eDNA Reporting Template

I. eDNA Testing Sample Submission Information

Report Title:				
Project Number:			**Date of Final Reporting:**	
Service Provider Information	Type:	Select From Dropdown	Requesting Organization Information	Organization Name:
	Contact Name:			Contact Name:
	Address:			Contact Phone:
				Contact Email:
	Contact Phone:			
	Contact Email:			
	LAB ACCREDITATION / CERTIFICATION:			

Executive Summary - Study Objectives, Rationale, and Main Finding(s) derived from both eDNA samples and controls

Appendices (Required)	Check to confirm inclusion		**Appendices (Additional)**
Appendix 1: Maps of the study sites and sampling locations	☐		*Appendix 5:*
Appendix 2: Contamination prevention procedures	☐		*Appendix 6:*
Appendix 3: qPCR protocol	☐		*Appendix 7:*
Appendix 4: Metadata and qPCR data	☐		*Appendix 8:*

II. Study Design and eDNA Sampling

A. Study information	*A.1 Species targeted (common and Latin):*		
	A.2 Study objectives:	Select From Dropdown	
	A.3 Geographic location and/or region:		
	A.4 Sampling date (range):	Start:	Finish:
	A.5 Sample types:	Select From Dropdown	
	A.6 Mapping databases (list all):		
B. Study design	*B.1 Type(s) of ecosystem:*	Select From Dropdown	
	B.2 Sampling design (how does sampling optimize species detection for study goal?):		
	B.3 Number of sites sampled:		
	B.4 Number of stations sampled within sites (add explanation for variation among sites):		
	B.5 Number of field sample replicates:		
	B.6 Time series (number of times sites and stations were sampled):		
	B.7 Environmental conditions, relevant observations, and additional field data:		
	B.8 Field blanks and field controls (describe and give numbers):		
C. eDNA sample collection	*C.1 Env. sample collection method:*	Select From Dropdown	
	C.2 Volume / weight sampled:		
	C.3 Sample depth(s):		
	C.4 Field sample storage/time to processing:		
	C.5 Sample processing method (list disposable equipment; preservative used):	Select From Dropdown	
	C.6 Filter type and pore size:		
	C.7 Sample preservation:	Select From Dropdown	

For instructions on how to fill out the reporting template, refer to the following DFO research document: Guidance on the Use of Targeted Environmental DNA (eDNA) Analysis for the Management of Aquatic Invasive Species and Species at Risk. DFO Can. Sci. Advis. Sec. Res. Doc. 2021/019.

III. eDNA Sample Analysis - Laboratory Methods			
D. DNA extraction	*D.1 Name of commercial kit or protocol:*		
	D.2 Reference protocol:		
	D.3 DNA extraction controls:		
	D.4 Proportion of total sample:		
	D.5 DNA elution volume:		
	D.6 Extracted eDNA storage conditions:		
E. qPCR assay	*E.1 Assay Name:*		
	E.2 Assay Type:	Select From Dropdown	
	E.3 Level of assay validation:	Select From Dropdown	
	E.4 Specificity data:		
	E.5 Dilution and volume of DNA used:		
	E.6 qPCR positive and negative controls:		
	E.7 Technical replicates per sample:		
	E.8 Inhibition tests:		
	E.9 Number of qPCR cycles:		
IV. Summary of eDNA Results			
F. Reporting control results	*F.1 Criteria to determine if controls passed or failed:*		
	F.2 Positive control results (report each type separately):		
	F.3 Negative control results (report each type separately):		
	F.4 Failed controls (report and explain):		
G. Reporting eDNA sample results	*G.1 Calculated LOD:*		
	G.2 QA/QC qPCR results:		
	G.3 Other qPCR results:		
	G.4 Determination of sample-level results:		
	G.5 Determination of station-level results:		
	G.6 Determination of site-level results:		
H. Closing statements	*H.1 Disclaimer (any additional information to help explain results for any samples, stations, or sites):*		
	H.2 Summary of eDNA detection:		
	H.3 Future recommendations:		

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