

Submission Protocol for North Dakota State University Barley/Wheat DON Testing

Contact: Tom Studzinski, (thomas.studzinski@ndsu.edu, (701) 231-1040)

1. **Sample size:** 10-50 g (amount can vary, but the lab requires a minimum of 10g to run the sample and ensure adequate reserve for retests)
2. **Sample type:**
 - **Wheat:** Samples must be ground.
 - **Barley:** Samples should be ground if possible. Ground samples will typically receive priority status over unground due to the bottleneck experienced in sample grinding.
 - Samples should be ground fine enough to resemble a uniform whole wheat flour. You can reference “Sampling Grain for Deoxynivalenol (DON) Analysis: A Researcher’s Guide” located on the USWBSI website for more detailed information.
3. **Packaging:** Individual envelopes labeled with a sample number that corresponds to a submitted datasheet. Depending on sample size and envelope size, paperclips may be used to keep samples in place during transit.
4. **Datasheets/Information:**
 - **Please note that going forward the barley and wheat DON labs will be utilizing the same primary contact and submission form.**
 - Please use the excel data submission form provided by Dr. Zhao or Tom. The top section of the sheet contains all the information we would need to organize and run your samples.
 - For larger sample submissions, a separate excel file may be used to relay sample data as long as all the information requested on the DON Sample Submission Form is present.
 - The “Sequential entry number” column on the DON Sample Submission Form is used by the lab to organize samples. We strongly prefer that all samples submitted have a unique number, meaning if three sample sets of 50 are submitted, they amount to samples 1-150 instead of set 1 #1-50, set 2 # 1-50, etc.
5. **Shipping:** Please email me (Tom) a tracking number as well as your sample submission form and any other salient information as soon as your package has shipped. Upon receipt I will confirm with you and provide an estimate of sample completion time.
 - **Regarding Sample Priority:** Checking “Priority” on the submission form ensures your first 400 samples at a minimum will be added to the priority queue. Beyond this, samples follow a first in first out system.
6. **Shipping Address:**

U.S. Postal Service Address	FedEx and UPS Address
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