

STEP BY STEP INSTRUCTIONS FOR REQUESTING DNA SERVICES

- **STEP 1** Go to TLBAA.org website and on the opening/home page in the upper right corner click on the All TLBAA Forms button. DNA & Breeding page will open.
- **STEP 2** Click on “Instructions for Ordering New DNA Sample Supplies” (Hair envelope, blood card or tissue vial-each sample container will have a bar code on it) Order your DNA Samples by following the instructions on that page (you will not be able to fill out completely the test request form until you receive your supplies with the bar code on each container)
- **STEP 3** Choose type of DNA test you want from the DNA Testing Price List, once you choose the test you want, leave the Price List page and go back to the home page to choose the type of test you want
- **STEP 4** Choose the type of test you need, on the test form you choose, fill out the form to include the bar code of the sample container you are using (hair, blood or tissue) for each specific animal
- **STEP 5** Email form to dnaservices@tlbaa.org DO NOT SEND TO TLBAA
- **STEP 6** DNA Services will email you back a work order with all of your details, double check that the bar code listed on the work order on the test sample on each specific animal is correct
- **STEP 7** Mail your work order with the DNA sample containers to Neogen GeneSeek Operations, 4131 North 48th Street, Lincoln, NE 68504 (do not send payment, TLBAA will invoice you for the payment once Neogen sends the invoice to TLBAA) DO NOT SEND SAMPLES TO TLBAA
- **STEP 8** Once the testing has been completed DNA Services will send you a copy of the results and enter the results into the animals profile in the HORNS system