

EASY PLOT PROGRAM

Logistics and Information Agreement

Rock River Laboratory's Easy Plot Program is the first step to gathering and easily organizing seed plot analysis data for any number of plots. By simplifying and automating the process, samples can be quickly and easily sent and analyzed by Rock River Laboratory without the cumbersome paperwork and the human error associated with sample submission.

Looking to simplify and streamline your plot program? The following logistics outline the options and pieces along with the sign-up information you'll need to get started with the Easy Plot Program:

Program setup

Upon signup into the Rock River Laboratory Easy Plot Program, an e-mail with instructions will be sent to the main point of contact identified upon signing up.

A standard Excel sheet will be shared with the main point of contact for the program to complete with all plot information.

- The standard form cannot be altered in order for the automated system to function properly.
- Chosen analysis package for all plot samples can be specified on the form. **Custom packages need to be set up by contacting Rock River Laboratory prior to completing the online form.**
- Once the Excel sheet is completed, it should be sent to easyplot@rockriverlab.com and will be received by Rock River Laboratory.
- All users are required to have the Excel sheet submitted by midnight on the deadline date included in their signup e-mail. **Charges will be applied to invoices of companies enrolled in the Easy Plot Program who do not meet the deadline.**

Rock River Laboratory will provide all sample submission materials within three weeks of the online form deadline.

If greater customization is required by participating company, please contact Tabitha Kumbier at Tabitha_Kumbier@rockriverlab.com to work through customizations and associated costs.

EASY PLOT PROGRAM

Logistics and Information Agreement

Sample submission

Participants in the Easy Plot Program who have completed their online form and submitted it to Rock River Laboratory by the deadline will be shipped:

- Return UPS labels (ground shipping only – charges apply for faster shipping)
- QR code labels [amount based on online form]
- Blank sample bags (upon request in initial signup)
- 10 feed analysis request forms (paper copies)

QR code stickers are not applied to bags unless requested by enrolled company [see affiliated costs at end of document].

All of the aforementioned supplies will be shipped, via UPS ground shipping, to only one of the participating company's locations [the location specified on the Easy Plot Program signup form].

- Participating companies are responsible for distributing the necessary supplies to various other locations as needed.
- If shipping faster than UPS ground is required, enrolled company will be charged for additional shipping costs incurred.

Additional considerations

QR code stickers may not be updated after printing.

- Rock River Laboratory's program is automated and thus changes cannot be made within the system once codes are printed.
- If edits are required to specific samples, a completed Feed Analysis Request Form must accompany each of those samples that do not have stickers [sample QR code sticker should be destroyed if incorrect].
- Samples without a QR code affixed to the bag or missing an accompanying Feed Analysis Request Form will not be analyzed.

EASY PLOT PROGRAM

Logistics and Information Agreement

Participating companies can choose from the following options for their enrollment in the Easy Plot Program:

Option A:

- Rock River Laboratory ships supplies to various locations as requested by enrolled company for the cost of shipping the package, plus a \$4 handling fee per package
- Rock River Laboratory affixed QR codes to blank bags prior to shipping to various locations for a cost of \$35 per 100 QR codes

Option B:

- Rock River Laboratory affixes QR codes to blank bags prior to shipping to one location for a cost of \$35 per 100 QR codes

Option C: Free

- All aforementioned stipulations are followed and company receives supplies as outlined at one location.

Once the above option is chosen, please complete the signup form matching the option chosen and send to easyplot@rockriverlab.com.

EASY PLOT PROGRAM

Logistics and Information Agreement

Company Details for Signup Option A:

Company Name: _____

Main point of contact for the program [please include name, e-mail address, and phone number]:

Address and attention of locations where all supplies are to be received (**up to 5**):

Number of QR-stickered sample bags to be provided: _____

Number of return shipping labels needed to return samples to Rock River Laboratory for analysis: _____

Company Details for Signup Option B:

Company Name: _____

Main point of contact for the program [please include name, e-mail address and phone number]:

Address and attention of location where all supplies are to be received (**please list only 1**):

Number of QR-stickered sample bags to be provided: _____

Number of return shipping labels needed to return samples to Rock River Laboratory for analysis: _____

EASY PLOT PROGRAM

Logistics and Information Agreement

Company Details for Signup Option C:

Company Name: _____

Main point of contact for the program [please include name, e-mail address and phone number]:

Address and attention of location where all supplies are to be received (please list only 1):

Number of blank sample bags to be provided: _____

Number of return shipping labels needed to return samples to Rock River Laboratory for analysis: _____
