CDCB Genomic Nominator

**Standard Operating Procedures (SOPs)**

Version: Date of request:

# identification

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| Organization: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Website: |  |

# Introduction

[*Background information.*]

# Purpose

The purpose of the SOPs is to provide [*Organization name*] staff with descriptive methods for conducting the nomination of animals to receive CDCB genomic evaluations and provide detailed descriptions of each process in sequential order. This document also serves to meet the CDCB quality certification requirements for genomic nominators.

# Scope

[*The scope of the SOP identifies who needs to follow the procedure and what the procedure covers.*]

# definitions

[*Glossary to define any words, acronyms or abbreviations, which are used in the procedure that the readers may not fully comprehend.*]

# References

[*All other SOPs, documents, or government publications that are directly referenced in the SOP must be listed in this section*.]

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| SOP # 01 | STANDARD OPERATING PROCEDURES FOR COLLECTION OF ANIMAL IDENTIFICATION, PEDIGREE INFORMATION AND HERD FEE STATUS |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for animal ID collection: |  |
| Procedures for animal pedigree collection: |  |
| Procedures for determining herd fee status: |  |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 02 | STANDARD OPERATING PROCEDURES FOR SAMPLE COLLECTION, IDENTIFICATION AND SUBMISSION TO GENOMIC LABORATORY |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for sample collection: |  |
| Procedures for sample identification: |  |
| Procedures for sample submission to genomic laboratory: |  |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 03 | STANDARD OPERATING PROCEDURES FOR UPLOADING NOMINATIONS TO THE CDCB DATABASE |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for uploading nominations to the CDCB database: |  |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 04 | STANDARD OPERATING PROCEDURES FOR DATA CONFLICTS MANAGEMENT |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for communicating data conflicts with requesters: |  |
| Procedures for performing corrections to submitted data: |  |
| Metrics used to assess the outcome of the procedures: |  |

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| SOP # 05 | STANDARD OPERATING PROCEDURES FOR DELIVERY OF CDCB RESULTS TO REQUESTERS |
| Purpose: |  |
| General Principles: |  |
| Roles and responsibilities: |  |
| Procedures for delivering CDCB results to requesters: |  |
| Metrics used to assess the outcome of the procedures: |  |