

# 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](mailto: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](mailto:tabitha_kumbier@rockriverlab.com) to work through customizations and associated costs.

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### **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 - \$13 per label)
- QR code labeled sample bags [amount based on online form]

All of the aforementioned supplies will be shipped, via UPS ground shipping, to only the individual(s) listed on the agreement.

- 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, please email [tabitha\\_kumbier@rockriverlab.com](mailto:tabitha_kumbier@rockriverlab.com) to discuss options available.
- Samples without a QR code affixed to the bag or missing an accompanying Feed Analysis Request Form will not be analyzed.

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.
- Rock River Laboratory affixed QR codes to blank bags prior to shipping to various locations

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### **Option B:**

- Rock River Laboratory ships supplies to various locations as requested by enrolled company.
- Rock River Laboratory does not affix QR codes to blank bags prior to shipping to one location.
- Rock River Laboratory provides QR codes and blank sample bags for enrolled company to affix themselves.

Once the above option is chosen, please complete the signup form matching the option chosen and send to [easyplot@rockriverlab.com](mailto:easyplot@rockriverlab.com).

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### **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 supplies are to be received (can be provided on a separate sheet if needed):

\_\_\_\_\_  
\_\_\_\_\_

Number of QR-stickered sample bags to be provided: \_\_\_\_\_

Number of return shipping labels; \$13 each, needed to return samples to Rock River Laboratory for analysis: \_\_\_\_\_

Do not send UPS shipping labels, mark here: \_\_\_\_\_

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### **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 supplies are to be received (can be provided on a separate sheet if needed):

\_\_\_\_\_  
\_\_\_\_\_

Number of QR labels to be provided: \_\_\_\_\_

Number of return shipping labels; \$13 each, needed to return samples to Rock River Laboratory for analysis: \_\_\_\_\_

Do not send UPS shipping labels; mark here: \_\_\_\_\_

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