/company to whom the animal(s)/sample(s) belong:

Name: _____

Physical address: _____

E-mail: _____

Phone no.: _____

Cell no.: _____

Fax no.: _____

Area of collection/GPS: _____

Owner/company's TOPS permit number, if applicable: _____

Copy included: Yes: No:

Note: A copy of the TOPS permit is required that indicates that biological material can be gifted to laboratories to legally deliver genetics services to clients.

Signature of owner: _____

Date signed: _____

Note: TOPS permit refers to the Threatened or Protected Species (TOPS) permit issued to owners in possession of animals listed in the Regulations.

Details of person submitting the samples (client):

Agent/submitter name, if not the owner: _____

Veterinary practice/clinic address: _____

Veterinary practice/clinic e-mail: _____

Veterinary practice/clinic phone no.: _____

Veterinarian that collected the samples: _____

Collection date: _____

Details of person to whom account or invoice should be sent:

Owner/agent/requester: _____
Address: _____
E-mail: _____
Phone no.: _____
Cell no.: _____
Fax no.: _____
VAT number: _____

Please note: No testing will be done until the full payment has been received.

Submit proof of payment to the following e-mail address: dnaservices@sanbi.org.za

Banking details will be supplied with the invoice.

Parentage details:			
Offspring/calf	Possible sires (name and microchip number)	Possible dams (name and microchip number)	Lab number

Parentage details:

Please note: In the case where parentage verification is required, provide details on potential mothers/fathers/offspring here. If a comparison of these samples to previously submitted samples are required, please include the laboratory numbers in the last column.

DNA Sampling protocol – ONLY blood and tissue samples will be accepted.

DNA sampling protocol:			
Sample	Amount	Storage	Notes
Blood	Approx. 4 ml	Fridge for up to 3 days, otherwise freeze	Thoroughly mix whole blood sample by inverting tube 5 times (do not shake the tube)
Tissue	1 cm x 1 cm	Fridge or freezer for longer periods	

Submission of samples:

- Please ensure that all collected biological materials are correctly labelled, and the labels correspond to the data submitted.
- Ensure all samples are triple packaged to prevent any leakage (in accordance with the SA National Road Traffic Act and/or International Air Transport Association prescript).
- Send samples with ample cold ice packs to ensure delivery in a cool condition.
- Samples should be sent by the most rapid means possible (see above for sample protocols). Avoid sending samples late in the week or prior to statutory holidays.

Samples can be delivered or sent by courier to:

For attention: The Genetics Services Unit

The South African National Biodiversity Institute (SANBI), National Zoological Garden, 232 Boom Street, Pretoria,