United States Department of Agriculture

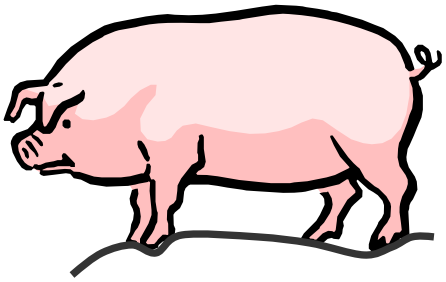
Animal and Plant Health Inspection Service

Veterinary Services

Centers for Epidemiology And Animal Health

CS00-LWM-05.31.06

Classical Swine Fever Surveillance Program



Veterinary Services Lab Submission Module

Web-Form Data Entry User Manual

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Chapter 1: Introduction

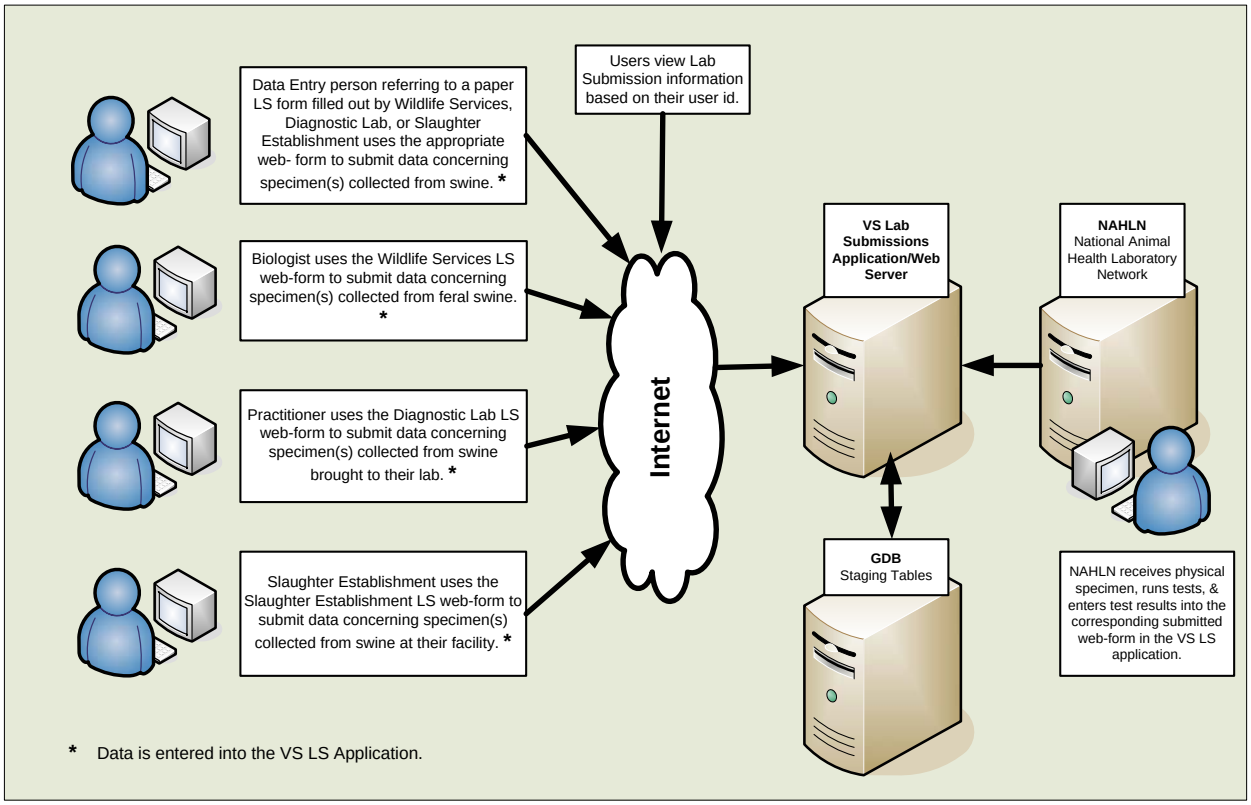
The Veterinary Services (VS) Laboratory Submission application (hereafter referred to as the “LS”) is an Internet/Intranet, web-based application for use by USDA, State officials, and NAHLN laboratory personnel when submitting data related to laboratory-based surveillance of tissue collected from pigs.

The objective of the LS is to improve, simplify and standardize the animal specimen collection process, minimize transcription error, centralize record keeping, improve document and data access and dissemination, and reduce data transmission error, effort, time and cost. The application is secure and traceable.

The LS is intended to meet the needs of many VS’ disease programs, including Classical Swine Fever (CSF) which is the focus of this documentation. The CSF surveillance project targets swine populations found at slaughter establishments and found in the field, as well as those submitted to diagnostic laboratories.

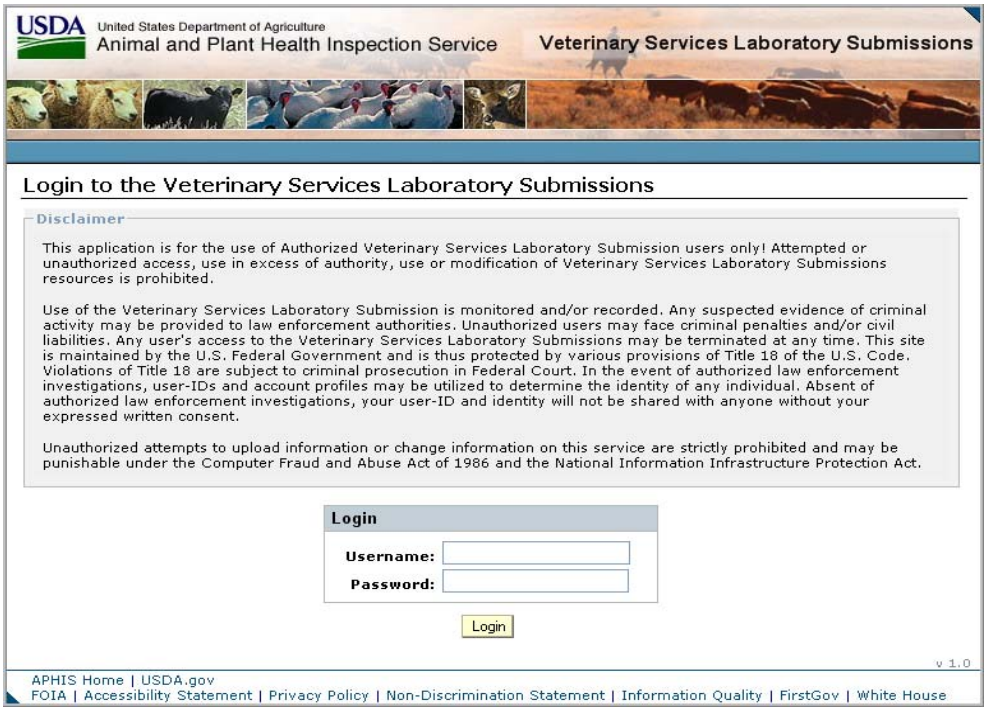
This manual contains detailed process instructions for filling out, submitting, and reviewing the three different LS web-forms related to CSF: Diagnostic Laboratory Submission form, Slaughter Establishment Laboratory Submission form, and Wildlife Services Laboratory Submission form. It also provides instructions for adding test results to the submitted web-forms.

Refer to the illustration below for an overview of the CSF LS web-form process.



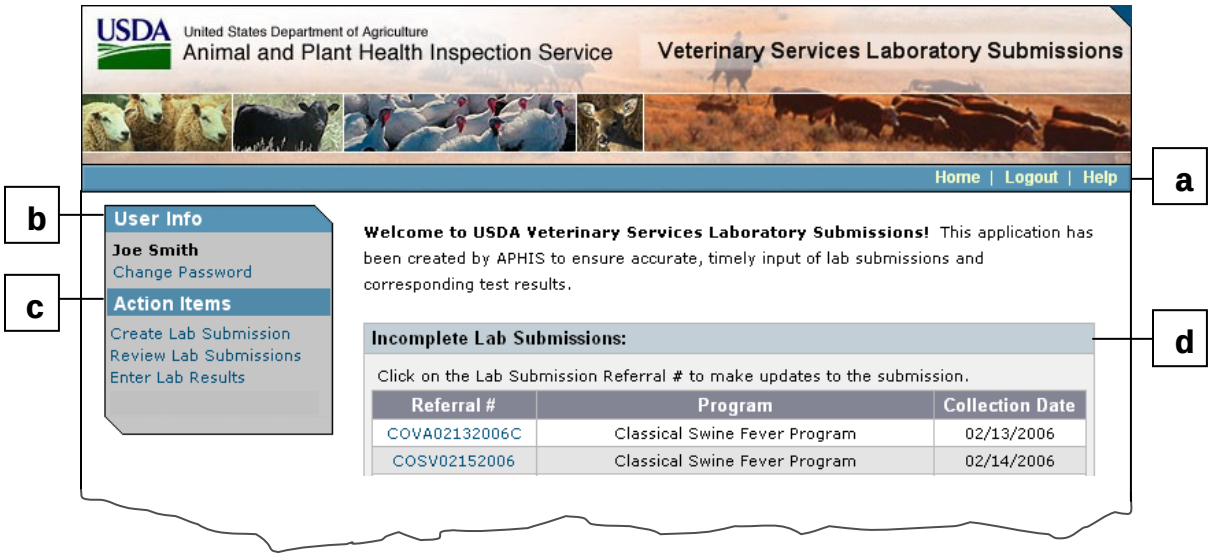
Chapter 2:
Logging into the LS Application

1. Connect your computer to the Internet.
2. Start up your preferred web browser application, such as Microsoft Internet Explorer.
3. In your web browser's Address field, enter the following URL:
   https://cowebapps.aphis.usda.gov/vslabsub
4. The **Veterinary Services Laboratory Submissions Login** screen (shown below) appears.



5. In the **Login** block, enter the following values :
   (Values are case-sensitive. Contact your system administrator with questions. You will be required to change your password every 60 days)
   a. **Username** field: type in your username
   b. **Password** field: type in your password
   c. Click on the **Login** button.

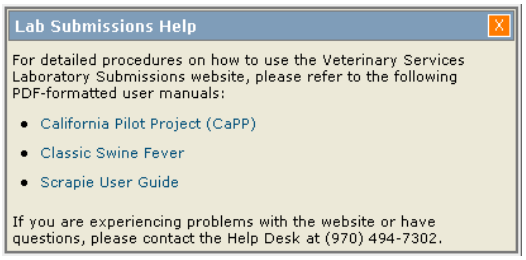
6. The **Welcome/Home** screen (shown below) is displayed.



You can perform the following tasks from this screen.

a. Menu bar

- Home – takes you to the Welcome/Home page (this page!)
- Logout – takes you completely out of the Laboratory Submission application.
- Help – provides the following message:



b. User Info box

- Your name is automatically displayed when you login.
- You can change your password by clicking on “Change Password” and following the instructions.

c. Action Items box – you can perform the following:

- Create (a new) Lab Submission record
- Review (existing) Lab Submission records. Refer to Appendix A for information regarding “view” permissions for these records.
- Enter Lab Results (if your user ID permits).

d. Incomplete Lab Submissions list

- View and/or edit an existing record that has not been submitted to the laboratory. Refer to Appendix A for permissions. Note: You do not see a list initially. When you create a lab submission, and do not submit it, it is put on the Incomplete Lab Submissions list.

Chapter 3:
Diagnostic Laboratory LS Form

The Diagnostic Laboratory LS form is used to capture data related to specimens collected from swine that were brought to a Diagnostic Laboratory.

This chapter covers the following topics:

Unit	Topic	See Page
Section 1:	Accessing the Diagnostic Laboratory LS form	3.2
Section 2:	Entering Collection & Subject Information	3.3
	- Submission Information	3.4
	- Collection Information	3.4
	- Subject Information (Details, submitting practitioner info, production site info, and add, edit, copy & delete specimen records)	3.4
Section 3:	Reviewing Submission (Edit collection info, and add, edit, & delete specimen record)	3.15
Section 4:	Finalizing & Submitting the Diagnostic Laboratory LS form	3.17

Section 1: Accessing the Diagnostic Lab LS Form

On the **Welcome Page**, in the left-hand navigation pane, under **Action Items**:
Click on **Create Lab Submission**.

You should now see a **Create Lab Submission** block. All 3 data fields in this block require entries in order to proceed to the next steps.

1. **Program field:** Click on the down-arrow next to the data field to display a List of Values (LOV).
   - Select **Classical Swine Fever** Program.

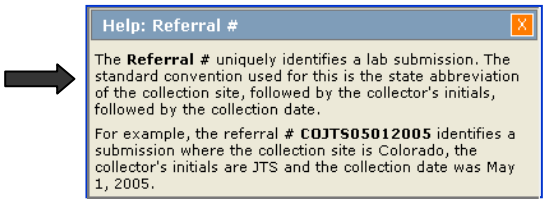
   Two more data fields are now displayed.

2. **Collector Type field:** Click on the down-arrow next to the data field to display a LOV.
   - Select **Diagnostic Lab**.

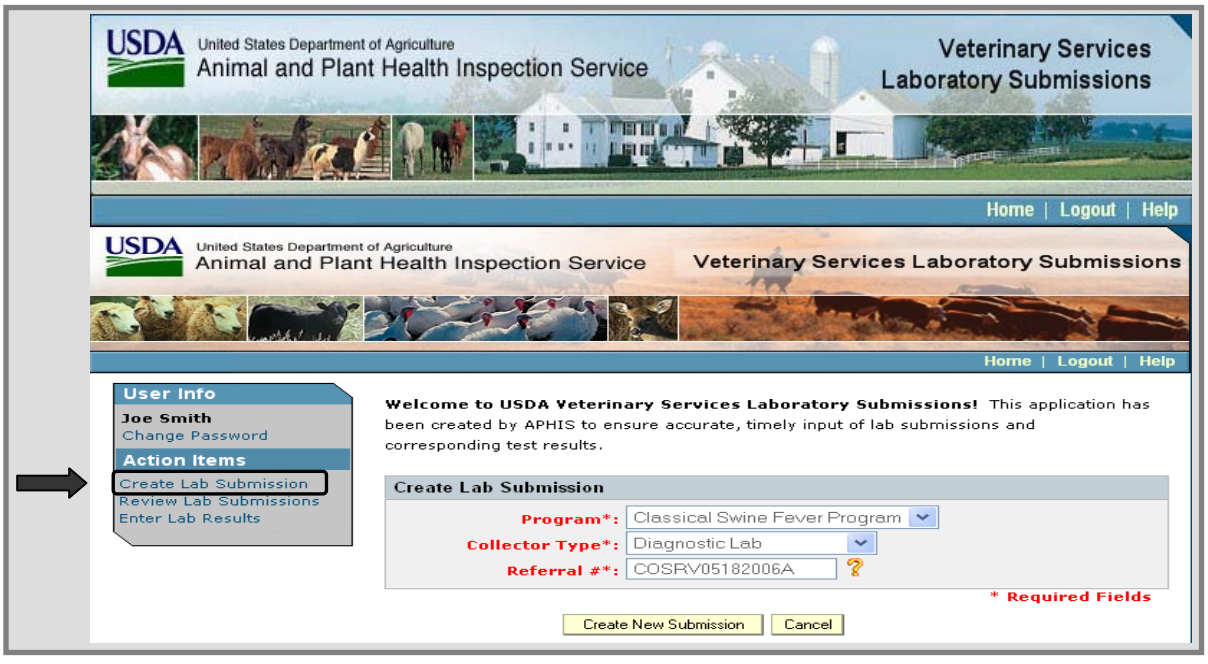
3. **Referral # field:** Type in the referral number.
   - Click on **?** if you need help with this field.

     The message to the right will display.

     Note: Add the letter "A" to the end of the number to indicate it is your first submission of the day, add "B" for your second submission and so on . . .



The screen should now look similar to the one shown below.



4. Click on the **Create New Submission** button to proceed (Click on Cancel if you do not want to proceed).

Section 2: Entering Collection and Subject Information

The Diagnostic Laboratory Submission (Collection and Subject Information) form is now displayed.

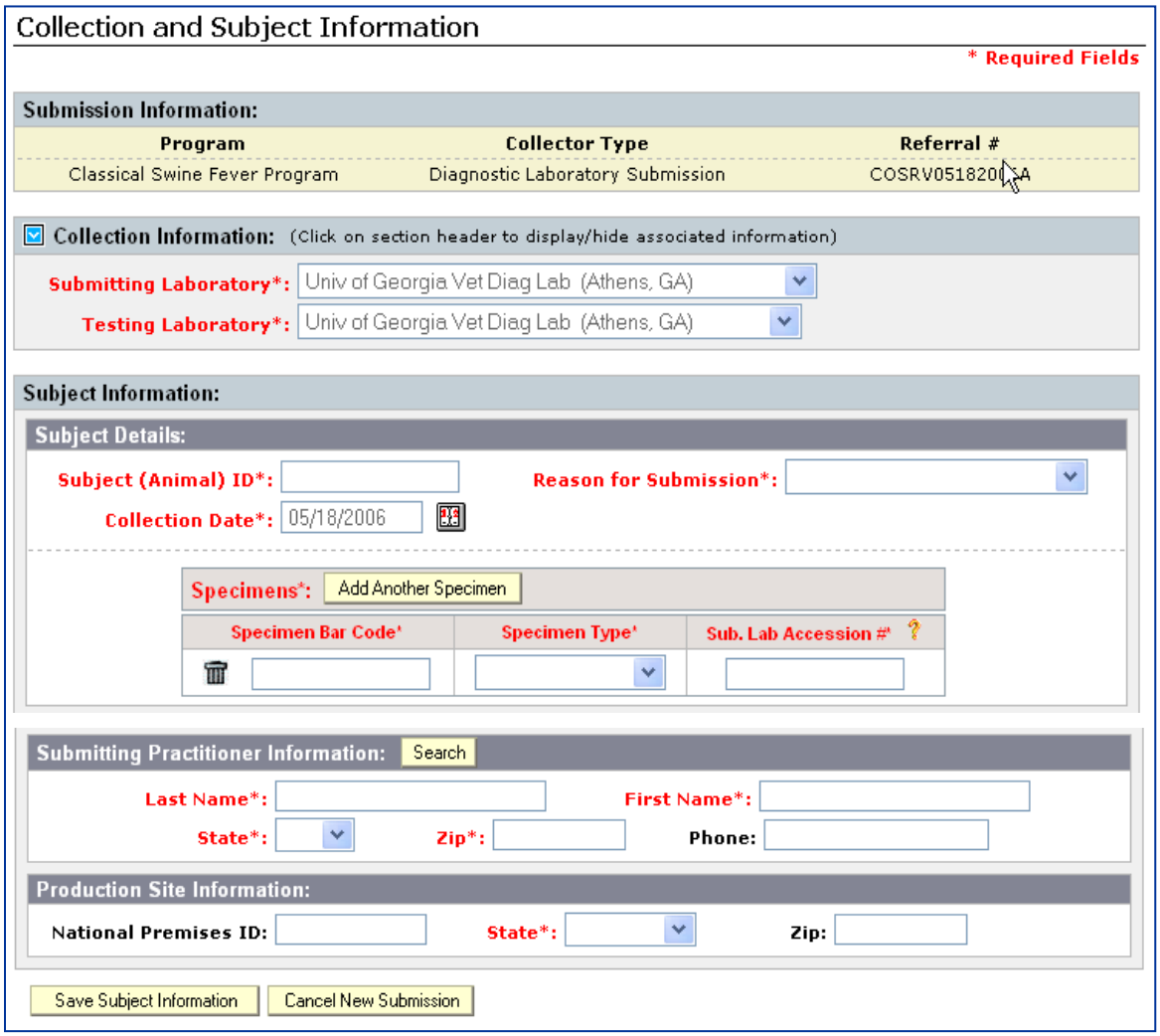
Notice it is organized using blocks of information:

- Submission Information block
- Collection Information block
- Subject Information block (which is divided into 3 sub-blocks)
    - Subject Details
    - Submitting Practitioner Information
    - Production Site Information

There are also 2 buttons at the bottom of the form.

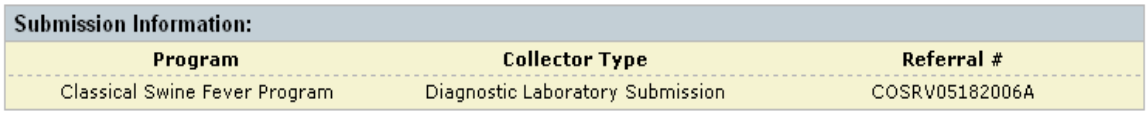
- Save Subject Information – to save the individual subject record
- Cancel New Submission – to completely remove the incomplete LS record

When filling out the form, be sure to enter information into fields that are marked with a red * which indicates they are required fields. Refer to the following pages in this section for detailed instructions on entering data into each field.



2.1 Submission Information

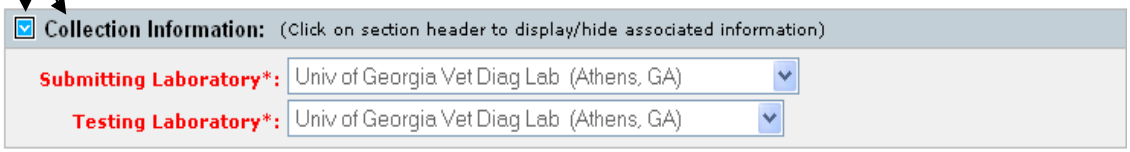
The data in the Submission Information block (Program, Collector Type, & Referral #) is automatically populated with the information you entered in the previous screen and stays with the LS record throughout the entire process.



2.2 Collection Information

Default information, based on your user ID, automatically populates the Submitting Laboratory field and the Testing Laboratory field. To change the information, click on the down-arrow next to the field and select the appropriate laboratory from the LOV. When you select a submitting laboratory, the testing laboratory field is automatically filled with the default testing laboratory.

Note: To toggle between hide & display, click on the in the header or on "Collection Information". If you hide the collection information, you gain more screen space to display other information.



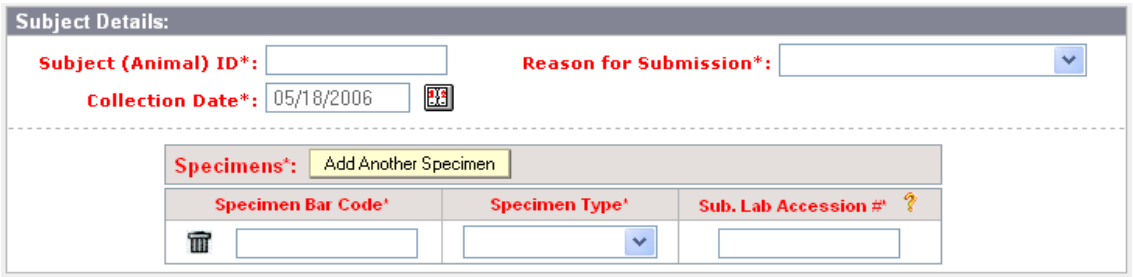
Collection Information Data Field	Description
Submitting Laboratory	Laboratory that is sending specimens to a NAHLN testing laboratory.
Testing Laboratory	NAHLN Laboratory that is receiving specimens in order to perform tests.

2.3 Subject Information

2.3.a Subject Details

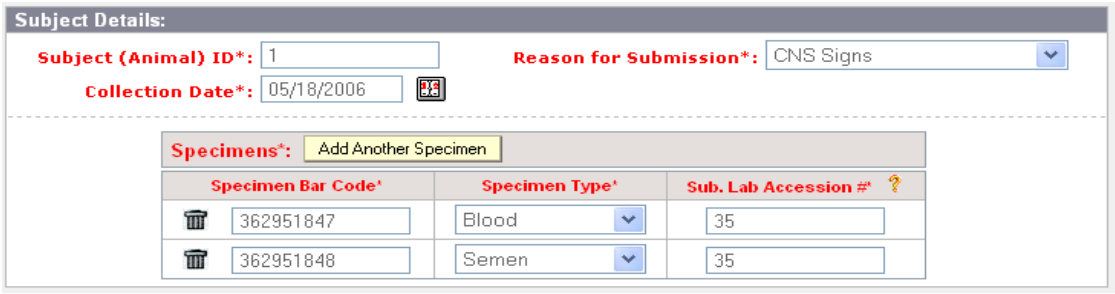
Enter information into this block that identifies the animal, type of specimen collected, reason specimen was collected, and specific laboratory accession number.

Refer to the table on the following page for help with the field descriptions.



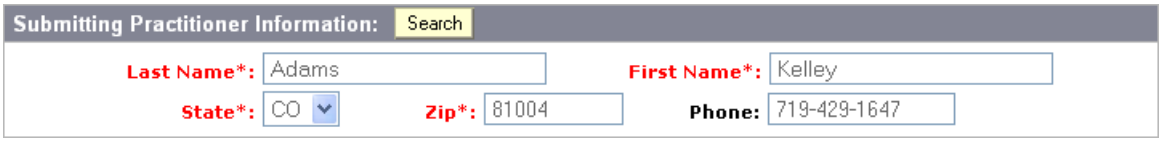
Subject Details Data Field	Description
Subject (Animal) ID	Characters or numbers used to identify a subject or the origin of a subject. Can be a tag #, ear tattoo, arbitrary # assigned by submitting veterinarian, description such as Barn #4 – Pen 5, etc . . . Default is Pig 1, Pig 2, etc . . . If the field is blank on the paper form, the default value will be used in the web form;otherwise, the information that is in the field will be entered in the web form.
Collection Date	Default is current date (or date of last specimen). If default is not correct, use one of the options below to change date. • Click on the calendar icon at end of field to select the date of the specimen collection. • Type a **T-1** for yesterday's date, **T-2** for the day before yesterday, etc . . . then click on **Tab** key, or click on white space next to calendar. • Manually enter date(mm/dd/yyyy)
Reason for Submission	Click on the down-arrow at the end of the field to select the appropriate reason to collect a specimen. Some choices are: • Abortions • CNS Signs • Septicemia • General Swine Submissions
Specimen Bar Code	Unique bar code that identifies a specific specimen taken from an animal. Each specimen must be identified by its own bar code. Bar code stickers are printed in sets of 4 individual labels (with same bar code). 1- placed on the specimen package before it is shipped to the testing lab. 1- scanned or manually entered into the web-form (or if using paper form, placed in Sample Bar Code box) 2 - extra stickers available if needed.
Specimen Type	Click on the down-arrow at the end of the field to select the type of specimen that will be sent to the NAHLN testing laboratory. Default is **Tonsil**. Some other choices are: • Tonsil Scraping • Nasal Swab • Blood • Serum • Brain • Distal Ileum • Kidney • Lymph Node • Semen • Spleen
Sub. Lab Accession #	Unique number that the diagnostic lab assigns to a box of specimens or one or more animals (dead or alive). **Help: Sub. Lab Accession #** The **Sub. Lab Accession #** refers to the Submitting Laboratory Accession Number field on the Diagnostic Laboratories paper form. It is a number used by submitting laboratories to link specimens/tissues to practitioners/farms in the event of a positive test result.

The completed section should look similar to the example below.



2.3.b Submitting Practitioner Information

Enter information into this block that identifies the practitioner involved with submitting the specimen to the NAHLN laboratory for testing.



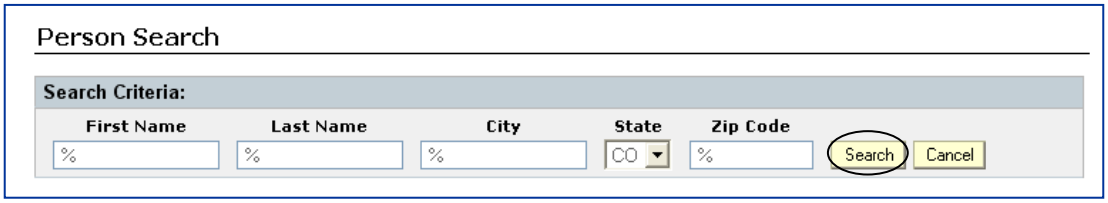
Submitting Practitioner Information Data Field	Description
Last Name	Last name of practitioner.
First Name	First name of practitioner.
State	State in which practitioner is licensed.
Zip	Postal zip code of area in which the practitioner operates. Zip must be valid for selected State. A message is displayed to alert you if the Zip is invalid.
Phone	Phone number of practitioner.

To enter practitioner information using the **Search** button:

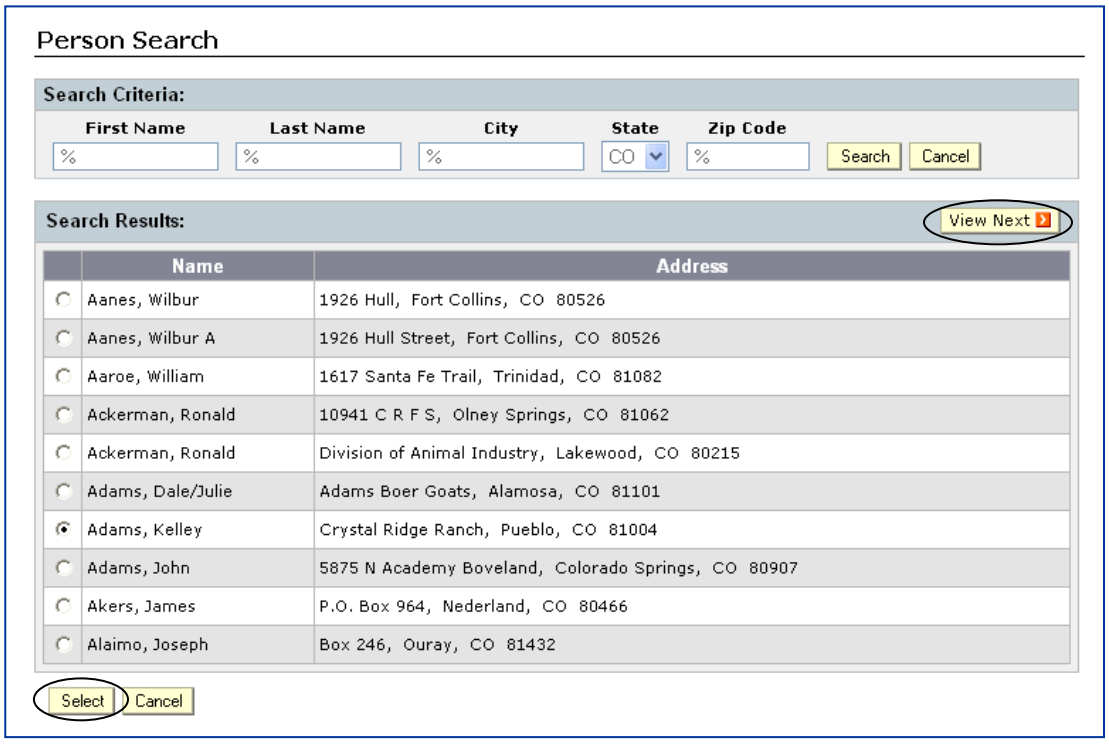
- Click on the **Search** button in the block header.

The search form shown below is displayed.

- Enter your search criteria (In this case, only the State is entered, the wildcard "**%**" is used in the other fields to search for all names, cities, and zip codes in Colorado), You have the option of searching by First Name, Last Name, City, State, Zip Code, or any combination of them.
- Click on the **Search** button.



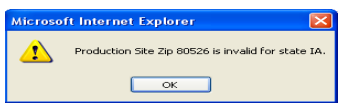
- The results are displayed as shown on the next page.
  Note: If there are several pages of results, click on the **View Next** button to see next page.



In the example above, we clicked on the round radio button to the left of **Kelley Adams'** name to identify her as the practitioner. To have her personal information appear in the Submitting Practitioner Information block, click on the **Select** button. (If you change your mind, and want to choose another practitioner, click on Cancel).

2.3.c Production Site Information

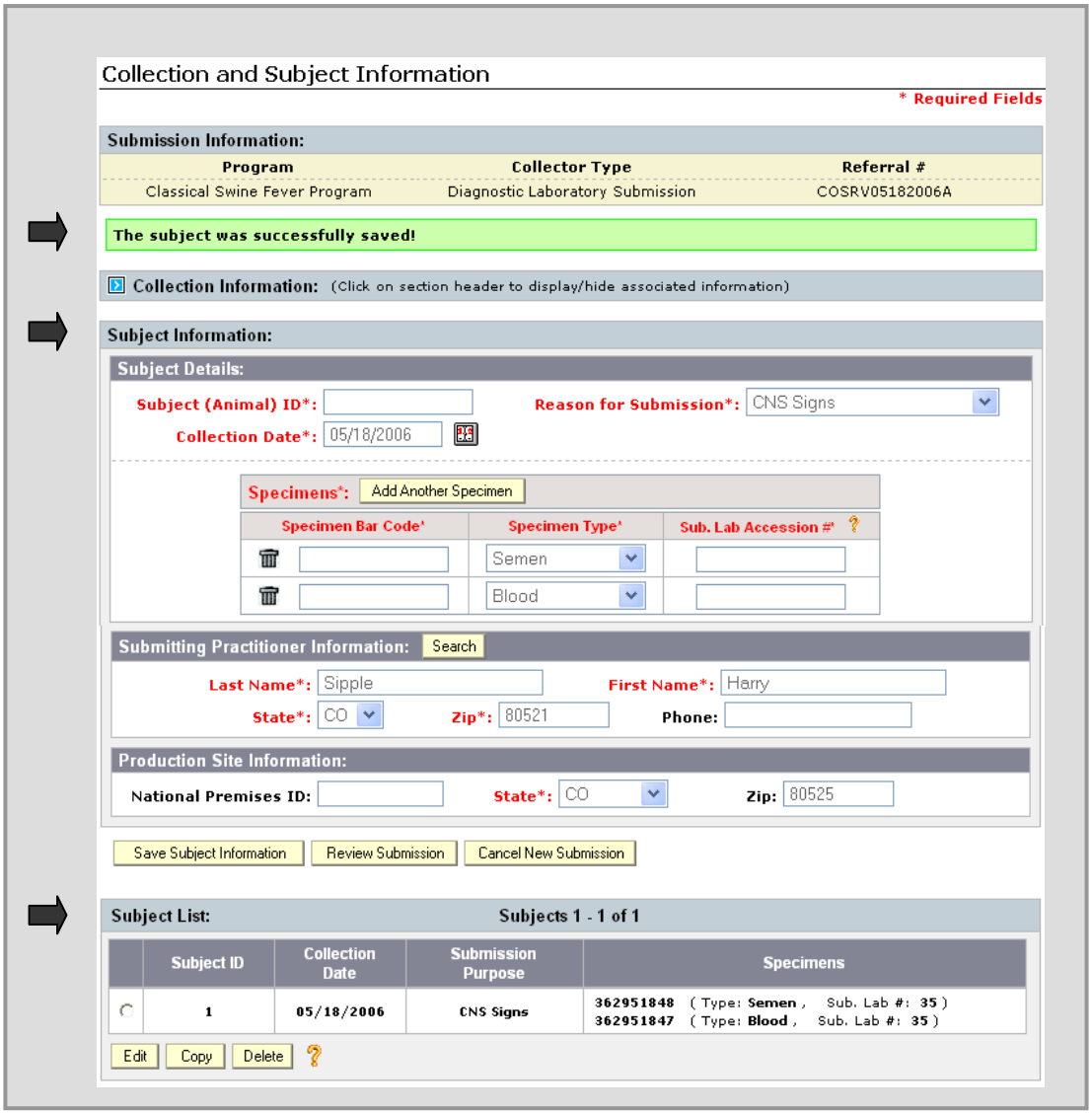
Enter information into this block that identifies the most recent location of hog before coming to Diagnostic Laboratory.

Production Site Information Data Field	Description
National Premises ID	National identifier for a recognized location, address, or facility where hog resided before going to Diagnostic Laboratory. If you know the Prem ID, enter it in the field. It must be a valid ID for the State selected. An error message is displayed if invalid. Note: It is not necessary to enter a zip code if you enter a Prem ID.
State	State where hog resided before going to Diagnostic Laboratory. This is a required field. Select a state from the pull-down menu.
Zip	Postal zip code of area in which hog resided before going to Diagnostic Laboratory. You must fill out this field if you have left the National Premises ID field blank. The zip must be valid for the selected State. A message is displayed to alert you if the zip is invalid. 

2.3.d Save Subject Information

Click on the **Save Subject Information** button to add your information to the LS record.

- You should see a message “The subject was successfully saved!”
- The Subject (Animal) ID field, Specimen Bar Code field, and the Sub. Lab Accession field become blank so you can enter information into them to create another subject record if you desire. Change any other information that is appropriate, and click on the Save Subject Information button again to save that subject record.
- A Subject List is also started at the bottom of the page.

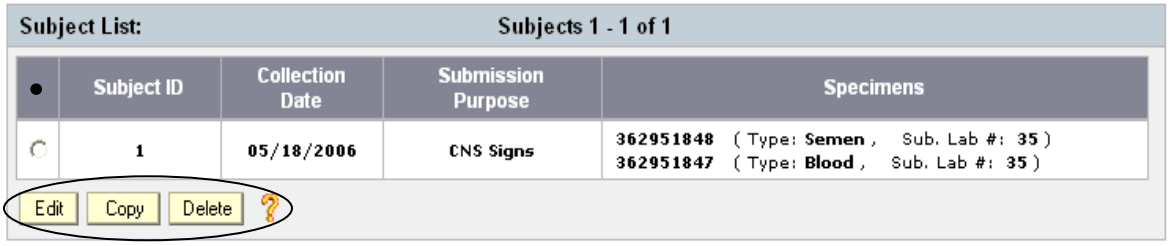


Note: You must save subject information for at least one subject before the **Review Submission** button is available for you to review subject information.

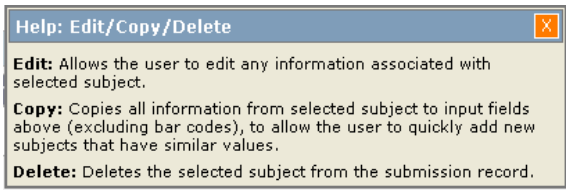
2.3.e Subject List

Every time you add a new subject record, it is added to the Subject List. The example below shows two specimens collected from Subject (Animal) #1.

You can select a subject record by clicking in the round radio button next to it.
You then have a choice to edit, copy, or delete that record by clicking on the appropriate button located at the bottom of the list.



Click on the ? (next to the Delete button) for a description of each button's functionality.

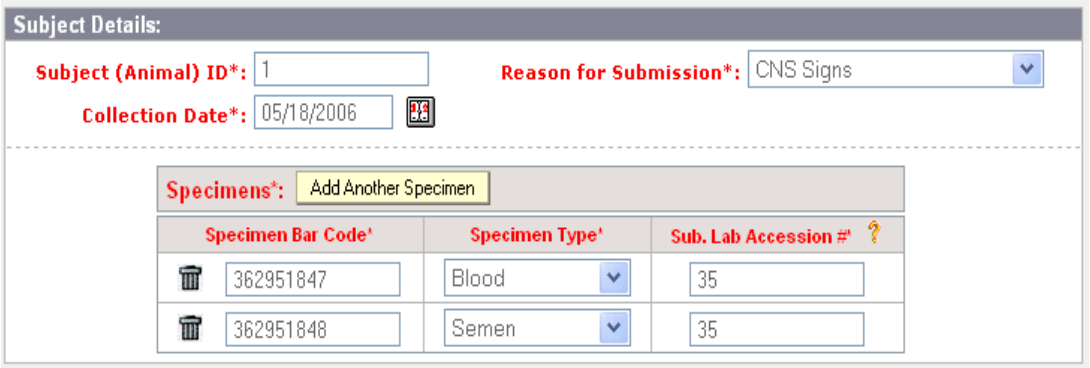


- **Edit Subject Record**

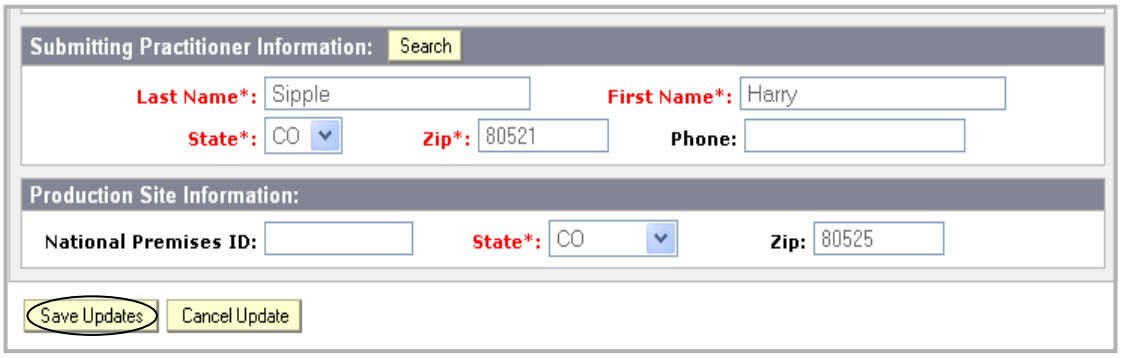
Edit displays an existing subject record for you to modify.

- Select the subject record you would like to edit by clicking in the round radio button next to it.
- Click on the **Edit** button.

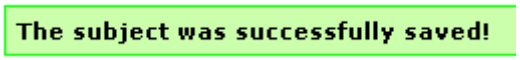
The **Subject Details** block is displayed in edit mode. Make necessary changes. For example, you can delete a specimen record by clicking on the trash can icon next to the Specimen Bar Code, or add another specimen record by clicking on the **Add Another Specimen** button.



The **Submitting Practitioner Information** and **Production Site Information** are also presented in a way that you can edit them. Make any necessary changes, then save all Subject Information changes by clicking on the **Save Updates** button. (Click on the Cancel Update button if you don't want to save the changes).

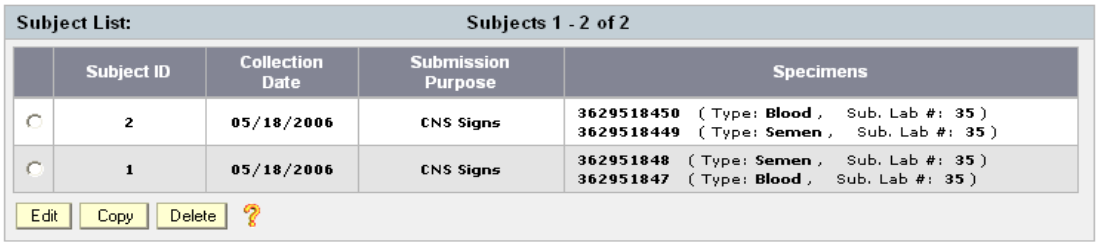


A pop-up message appears when you save the updates.



The Subject Information block is now ready for a new subject record entry; most fields contain the information that was entered in the previous subject record. The exceptions are the Subject (Animal) ID field, Specimen Bar Code field, and Sub.Lab Submission field that are now blank. You can enter data for a new subject now if you desire, and click on **Save Subject Information** to add that record to the Subject List.

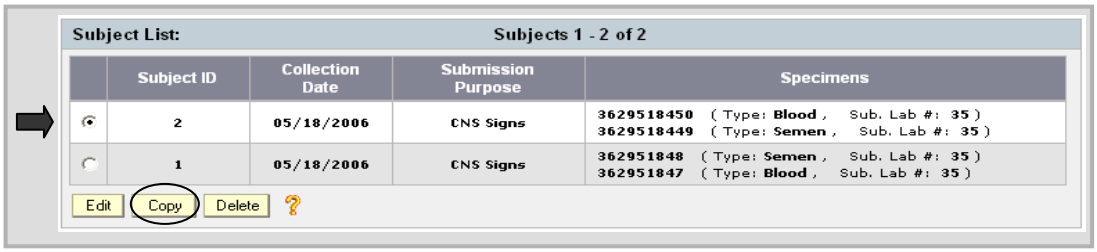
In the example below, Subject 2 was added. All of the information was the same as Subject 1 with the exception of the bar code numbers and Subject ID. Using the edit button in this way is similar to using the copy button.



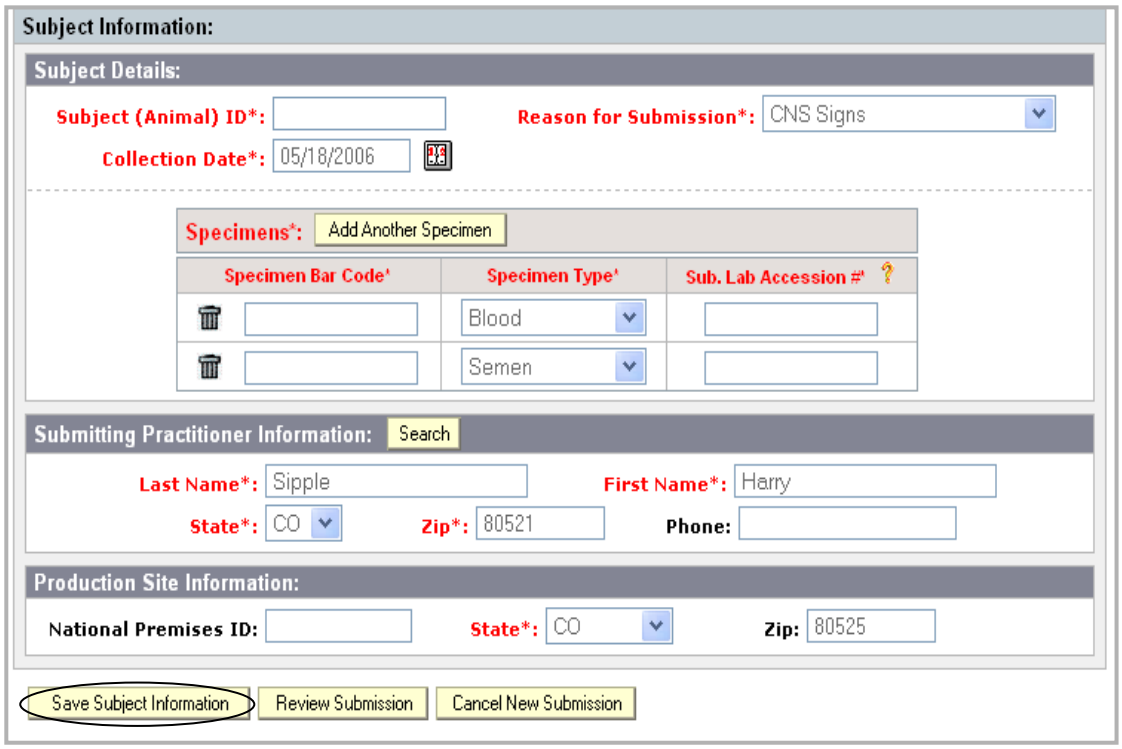
- **Copy Subject Record**

Copy is useful if you will be entering similar information for subsequent subjects.

- Select the subject record you would like to copy by clicking in the round radio button next to it.
- Click on the **Copy** button.



Most of the fields auto-populate with information from the copied subject record as shown in the screen shot below. The exceptions are the **Subject (Animal) ID** field, **Specimen Bar Code** field, and **Sub.Lab Accession** field. Enter information into those fields.

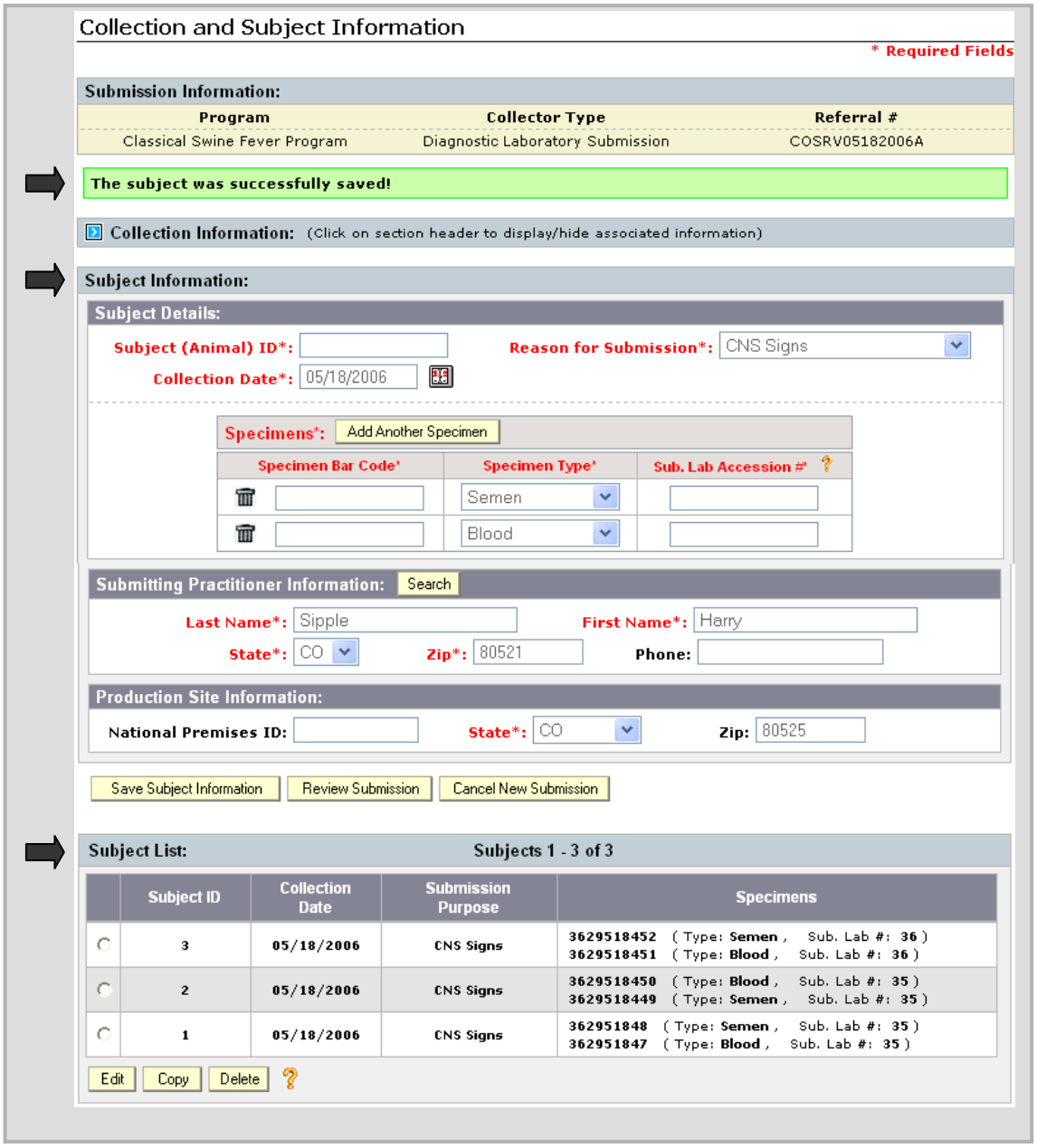


When you are done entering information, click on the **Save Subject Information** button located at the bottom of the record to add it to the Subject List.

The screen will now look similar to the one shown below:

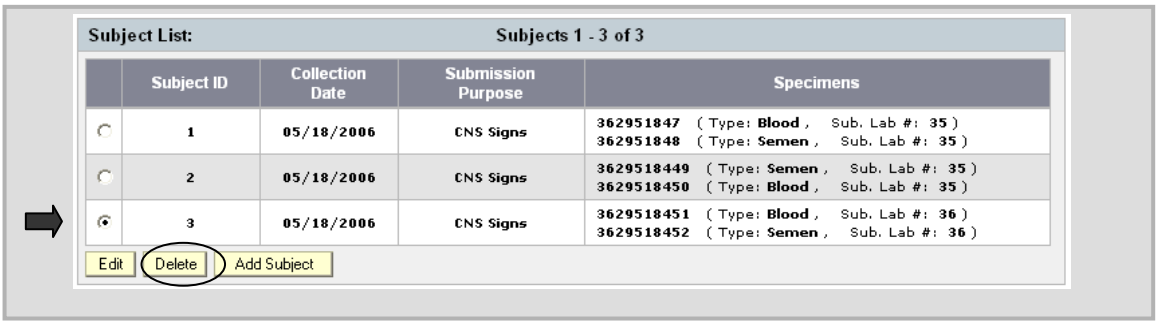
- The message "**The subject was successfully saved!**" is displayed.
- The **Subject Information** block has information from the previous record filled in, with the exception of the Subject (Animal) ID, Specimen Bar Codes, and Sub. Lab Accession #.

  Note: You can add information to these blank fields, click on the Save Subject Information button to add another new subject record if you desire.
- There are now three subject records in the Subject List.

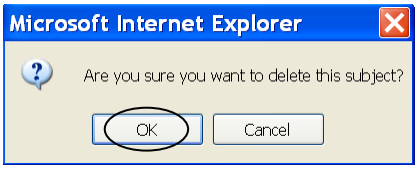


- **Delete Subject Record**

If you want to delete a subject record for any reason, select it by clicking in the round radio button next to it, then click on the **Delete** button.

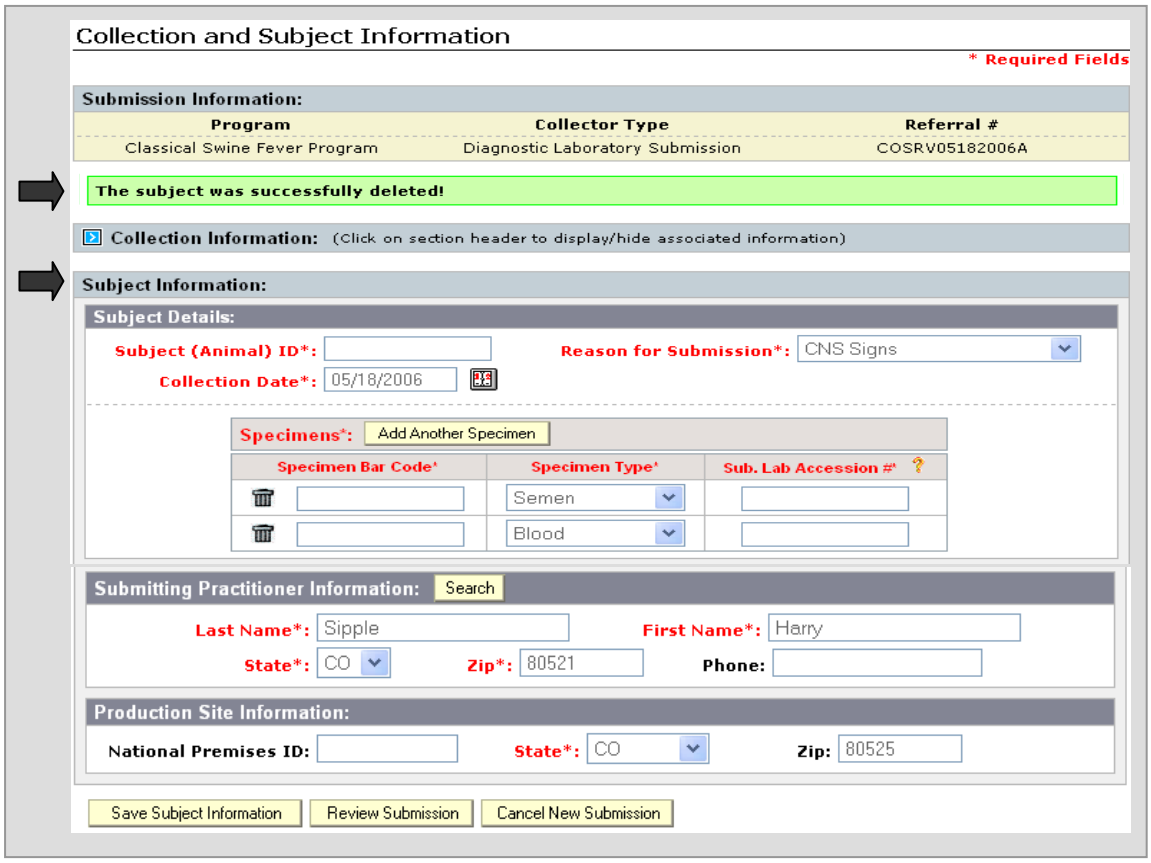


A pop-up message appears to verify your deletion request. Click on **OK** if you want to delete the subject record, or click on Cancel if you have decided not to delete it.



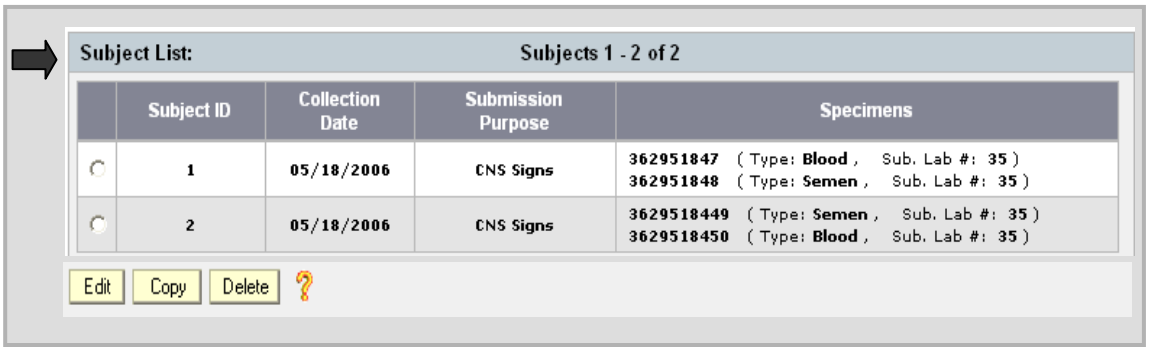
The screen will now look like the one shown below and on the next page:

- The message "**The subject was successfully deleted!**" is displayed.
- The **Subject Information** block is ready to accept new information.



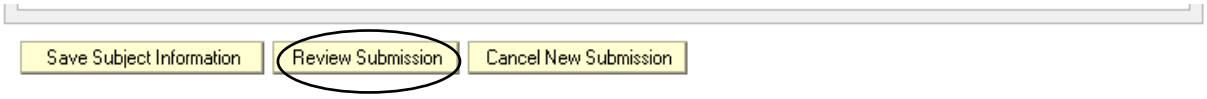
Collection and Subject Information (continued)

- The Subject List now contains only two Subject records (Subject 3 is no longer on the list)



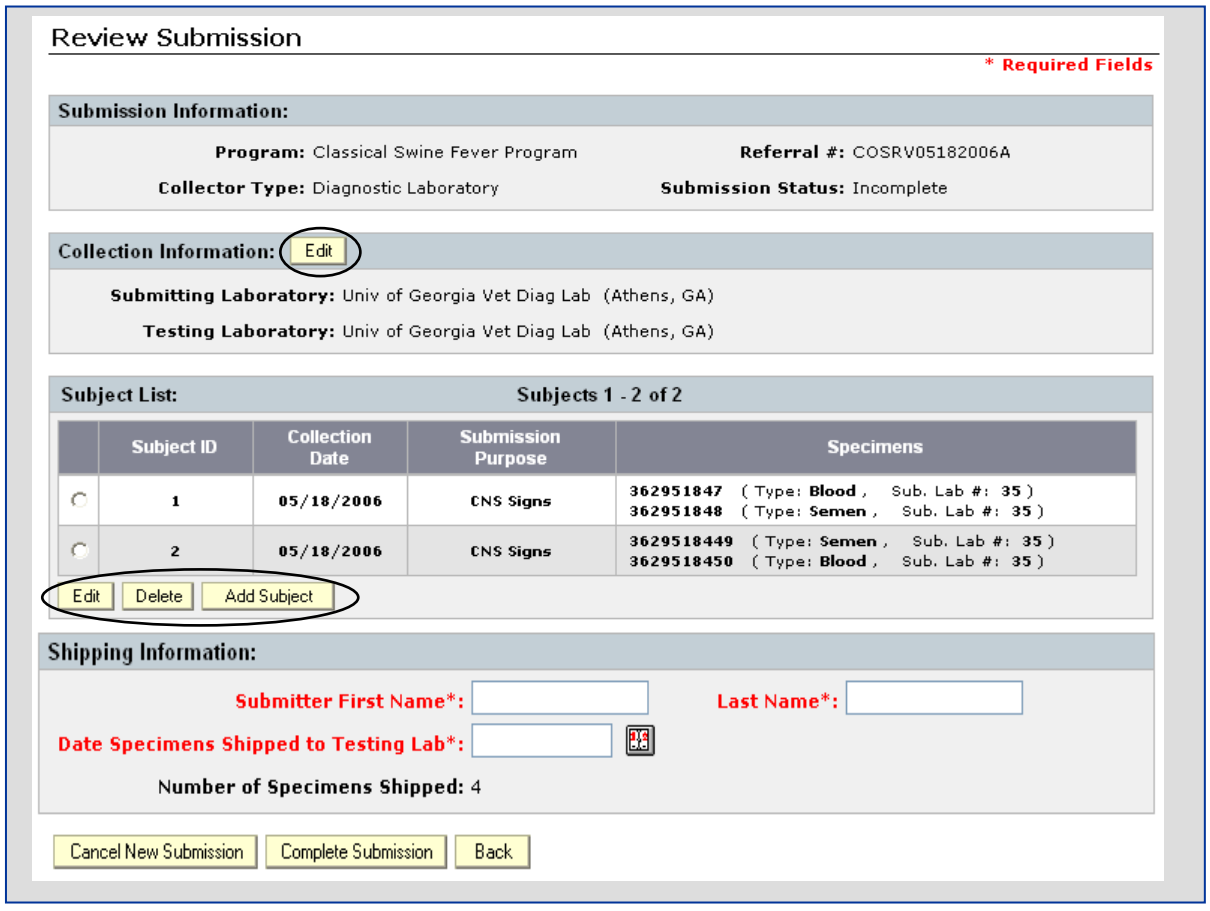
Section 3: Reviewing Submission

To review the information you have entered into the LS record, before submitting it, click on the **Review Submission** button located at the bottom of the Subject Information block.



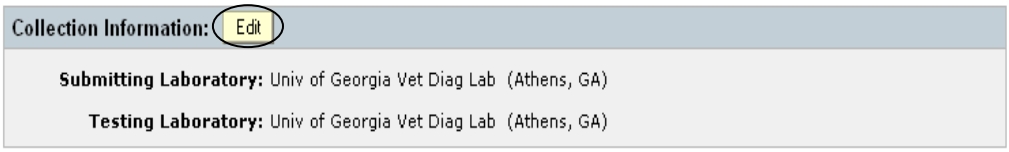
The Review Submission screen, shown below, is displayed. From this screen you can modify information in the following ways:

• Edit Collection Information	Refer to step 3.1 for edit instructions.
• Edit existing subject record	Select a subject record by clicking in the round radio button next to it. Click on the **Edit** button at the bottom of the Subject List and refer to section 2.3.e – **Edit Subject Record** for detailed editing instructions.
• Delete existing subject record	Select a subject record by clicking in the round radio button next to it. Click on the **Delete** button at the bottom of the Subject List and refer to section 2.3.e – **Delete Subject Record** for detailed deletion instructions
• Add another subject record	Click on the **Add Subject** button at the bottom of the Subject List and refer to sections (2.3.a – d) for detailed instructions to add a subject record.
• Shipping Information	Refer to Section 4 for instructions to enter shipping information.



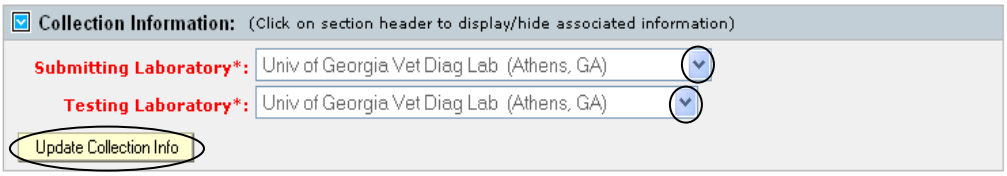
3.1 Edit Collection Information from the Review Submission screen

- Click on the **Edit** button located in the Collection Information block.



The collection information is now presented in a way that you can change it.

- Click on the **down-arrows** at the end of the fields to select different laboratories.
- Click on the **Update Collection Info** button once the desired changes are selected.



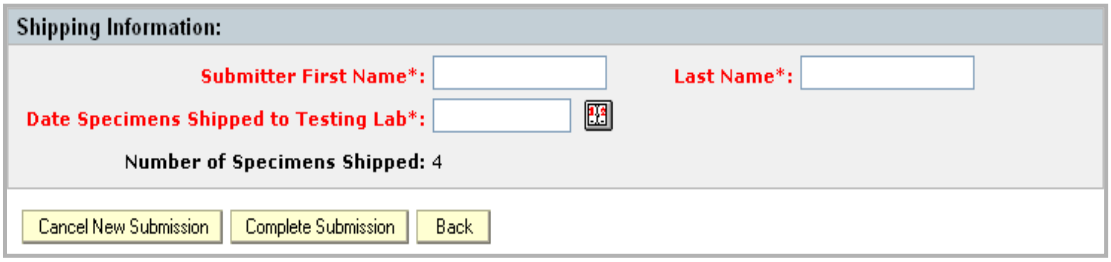
The following message appears to let you know your changes were saved.

Click on the **Review Submissions** button to get back to the main review screen.

Section 4: Finalizing and Submitting the LS form

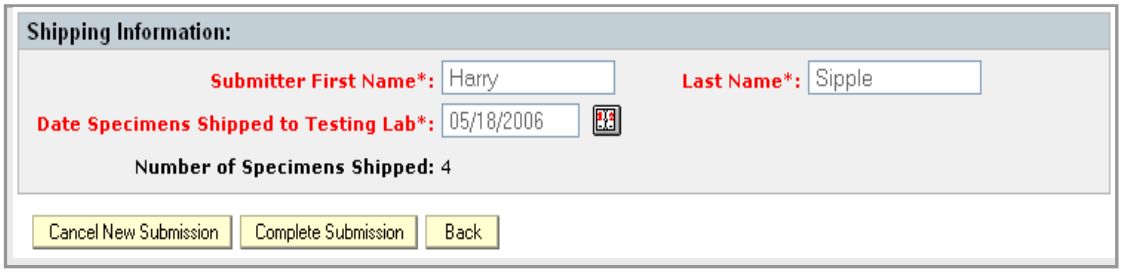
4.1 Completing the Shipping Information

Once you have determined that the LS form is ready to submit, complete the Shipping Information. Refer to the table below for assistance.



Shipping Information Data Field	Description
Submitter First/Last Name	First and last name of person submitting the specimens. Note this person can be someone other than the individual who collected the specimens.
Date Specimens Shipped to Testing Lab	Date the physical specimens were sent to the testing lab. Select date from calendar at the end of the field or type in **T** for today's date, **T-1** for yesterday's date, etc . . . then press the **Tab** key or click outside the field.
Number of Specimens Shipped	Total number of specimen shipped by the submitter. This number is automatically filled in for you based on specimen information you entered on the form.

The completed section should look something like the example below.



Note: If you change your mind and don't want to submit the LS record at this time you can click on:

- **Cancel New Submission** button: This completely removes the incomplete LS record from existence.
- **Back** button: This saves and closes the LS record and takes you back to the Welcome/Home page. You can open the record at a later date and resume entering information where you left off.

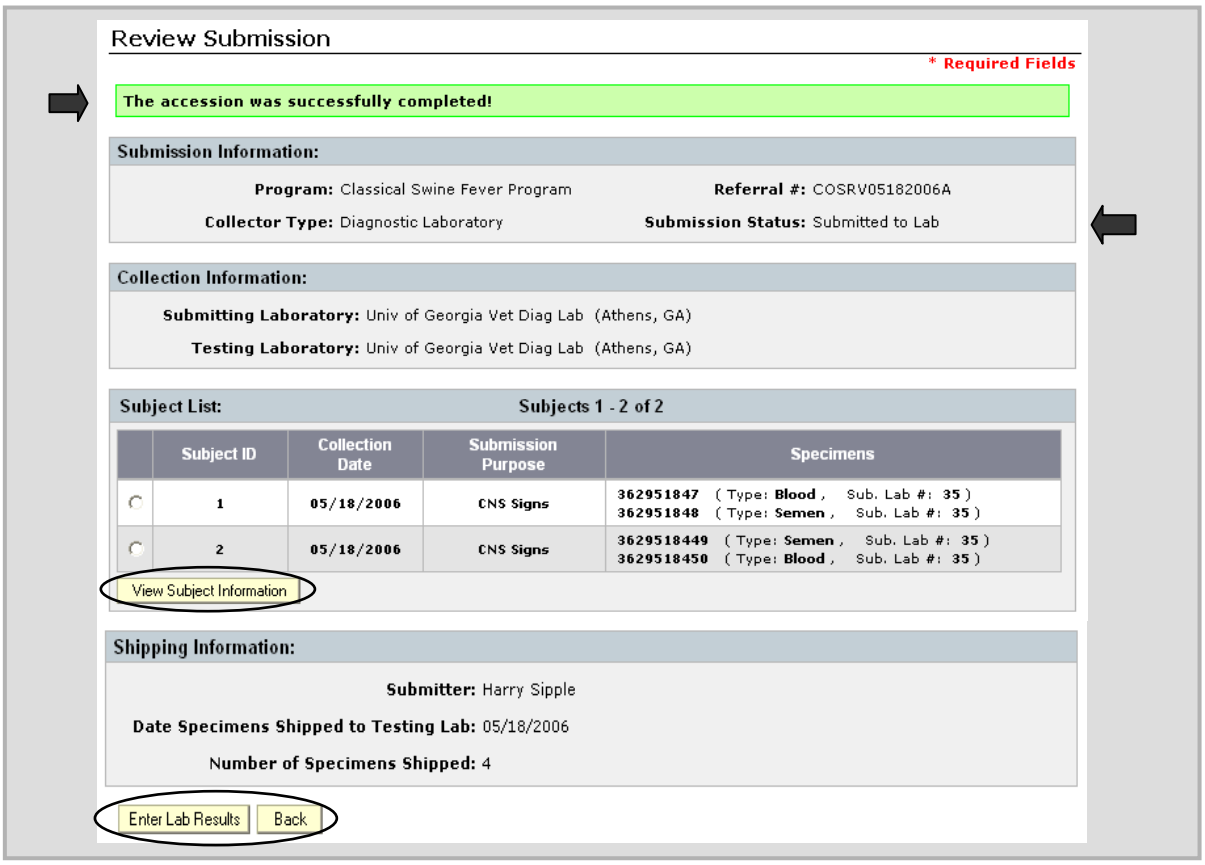
4.2 Submitting the LS Record

To submit the record, click on the **Complete Submission** button.

A warning message is displayed to verify you really want to complete the submission.

Click on **OK** to continue with the submission, or click on **Cancel** if you do not want to submit record after all.

- The message "**The accession was successfully completed**!" is displayed.
- The Status of the form changes from "Incomplete" to "**Submitted to Lab**".
  Note: This record will no longer appear on the Incomplete Submissions list on the Welcome/Home page.
- The summary of the LS record is displayed, as shown below.



There are 3 buttons on this screen.

- **View Subject Information** – Select a Subject ID, and click on the View Subject Information button to view all of the subject information: Subject Details, Submitting Practitioner Information, and Production Site Information.
- **Enter Lab Results** – Click on Enter Lab Results if you are ready (and have permission) to enter test results. Refer to Chapter 7 for detailed instructions.
- **Back** – Click on the Back button to go to the Welcome/Home page.

-- End of the Diagnostic Laboratory LS web-form submittal process --
-- End of the Diagnostic Laboratory LS web-form submittal process. --

Chapter 4:
Slaughter Establishment LS Form

The Slaughter Establishment Lab Submission form is used to capture swine specimen related information from hogs located in a slaughter plant.

This chapter covers the following topics:

Unit	Topic	See Page
Section 1:	Accessing the Slaughter Establishment LS form	4.2
Section 2:	Entering Collection & Subject Information	4.3
	- Submission Information	4.4
	- Collection Information	4.4
	- Subject Information (Details, production site info, and add, edit, copy & delete specimens)	4.4
Section 3:	Reviewing Submission (Review submission info, edit collection info, and add, edit & delete specimens)	4.13
Section 4:	Finalizing & Submitting the LS form	4.15

Section 1: Accessing the Slaughter Establishment LS Form

On the **Welcome/Home Page**, in the left-hand navigation pane, under **Action Items**:
Click on **Create Lab Submission**.

You should now see a **Create Lab Submission** block. All 3 data fields in this block require entries in order to proceed to the next steps.

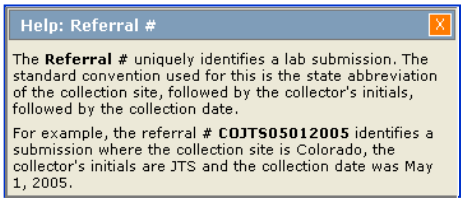
1. **Program field:** Click on the down-arrow next to the data field to display a List of Values (LOV).
   - Select **Classical Swine Fever Program**.

   Two more data fields are now displayed.

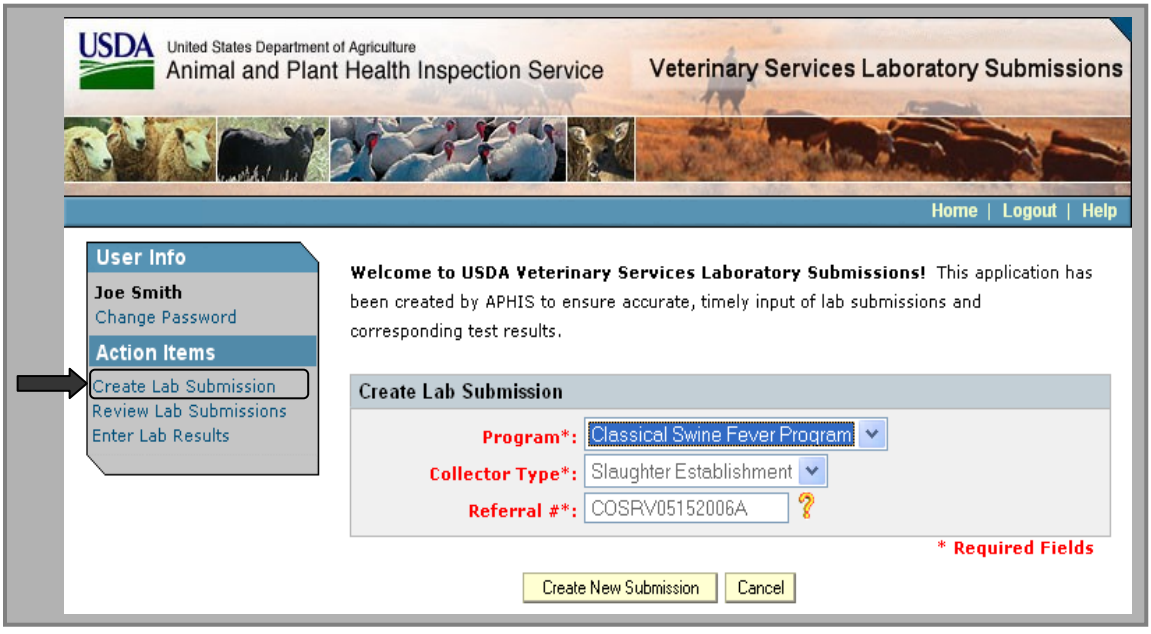
2. **Collector Type field:** Click on the down-arrow next to the data field to display a LOV.
   - Select **Slaughter Establishment**.

3. **Referral # field:** Type in the referral number.
   - Click on **?** if you need help with this field.
     The message to the right will display.

     Note: Add the letter "A" to the end of the number To indicate it is your first submission of the day, Add "B" for your second submission and so on . . .



The screen should now look like the one shown below.



4. Click on the **Create New Submission** button to proceed (Click on Cancel if you do not want to proceed).

Section 2: Entering Collection and Subject Information

The Slaughter Establishment Submission (Collection and Subject Information) form is now displayed.

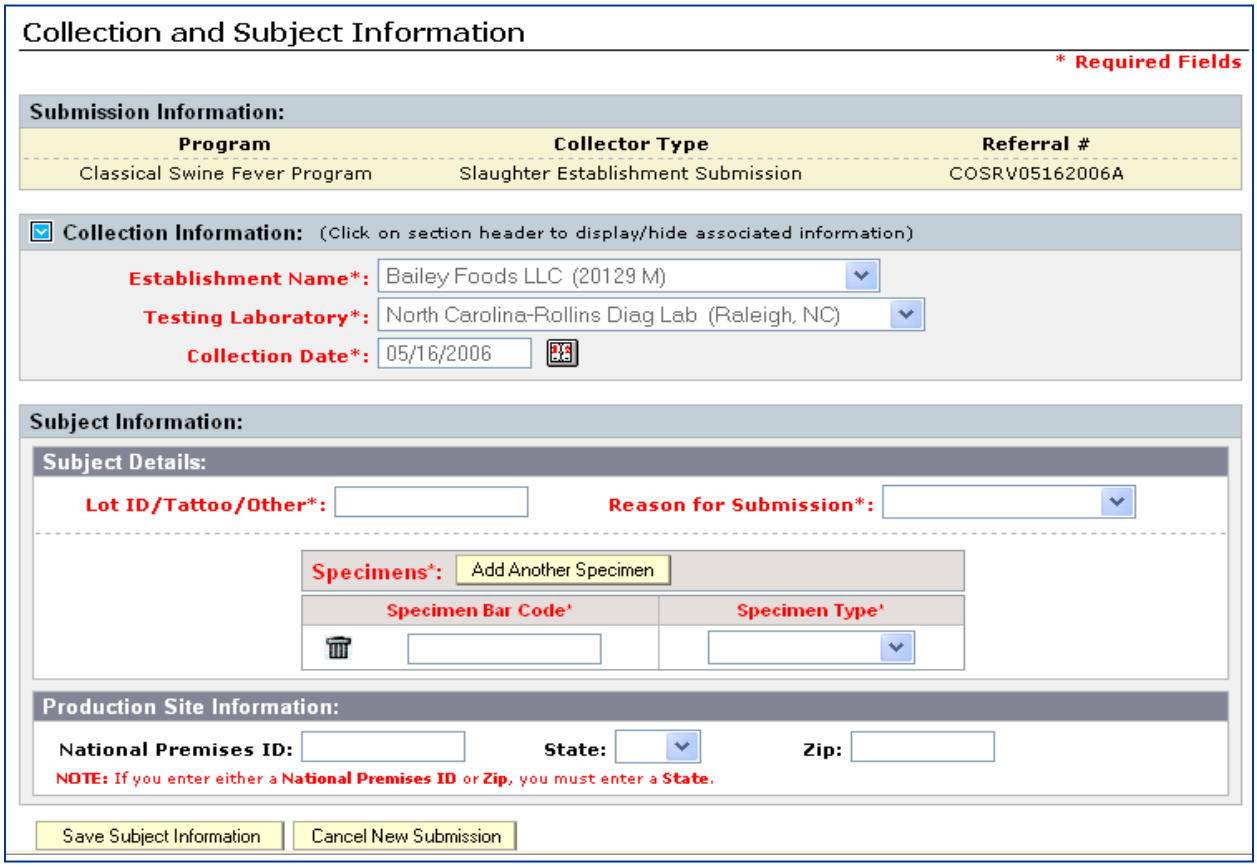
Notice it is organized using blocks of information:

- Submission Information block
- Collection Information block
- Subject Information block (which is divided into 2 sub-blocks)
    - Subject Details
    - Production Site Information

There are also 2 buttons at the bottom of the form.

- Save Subject Information – to save all information entered into the Subject Information block.
- Cancel New Submission – to completely remove an incomplete LS record.

When filling out the form, be sure to enter information into fields that are marked with a red * which indicates they are required fields. Refer to the following pages in this section for detailed instructions on entering data into each field.



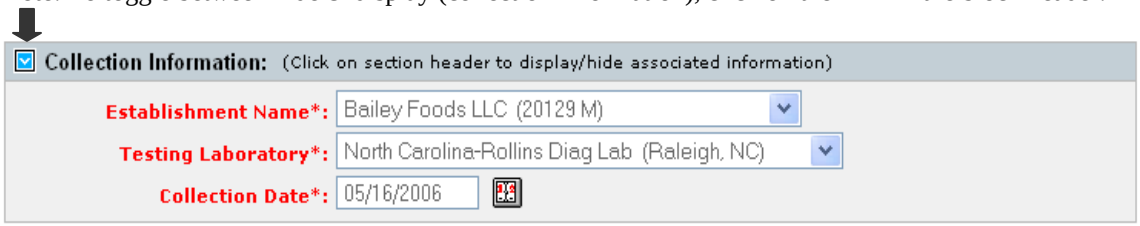
2.1 Submission Information

The data in the Submission Information block (Program, Collector Type, & Referral #) is automatically filled with the information you entered in the previous screen, and stays with the LS record throughout the entire process.

2.2 Collection Information

Default information, based on your user ID, automatically fills the Collection Information fields. To change the information, click on the down-arrow next to the Establishment Name field and select the appropriate name from the LOV. Based on your choice, the Testing Laboratory field will auto-populate with a designated lab.

Note: To toggle between hide & display (collection information), click on the in the block header.



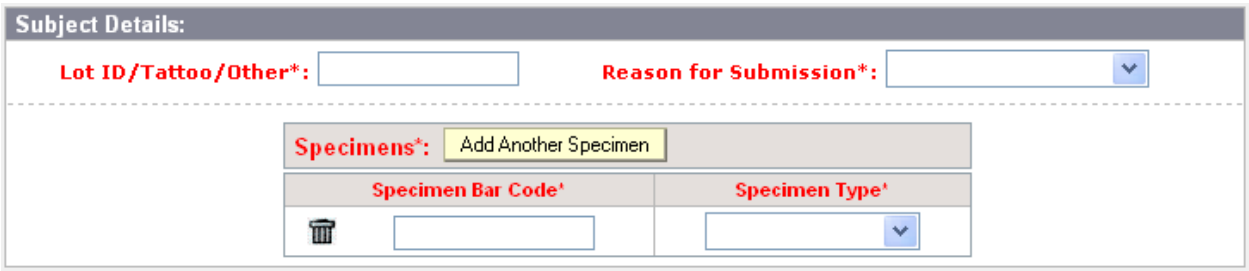
Collection Information Data Field	Description
Establishment Name	Official name of the slaughter facility.
Testing Laboratory	NAHLN Laboratory that is receiving specimens in order to perform tests.
Collection Date	The default is the current date. To change it, click on the calendar icon at end of field to select a date. You can also change the date by typing t-1 for yesterday, t-2 for day before yesterday, etc . . .

2.3 Subject Information

2.3.a Subject Details

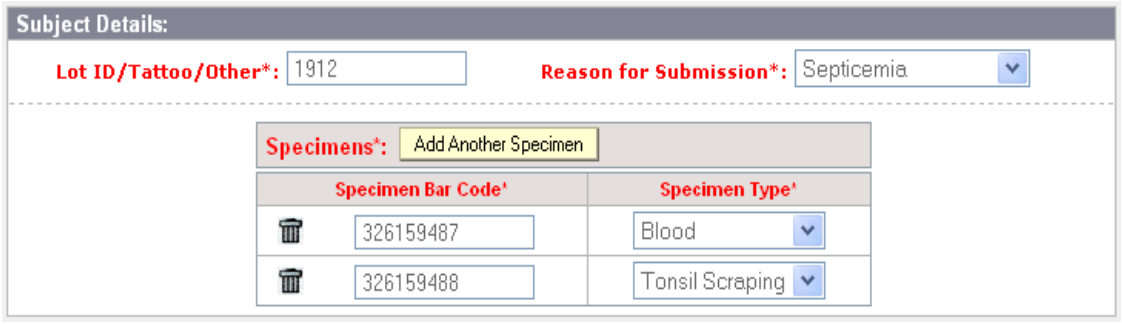
Enter information into this block that identifies the type of specimen collected, certain slaughter facility identifications, and other details.

Refer to the table on the following page for help with field definitions.



Subject Details Data Field	Description
Lot ID/Tattoo/Other	Unique identifier for a group/herd of swine at a slaughter plant.
Reason for Submission	Click on the down-arrow at the end of the field to select the appropriate reason for the need to collect a specimen. Some choices are: • Erysipelas – a destructive, contagious skin disease • Septicemia – blood poisoning • Other condemnation – disease/condition other than the two mentioned above • Randomly selected
Specimen Bar Code	Unique barcode that identifies a specific specimen taken from an animal. Each specimen must be identified by its own barcode. Barcode stickers are printed in sets of 4 individual labels. Scan the barcode sticker using a barcode reader to enter data electronically into the form, or manually enter the number found on the sticker.
Specimen Type	Click on the down-arrow at the end of the field to select the type of specimen that will be sent to the testing laboratory. The default value is **Tonsil**, other choices are: • Tonsil Scraping • Nasal Swab • Blood • Serum • Brain • Distal Ileum • Kidney • Lymph Node • Semen • Spleen

The completed section should look similar to the example below.



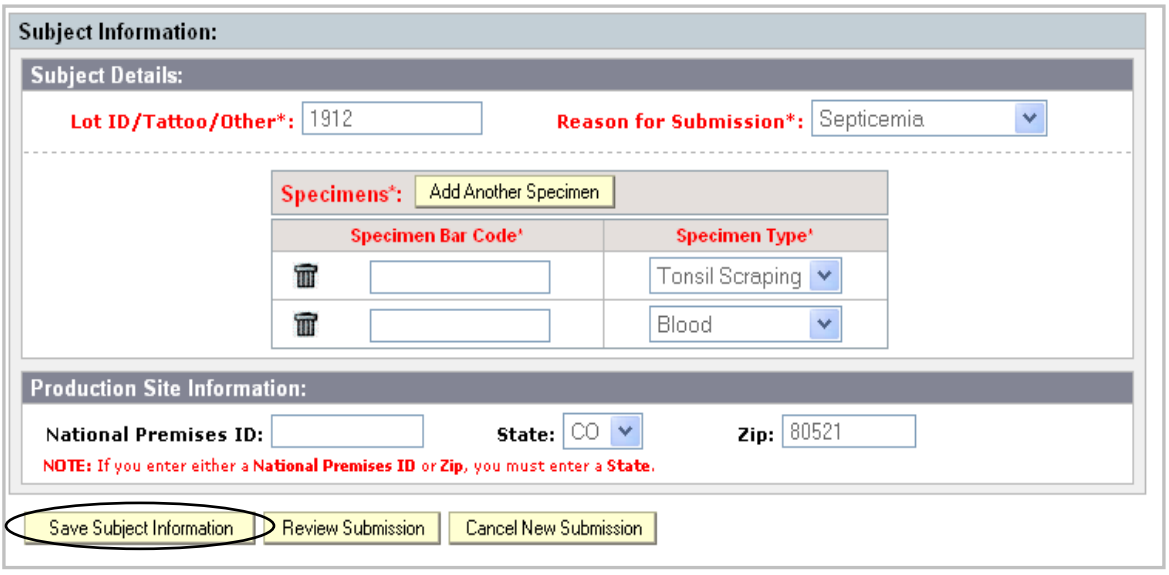
2.3.b Production Site Information

You are not required to enter information into these fields. If you choose to enter the information, refer to the table below for assistance.

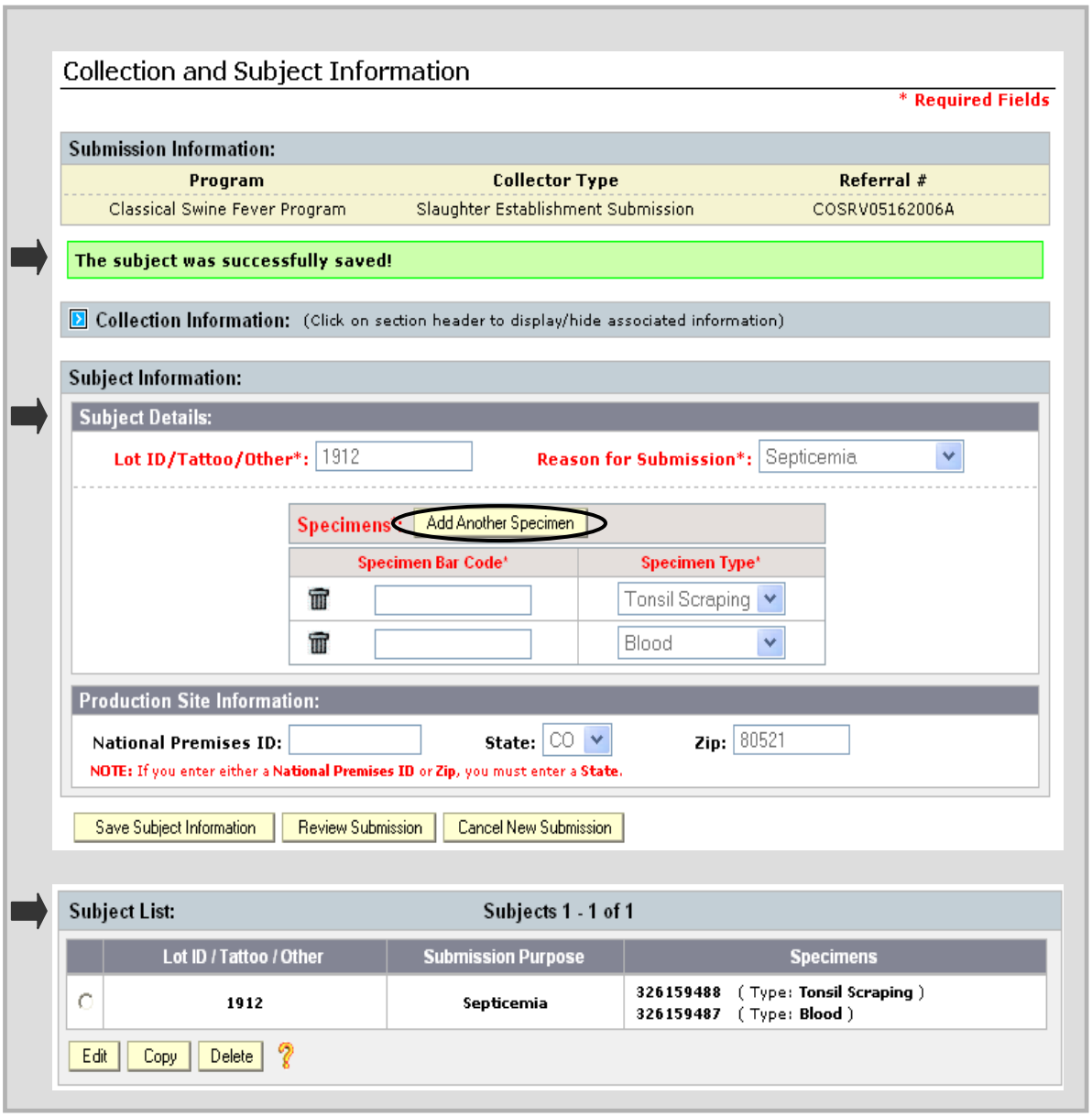
Production Site Information Data Field	Description
National Premises ID	National identifier for a recognized location, address, or facility where hog resided before going to the slaughter plant. If you know the Prem ID, enter it in the field and select a State from the pull-down menu. The Prem ID must be valid for the State selected. An error message is displayed if invalid. Note: It is not necessary to enter a zip code if you enter a Prem ID.
State	State where hog resided before going to the slaughter plant. Select a state from the LOV in the pull-down menu. A state must be selected if a National Premises ID or a Zip has been entered.
Zip	Postal zip code of area in which hog resided before going to the slaughter plant. The zip must be valid for the selected State. A message is displayed to alert you if the zip code is invalid.

2.3.c Save Subject Information

Click on the **Save Subject Information** button to add your information to the LS record.



- You should see a message "**The subject was successfully saved!**"
- At this point, you can add another specimen by clicking on the **Add Another Specimen** button in the Subject Details section if you desire.
- A **Subject List** is also started at the bottom of the page.

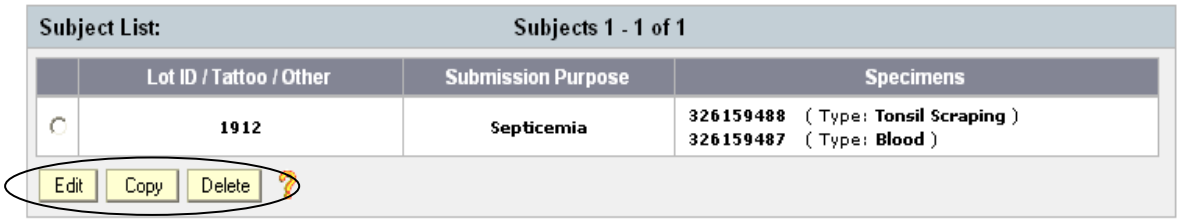


Note: You must save subject information for at least one subject before the **Review Submission** button is available for you to review specimen information.

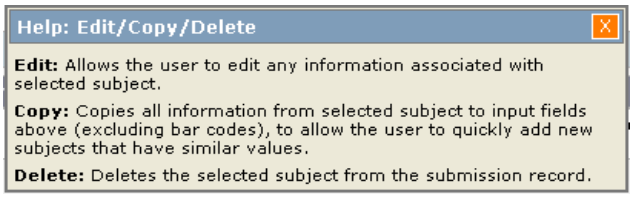
2.3.d Subject List

Every time you add a subject record, it is added to the Subject List. There is only one subject record in the example below; it contains 2 specimen records.

You can select a subject record by clicking in the round radio button next to it.
You then have a choice of editing, copying, or deleting that record by clicking on the appropriate button located at the bottom of the list.

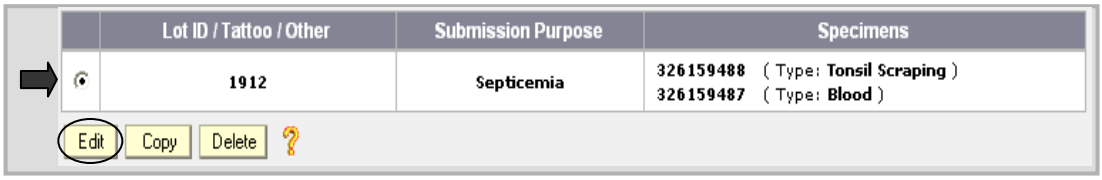


Click on the **?** (next to the Delete button) for a description of button functionality.

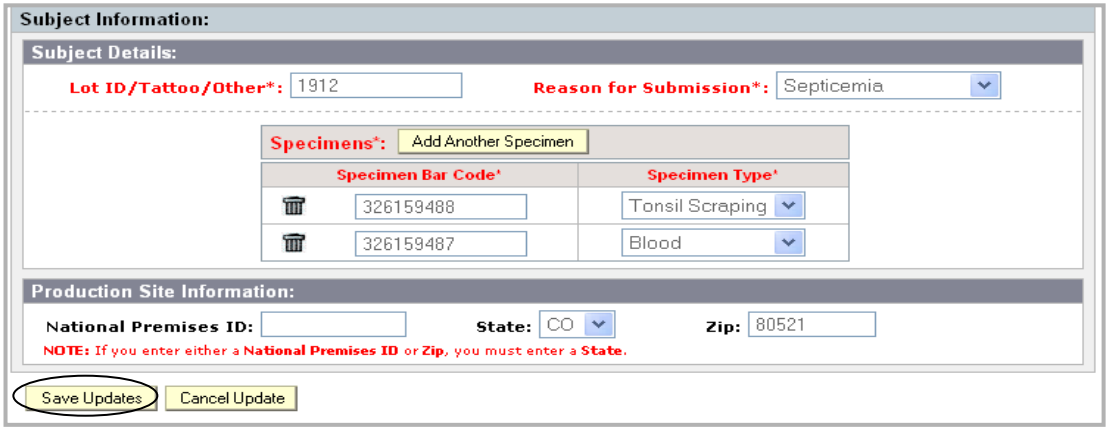


- **Edit Subject Record**

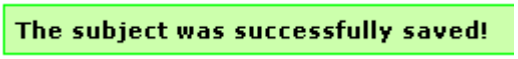
  Edit displays an existing subject record for you to modify.
  - Select the subject record you would like to edit by clicking in the round radio button next to it.
  - Click on the **Edit** button.



The subject record is displayed in edit mode. You can change information, or delete a specimen record by clicking on the trash can icon next to the bar code. When you are ready to save the changes, click on the **Save Updates** button (If you don't want to save your changes, click on the Cancel Update button).



A pop-up message appears when you save the subject record.

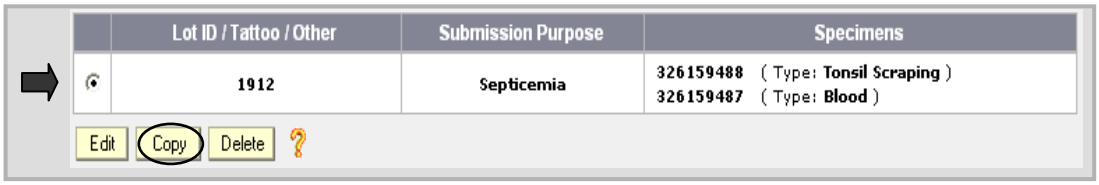


The Subject Information block is now ready for a new entry. You can enter data for a new subject now if you desire, and click on **Save Subject Information** to add that record to the Subject List.

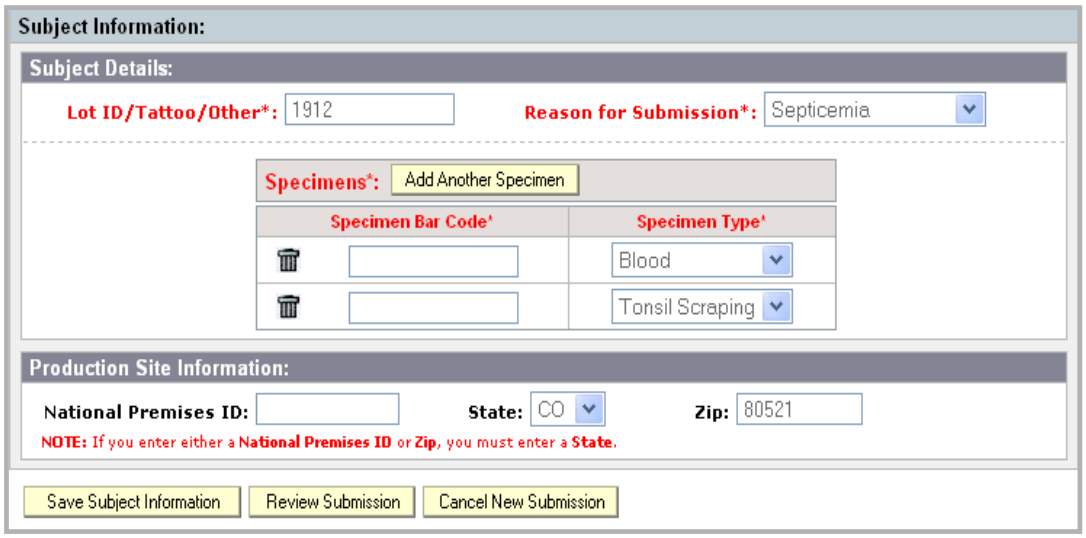
- **Copy Subject Record**

Copy is useful if you will be entering similar information for subsequent subjects.

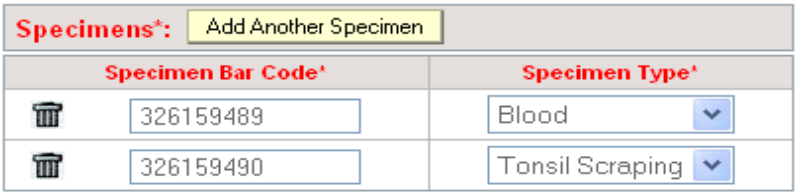
- Select the subject record you would like to copy by clicking in the round radio button next to it.
- Click on the **Copy** button.



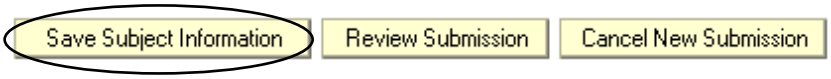
Most of the fields will auto-populated for you, as shown in the screen shot below.



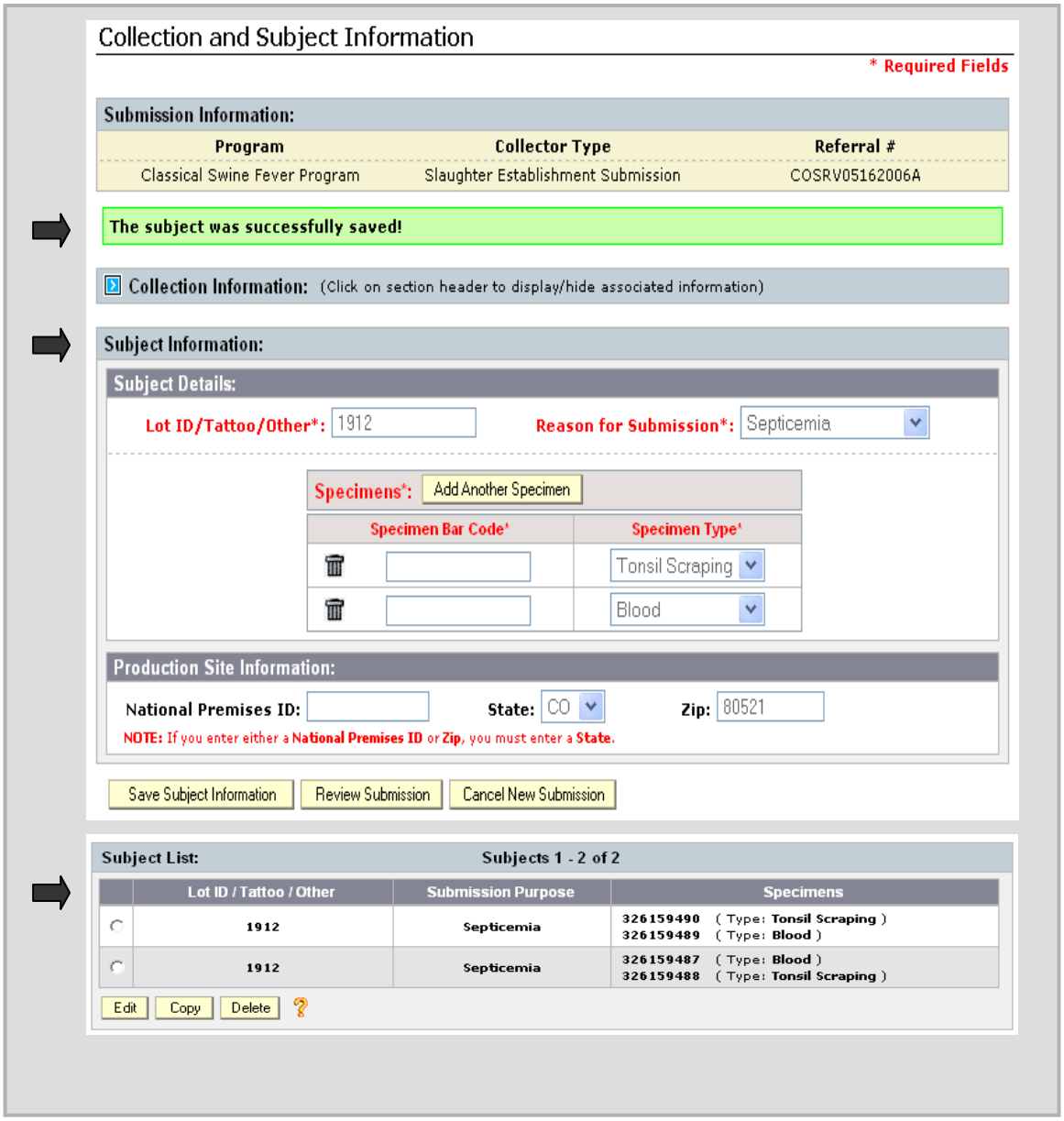
Enter unique information into the Sample Bar Code fields as shown below. Change other information if necessary (including Production Site Information).



When you are done entering information, click on the **Save Subject Information** button located at the bottom of the record to add it to the Subject List.

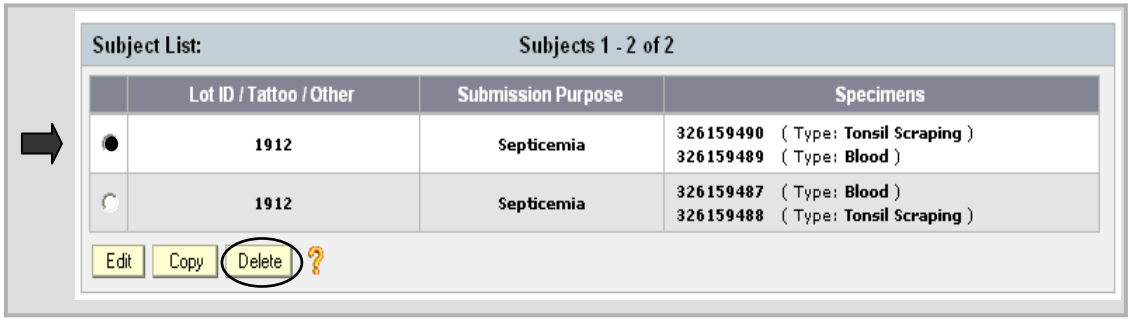


The screen will now look like the one shown below, with the message “The subject was successfully saved!” displayed. The Subject Information block is ready for you to enter another specimen record if you desire. There are now two subject records in the Subject List. You can continue to add more subject records in this way.

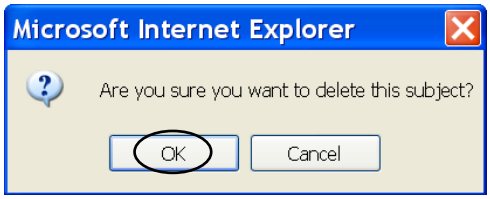


- **Delete Subject Record**

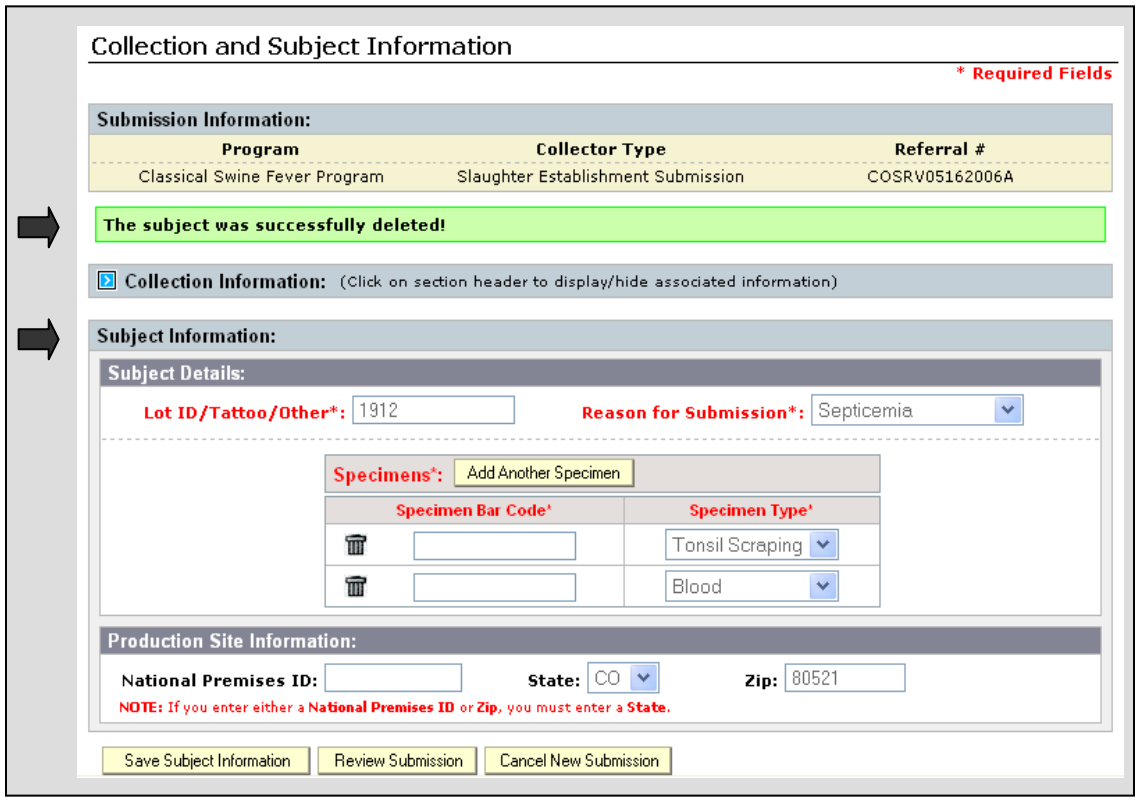
  If you want to delete a subject record for any reason, select it by clicking in the round radio button next to it, then click on the **Delete** button.



A pop-up message appears to verify your deletion request.
Click on **OK** to proceed with the deletion, or click on Cancel if you do not want to delete it.

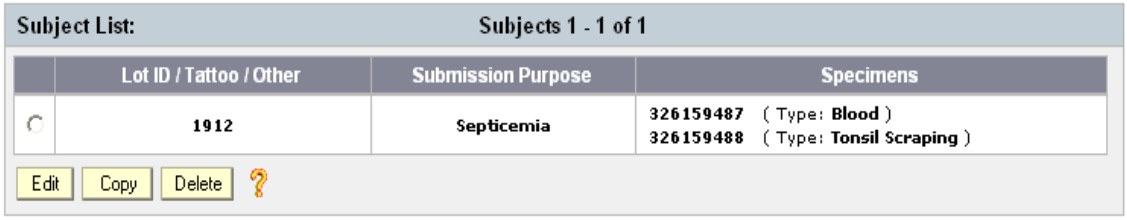


The screen will now look the one shown below (and on the following page), with the successful deletion message, the Subject Information block with default information filled in, ready for you to enter another specimen record if you desire, and the Subject List displaying the remaining subject records included in this LS record.



Collection and Subject Information (continued)

(Note: Sample Bar Codes #326159489 and #326159490 are no longer on the list).



Subject List: **Subjects 1 - 1 of 1**

	Lot ID / Tattoo / Other	Submission Purpose	Specimens
○	1912	Septicemia	326159487 (Type: **Blood**) 326159488 (Type: **Tonsil Scraping**)

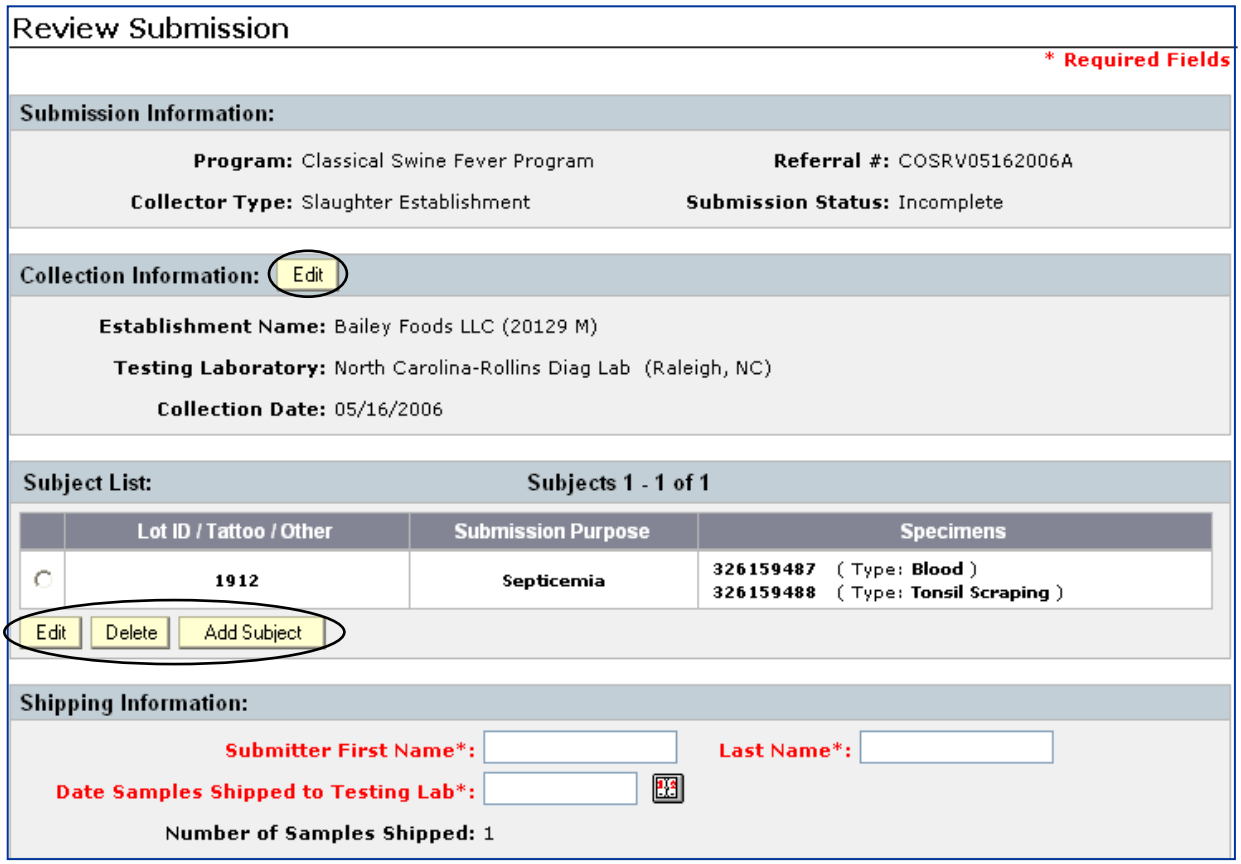
Edit Copy Delete

Section 3: Reviewing Submission

To review the information you have entered into the LS record, before submitting it, click on the **Review Submission** button located at the bottom of the form.

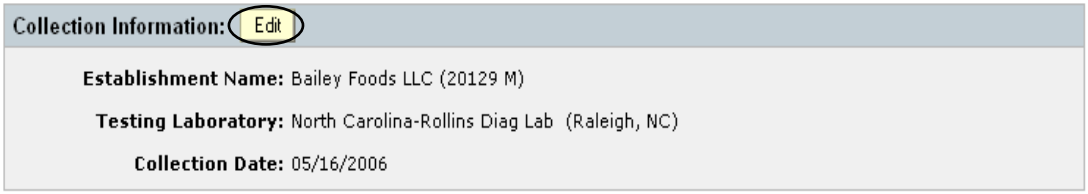
The Review Submission screen, shown below, is displayed. From this screen you can modify information in the following ways:

• Edit Collection Information	Refer to step 3.1 for edit instructions.
• Edit existing subject record	Select the subject record by clicking in the round radio button next to it. Click on the **Edit** button at the bottom of the Subject List and refer to section 2.3.d – **Edit Subject Record** for detailed editing instructions.
• Delete existing subject record	Select the subject record by clicking in the round radio button next to it. Click on the **Delete** button at the bottom of the Subject List and refer to section 2.3.d – **Delete Subject Record** for detailed deletion instructions
• Add another subject record	Click on the **Add Subject** button at the bottom of the Subject List and refer to sections (2.3.a – c) for detailed instructions to add a subject record.



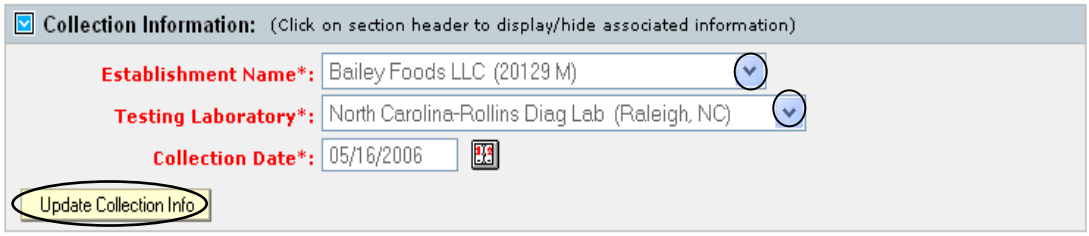
3.1 Edit Collection Information from the Review Submission screen

- Click on the **Edit** button located in the Collection Information block.



The collection information is now presented in a way that you can change it.

- Click on the **down-arrows** at the end of the fields to select different laboratories.
- Click on the **Update Collection Info** button once the desired changes are selected.



The following message appears to let you know your changes were saved.

Click on the **Review Submission** button to get back to the main review screen.

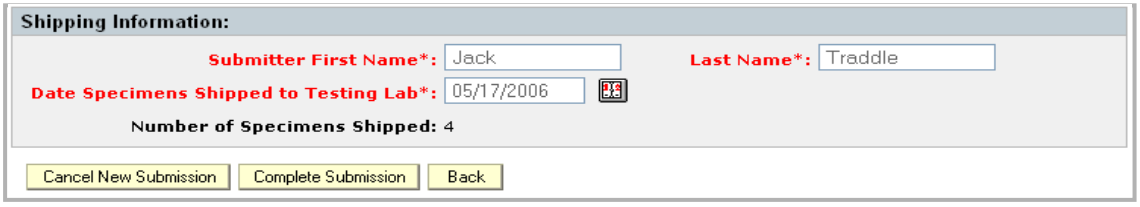
Section 4: Finalizing and Submitting the LS form

4.1 Completing the Shipping Information

Once you have determined that the LS form is ready to submit, complete the Shipping Information:

a. **Date Specimens Shipped to Testing Lab** – select date from calendar at the end of the field or you can type in T (for today's date, or T-1 for yesterday's date, etc . . .) then press the Tab key or click outside the field. Date must be ≥ specimen collection date.

b. **Number of Specimens Shipped** – this number is automatically filled in for you based on specimen information you entered on the form.



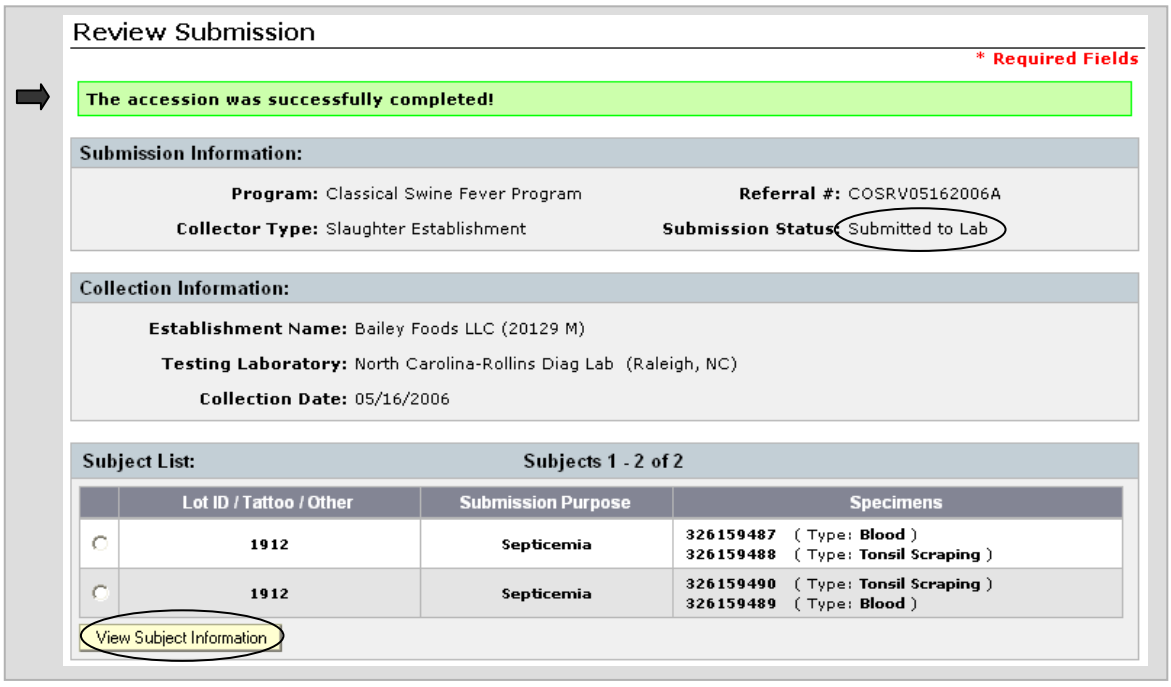
Note: If you change your mind and do not want to submit the record at this time you can click on:

- **Cancel New Submission** button: This will completely remove the incomplete record from existence.
- **Back** button: This saves and closes the LS record and takes you back to the Welcome/Home page. You can open it at a later date to resume editing where you left off.

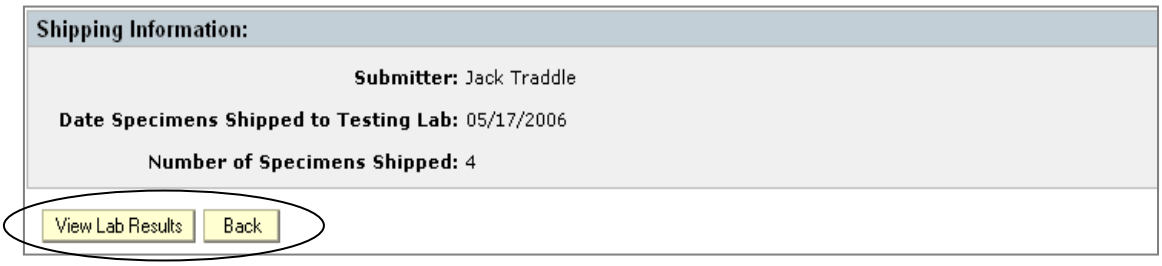
4.2 Submitting the LS Record to a NAHLN Testing Laboratory

To submit the record to a testing laboratory, click on the **Complete Submission** button.

- The message "**The accession was successfully completed!**" is displayed.
- The Status of the form changes from "Incomplete" to "**Submitted to Lab**".
- The summary of the LS record is displayed.
- Select a subject, and click on the **View Subject Information** button to look at: Reason for Submission, Lot ID, Specimen Bar Code Numbers, Specimen Types, Production Site Information, and Test Results (if available).



Shipping Information is also displayed at this time. You can click on the **View Lab Results** button to view test results if available, or click on the **Back** button to go to the Welcome/Home page.



-- End of the Slaughter Establishment LS web-form submittal process --

Chapter 5:
Wildlife Services LS Form

The Wildlife Services LS form is used to collect swine specimen related information. This includes information about Wildlife Services, the Testing Laboratory, the Collection Site, the Subject (Animal), and the Results.

This chapter covers the following topics:

Unit	Topic	See Page
Section 1:	Accessing the Wildlife Services form	5.2
Section 2:	Entering Collection & Subject Information	5.3
	- Submission Information	5.4
	- Collection Information (Wildlife Services Info, Testing Laboratory Info)	5.4
	- Subject Information (Details, collection site info, and add, edit, copy & delete subjects)	5.5
Section 3:	Reviewing Submission (Review submission info, edit collection info, and add, edit, & delete subjects)	5.15
Section 4:	Finalizing & Submitting the LS (Shipping Info, Complete Submission)	5.17

Section 1: Accessing the Wildlife Services LS Form

On the **Welcome/Home Page**, in the left-hand navigation pane, under **Action Items**:
Click on **Create Lab Submission.**

You should now see a **Create Lab Submission** block. All 3 data fields in this block require entries in order to proceed to the next steps.

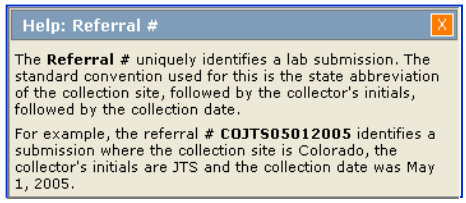
1. **Program field:** Click on the down-arrow next to the data field to display a List of Values (LOV).
   - Select **Classical Swine Fever Program**.

   Two more data fields are now displayed.

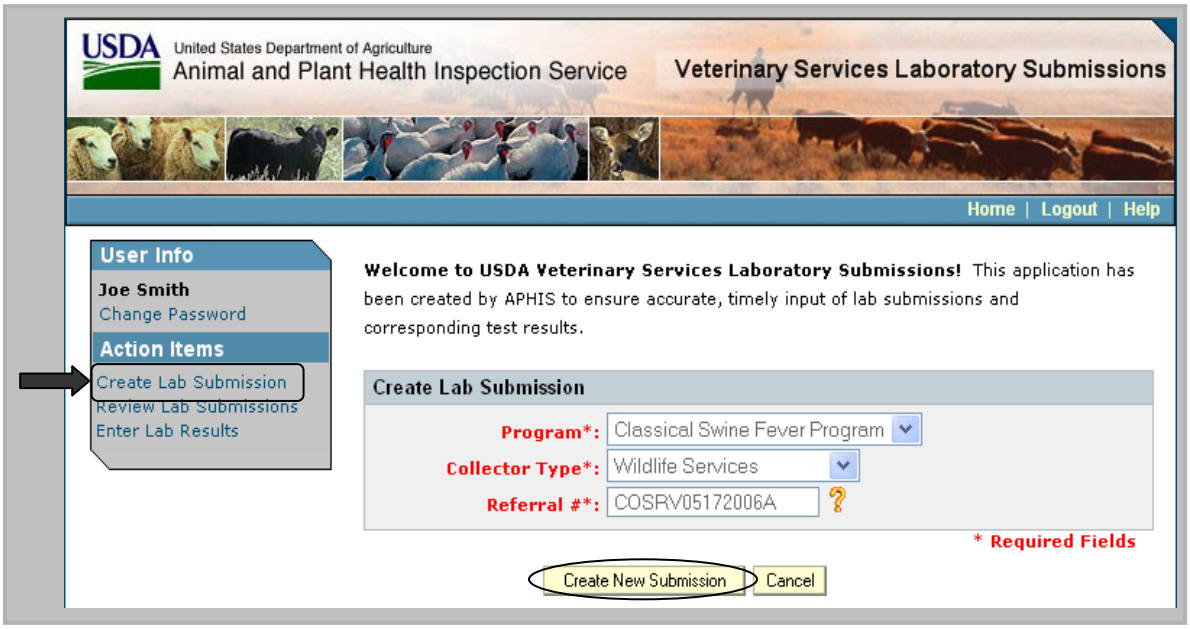
2. **Collection/Test Type field:** Click on the down-arrow next to the data field to display a LOV.
   - Select **Wildlife Services**.

3. **Referral # field:** Type in the referral number.
   - Click on **?** if you need help with this field. The message to the right will display.

     Note: Add the letter "A" to the end of the number to indicate it is your first submission of the day, add "B" for your second submission and so on . . .



The screen should now look like the one shown below.



4. Click on the **Create New Submission** button to proceed (Click on Cancel if you do not want to proceed).

Section 2: Entering Collection and Subject Information

The Wildlife Services (Collection and Subject Information) form is now displayed.

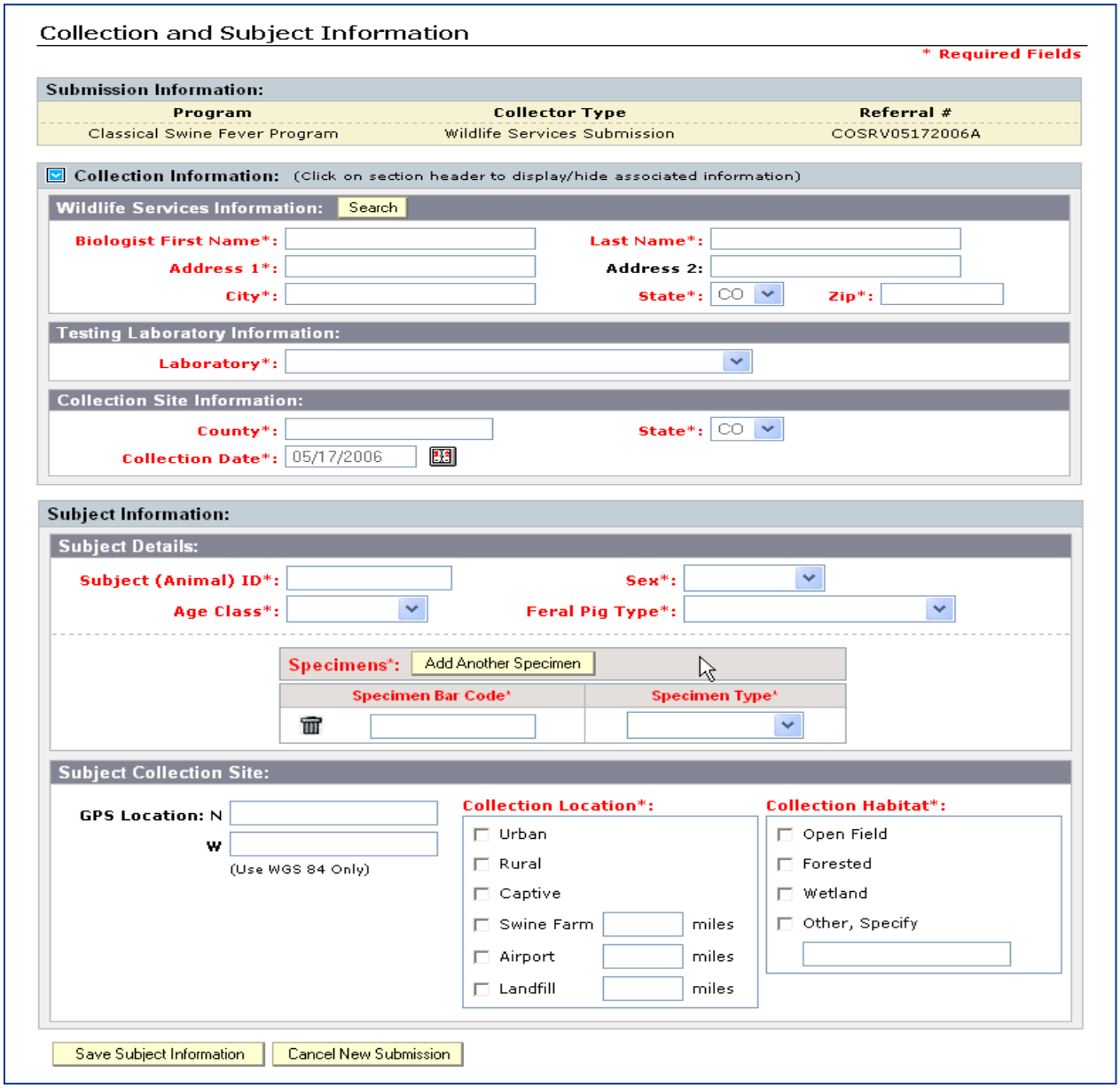
Notice it is organized using blocks of information:

- Submission Information block
- Collection Information block (Wildlife Services Information, Testing Laboratory Information, Collection Site Information)
- Subject Information block (Subject Details, Subject Collection Site)

There are also 2 buttons at the bottom of the form.

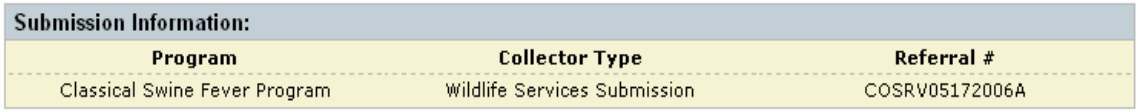
- Save Subject Information – to add subject records
- Cancel New Submission – to completely remove the incomplete record

When filling out the form, be sure to enter information into fields that are marked with a red * which indicates they are required fields. Refer to the following pages in this section for detailed instructions on entering data into each field.



2.1 Submission Information

The data in the Submission Information block (Program, Collector Type, & Referral #) is automatically populated with the information you entered in the previous screen and stays with the LS record throughout the entire process.



2.2 Collection Information

Note: To toggle between hide & display (collection information), click on the in the block header.

a. Wildlife Services Information block

Manually enter information into the required fields. Refer to the table below for field descriptions.

b. Testing Laboratory Information block

Select the appropriate testing laboratory from the pull-down menu by clicking on the down-arrow at the end of the Laboratory field.

c. Collection Site Information block

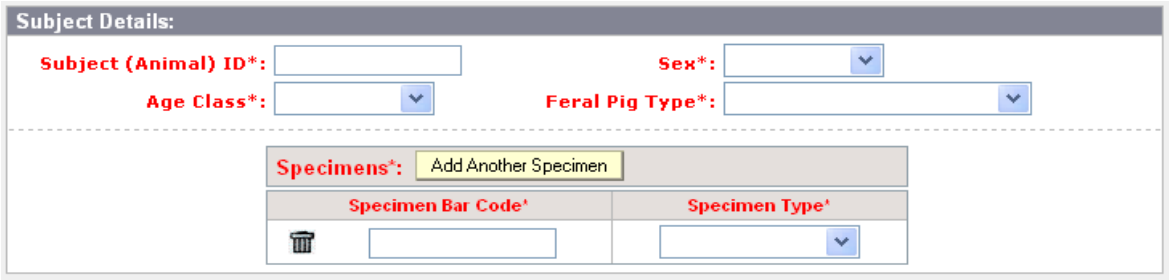
Enter information into all fields. Refer to the table below for assistance.

Collection Information Data Field	Description
Biologist First Name/ Biologist Last Name	Full first name and full last name of Wildlife Services Biologist involved with the specimen collection from feral pig.
Address 1/Address 2	Street address where biologist resides / Additional address information (optional)
City/State/Zip	City, State, and Zip Code in which biologist resides.
Laboratory	Official name of NAHLN laboratory testing the specimen.
County (Collection Site Info)	County in which specimen collection occurred.
State (Collection Site Info)	State in which specimen collection occurred.
Collection Date	Date specimen collection occurred.

2.3 Subject Information

2.3.a Subject Details

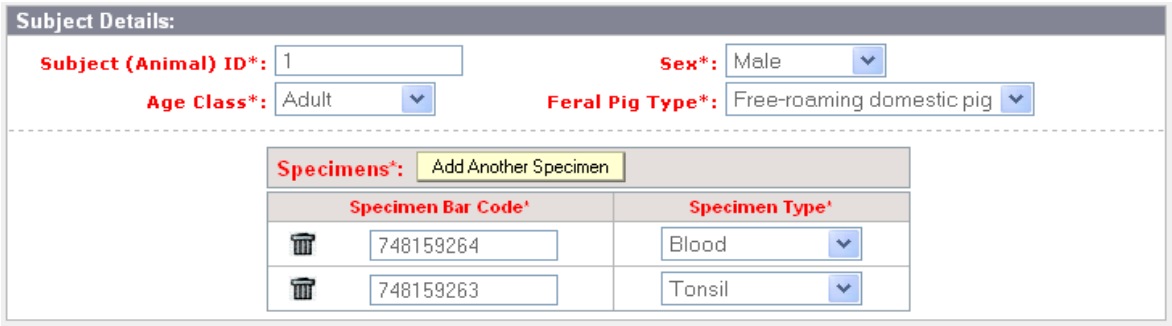
Enter information into this block that identifies the animal from which the specimen was collected, the type of specimen collected, and other details. Refer to the table below for assistance.



Subject Details Data Field	Description
Subject (Animal) ID	The Subject ID is a unique number assigned to the subject by the biologist collecting the specimens.
Age Class	Age group of pig. Click on the down-arrow at the end of the field to select the appropriate age class. The choices are: • Juvenile – suckling pig • Sub-adult – any pig not classified as a juvenile or adult (non-breeder) • Adult – sow or boar of breeding age (breeder)
Sex	Gender of pig from which specimen was collected. Click on down-arrow at end of the field to select the appropriate gender. The choices are: • Male • Female
Feral Pig Type	Click on down-arrow at end of the field to select the appropriate feral pig type. The choices are: • Free-roaming domestic pig • Eurasian wild pig • Wild type cross
Specimen Bar Code	Unique bar code that identifies a specific specimen taken from an animal. Each specimen must be identified by its own bar code. Bar code stickers are printed in sets of 4 individual labels (with same bar code). 1 is placed on the specimen package before it is shipped to the testing lab. 1 is scanned or manually entered into the web-form (or if using paper form, it is placed in Specimen Bar Code box) 2 extra stickers in case something happens to other stickers.
Specimen Type	Click on the down-arrow at the end of the field to select the type of specimen that will be sent to the NAHLN testing laboratory. **Tonsil** is the default value. Some other choices are: • Tonsil Scraping • Nasal Swab • Blood • Serum • Brain • Distal Ileum • Kidney • Lymph Node • Semen • Spleen

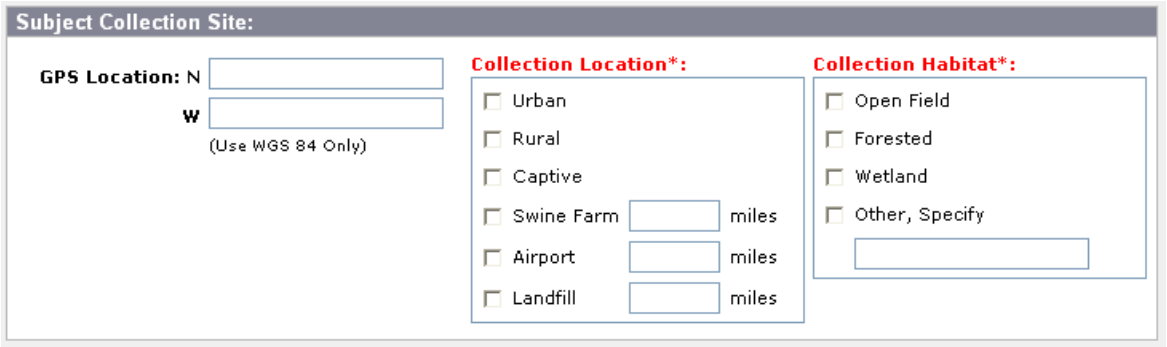
Your completed Subject Details block should look something like the screen shot shown below. In this example, 2 specimens were collected from the same animal.

- To add more specimens, click on the Add Another Specimen button.
- To delete a specimen, click on the trash can icon next to the bar code.



2.3.b Collection Site Information

Enter information into this block that identifies the site where the specimen collection occurred. Refer to the table below for assistance.

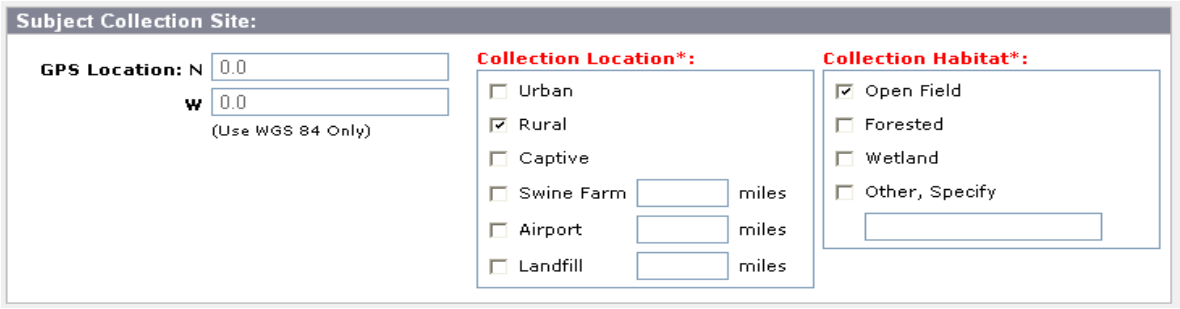


Collection Site Information Data Field	Description
GPS Location N	Northern geographic coordinate number of collection location (Latitude). Use WGS84 Datum (World Geodetic System 1984). Note: This is not a required field.
GPS Location W	Western geographic coordinate number of collection location (Longitude). Use WGS84 Datum (World Geodetic System 1984). Note: This is not a required field.

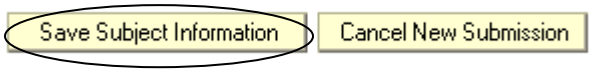
Collection Location	Environment in which pig was found. Select all the locations that apply. Your choices are:
	• Urban – city environment
	• Rural – country environment, sparsely settled or agricultural
	• Captive – kept under restraint or control, confined
	• Proximity to – enter how close the collection site was (in miles) to:
	  • A swine farm
	  • An airport
	  • A landfill

Collection Habitat	Additional information describing area in which pig was found. Select all habitats that apply. Your choices are: • Open field – open land; such as a meadow, prairie, grassland, or pasture. • Forested – a wooded area. • Wetland – a swamp or marshland area. • Other, specify

Your completed Collection Site Information block should look something like the screen shot shown below (GPS Location fields do not require data; however, if you know the GPS coordinates be sure to enter them into the appropriate fields).



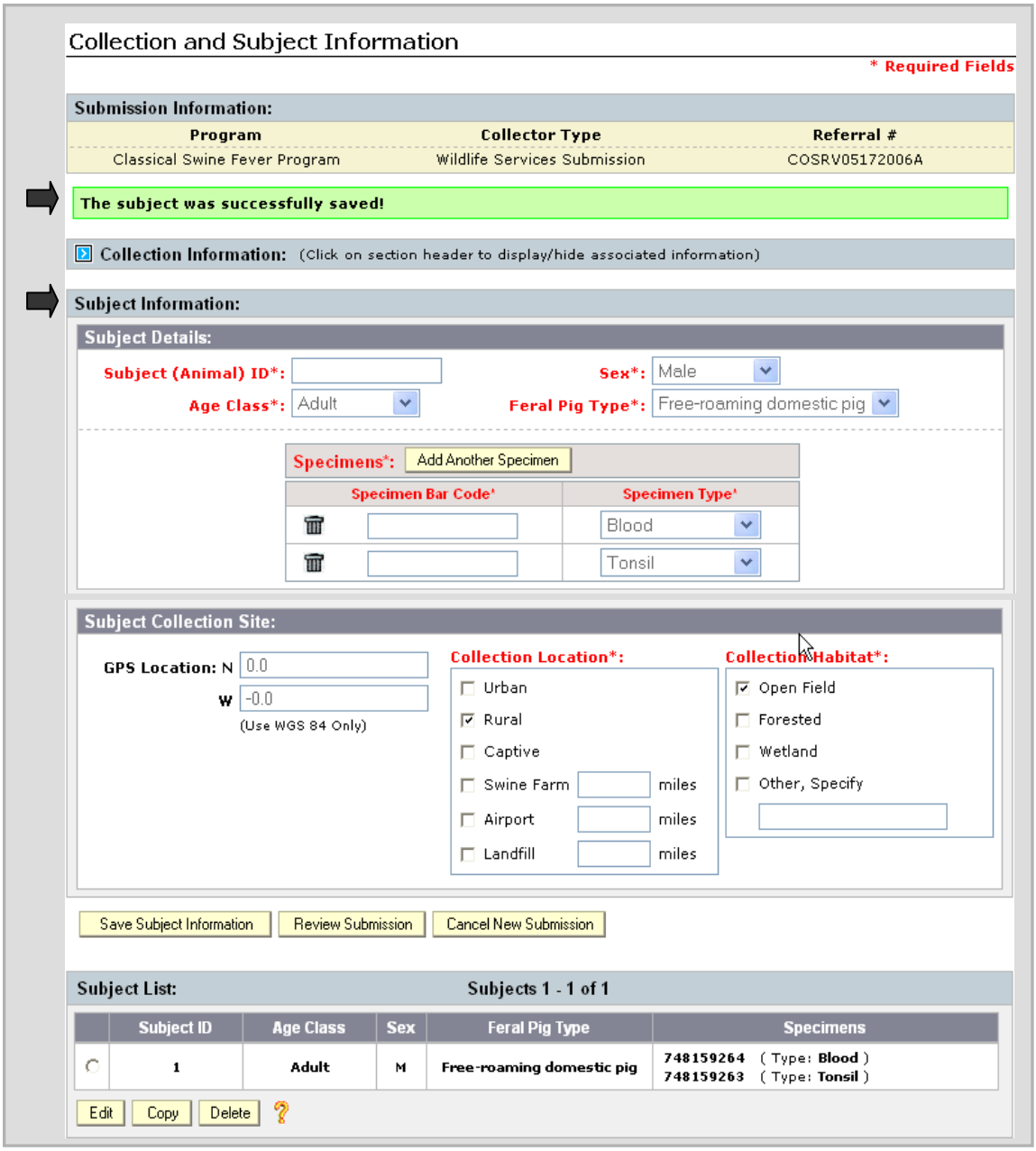
Click on the **Save Subject Information** button to save the information in the lab submission record (or click on the Cancel New Submission button to if you want to delete the entire lab submission record).



2.3.c Save Subject Information

After you click on the Save Subject Information button, the Collection and Subject Information screen shown below is displayed.

- You should see a message “The subject was successfully saved!”
- Most of the fields in the Subject Information are still populated with the data from the previous subject record. The exceptions are the Subject ID field and Specimen Bar Code fields that are now blank.
- A Subject List is also started at the bottom of the page.



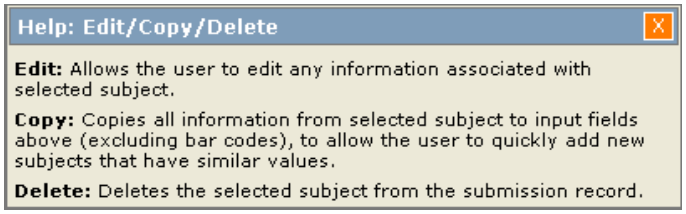
Note: You must save subject information for at least one subject before the Review Submission button is available for you to review subject information.

2.3.d Subject List

Every time you add a new subject record, it is added to the Subject List. There is one subject record in the example below, that contains 2 specimen records.

You can select a subject record by clicking in the round radio button next to it.
You then have a choice to edit, copy, or delete that record by clicking on the appropriate button located at the bottom of the list.

Click on the **?** (next to the Delete button) for a description of each button's functionality.

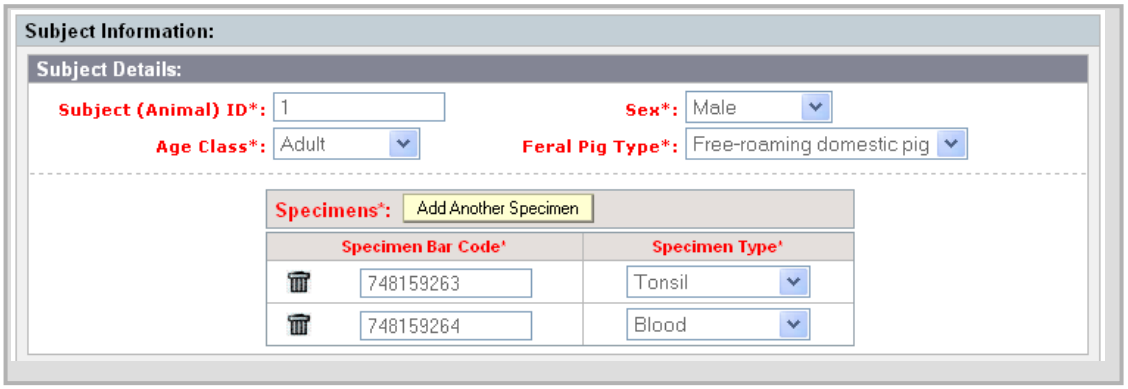


- **Edit Subject Record**

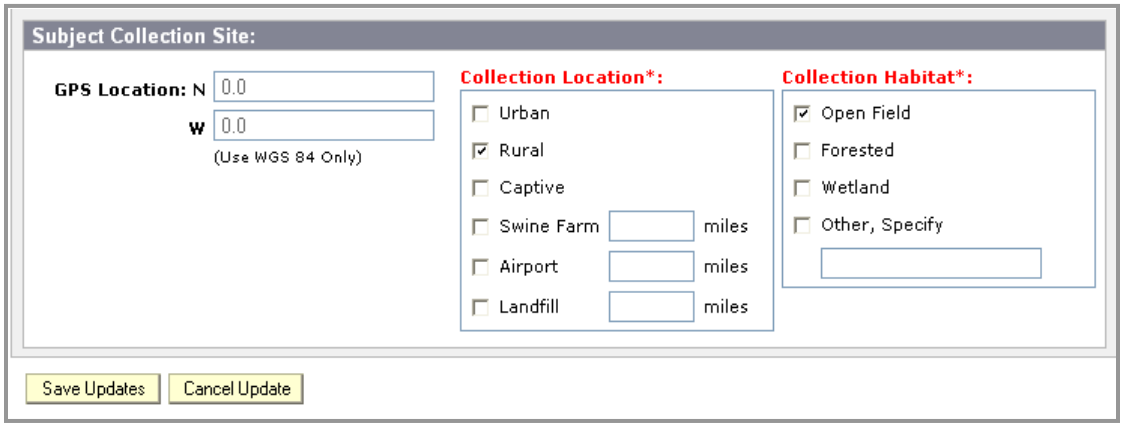
  Edit displays an existing subject record for you to modify.

  - Select the subject record you would like to edit by clicking in the round radio button next to it.
  - Click on the **Edit** button.

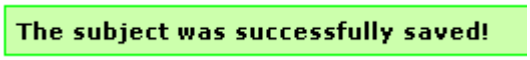
The subject record is displayed in edit mode. Make the necessary changes (can change Subject ID, select different values from pull-down menus, or delete a specimen record by clicking on the trash can icon next to the bar code).



You can also edit the Subject Collection Site information. When you are done making changes, click on the **Save Updates** button to save the information. If you change your mind, and do not want to save the changes, click on the Cancel Update button.

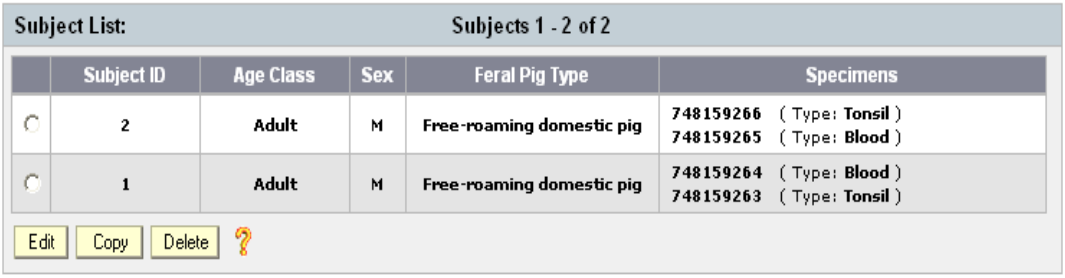


The pop-up message shown below appears when you save the subject record.



- The Subject Information block is now ready for a new subject record entry; most fields contain the information that was entered in the previous subject record. The exceptions are the Subject ID field and Specimen Bar Code fields that are now blank. You can enter data for a new subject now if you desire, and click on **Save Subject Information** to add that record to the Subject List.

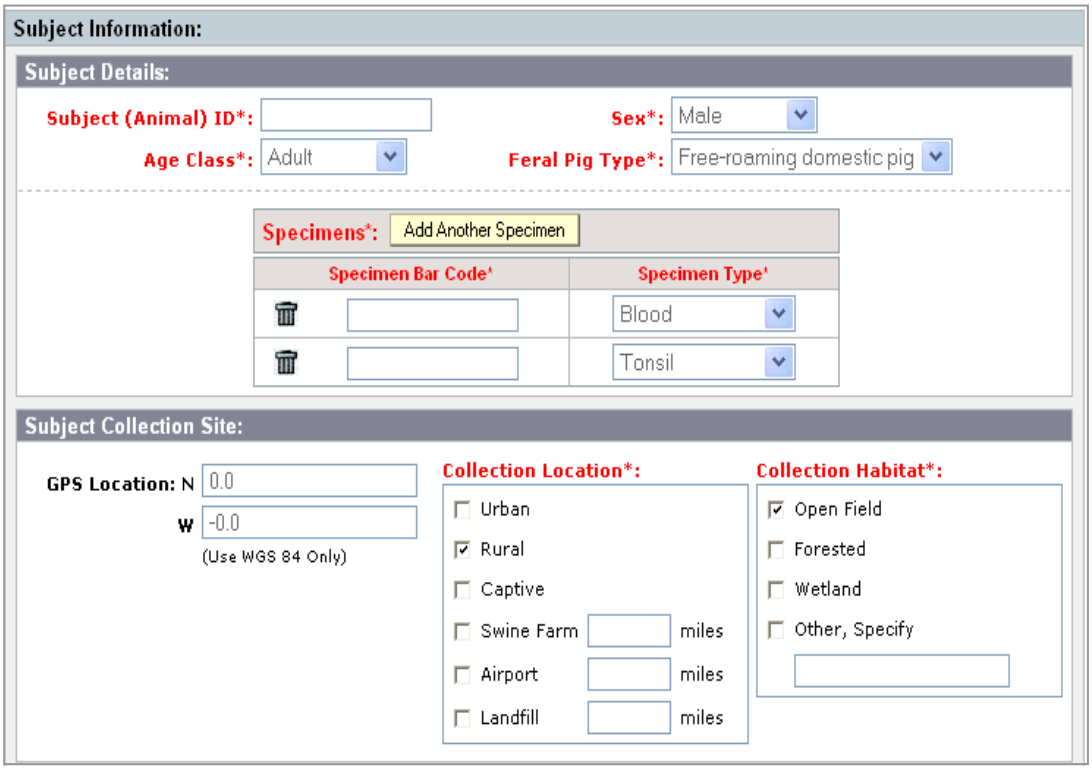
  In the example below, Subject 2 was added. All of the information was the same as Subject 1 with the exception of the bar code numbers and Subject ID. Using the edit button in this way is similar to using the copy button.



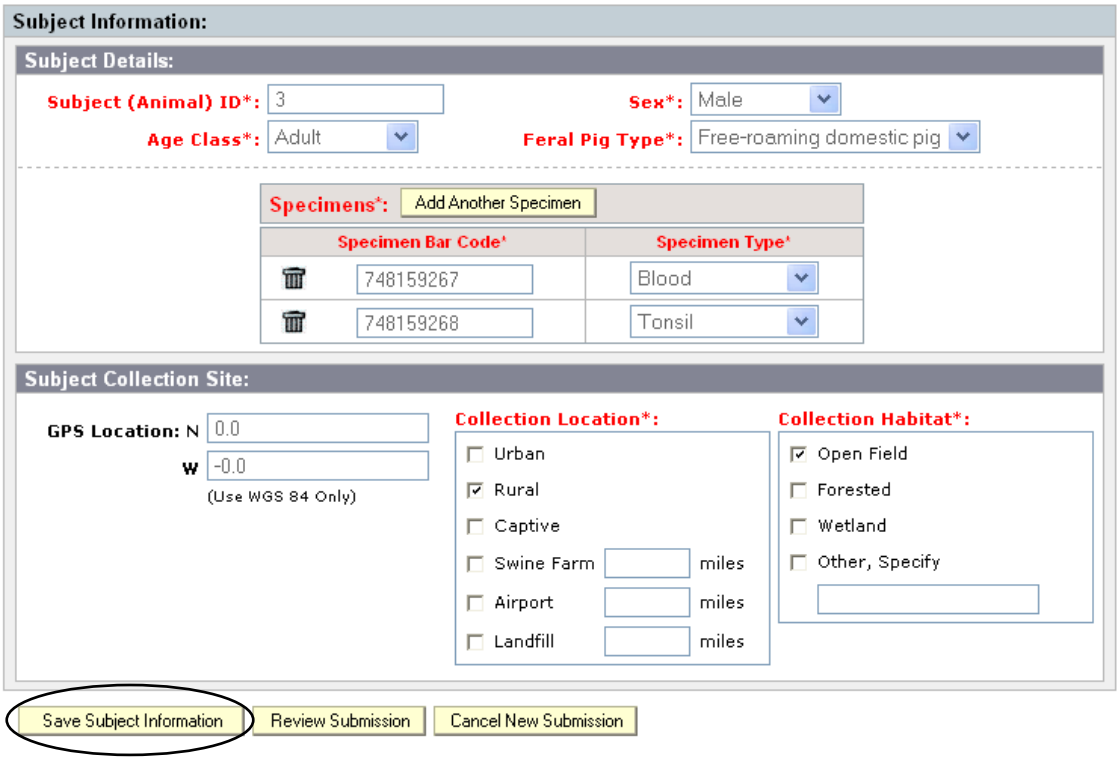
- **Copy Subject Record**

  Copy is useful if you will be entering similar information for subsequent subjects.
  - Select the subject record you would like to copy by clicking in round radio button next to it.
  - Click on the **Copy** button.

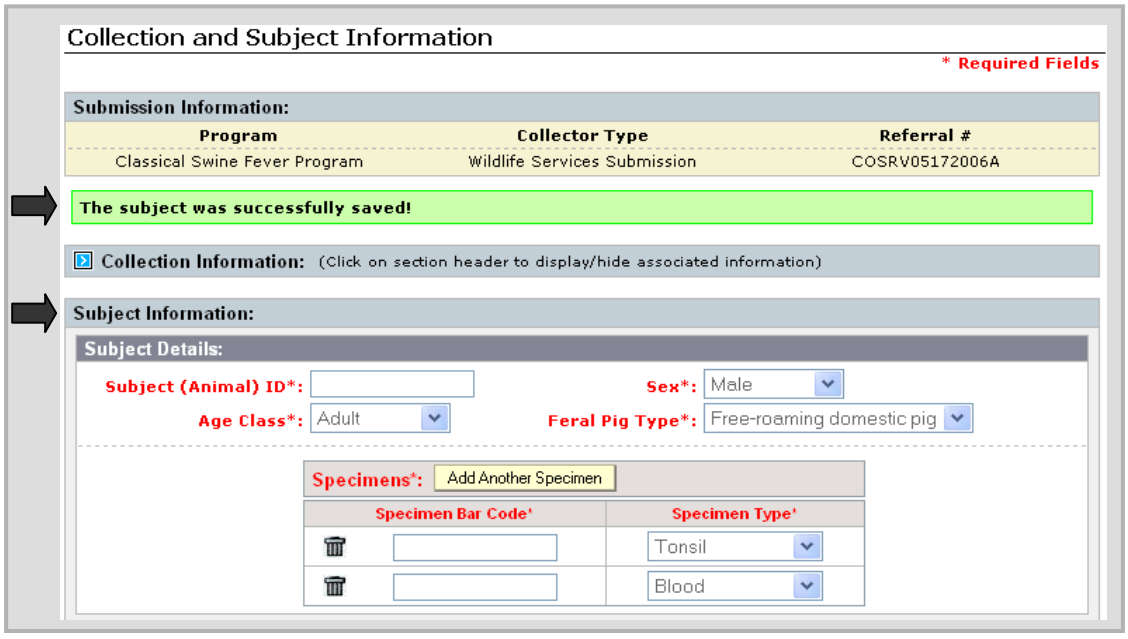
Most of the fields auto-populate with information from the copied subject record as shown in the screen shot below. The exceptions are the Subject ID field and Specimen Bar Code fields.



Enter unique information into the Specimen Bar Code field. Change other relevant information. In this example, everything stayed the same except for the Animal #, Specimen Bar Codes. When you are done entering information, click on the **Save Subject Information** button to add the record to the Subject List.

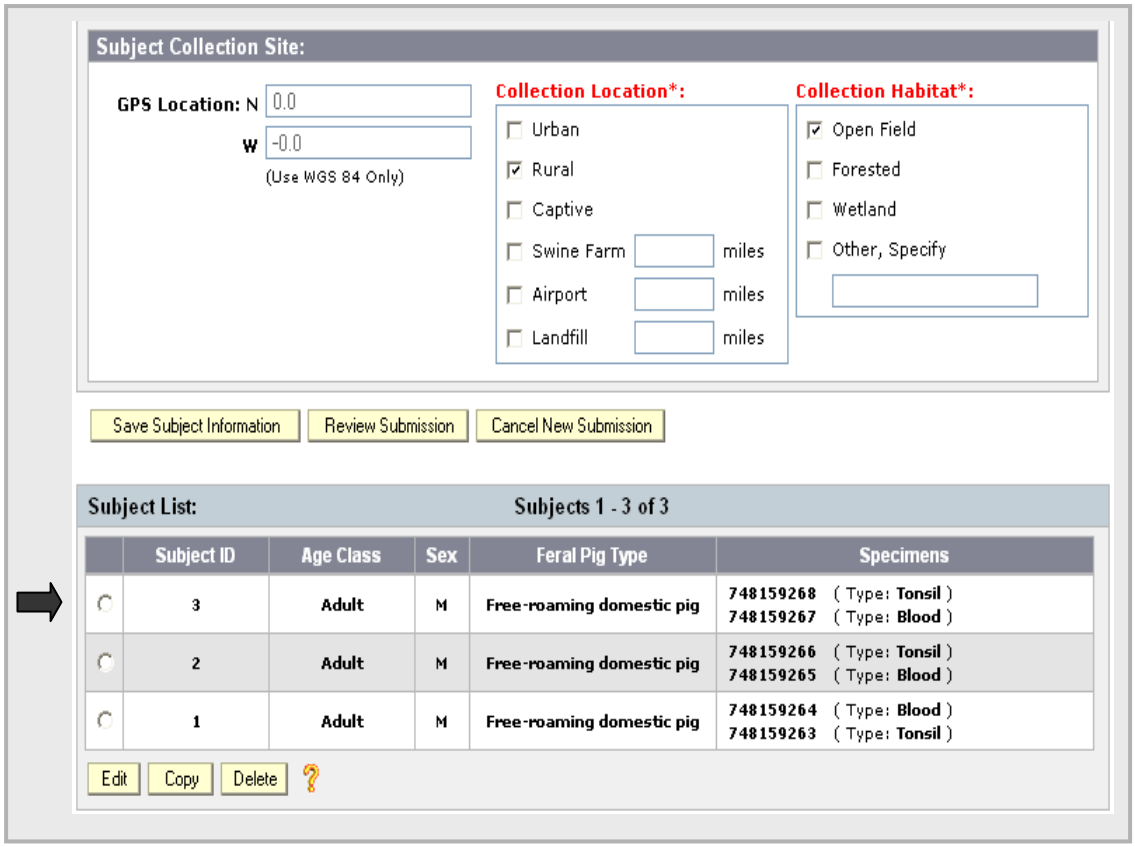


The screen will now look like the one shown below and continued on the next page, with the message “The subject was successfully saved!” displayed. The Subject Information block has information from the previous record filled in, with the exception of the Subject (Animal) ID and Specimen Bar Codes fields, and is now ready for you to enter another subject record if you desire.



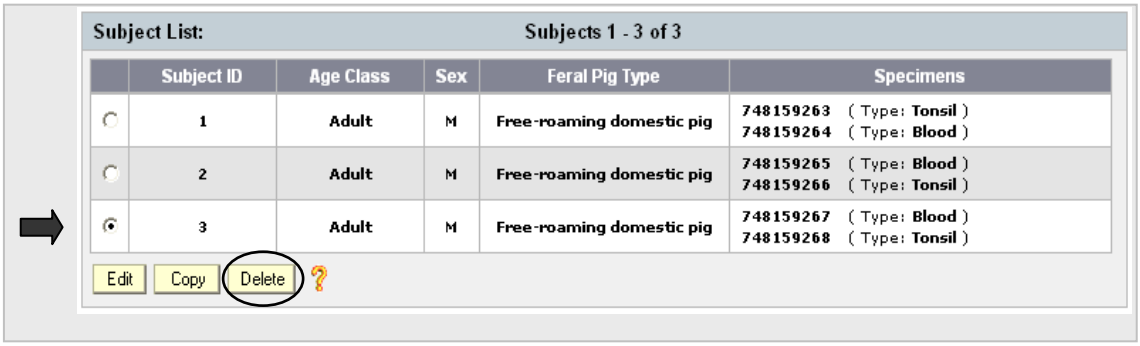
Collection and Subject Information screen (continued)

Subject #3 record was added to the Subject List. You can continue to add more subject records in this way.

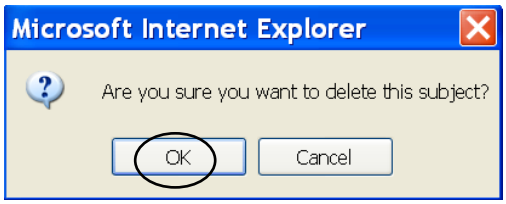


- **Delete Subject Record**

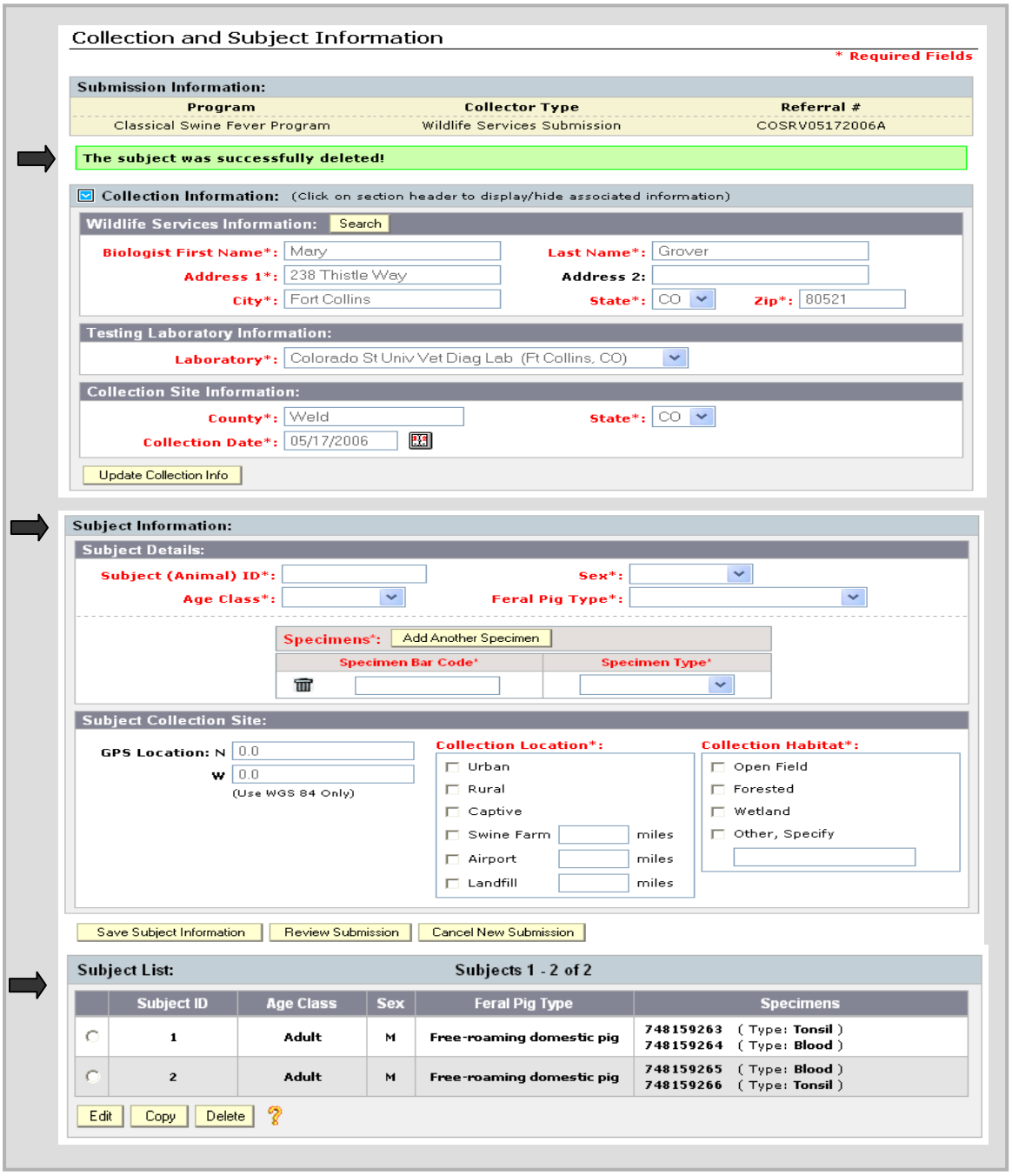
  If you want to delete a subject record for any reason, select it by clicking in the round radio button next to it, and click on the **Delete** button.



A pop-up message appears to verify your deletion request.
Click on **OK** to proceed with the deletion, or click on Cancel if you do not want to delete it.

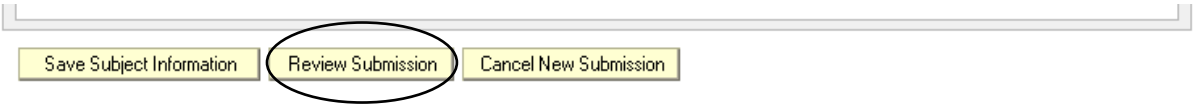


The screen will now look like the one shown below, with the successful deletion message, the Subject Information block with blank fields ready for you to enter more information if you desire, and the Subject List displaying the remaining subject records included in this LS record. Note: Subject #3 is not on the Subject List now.



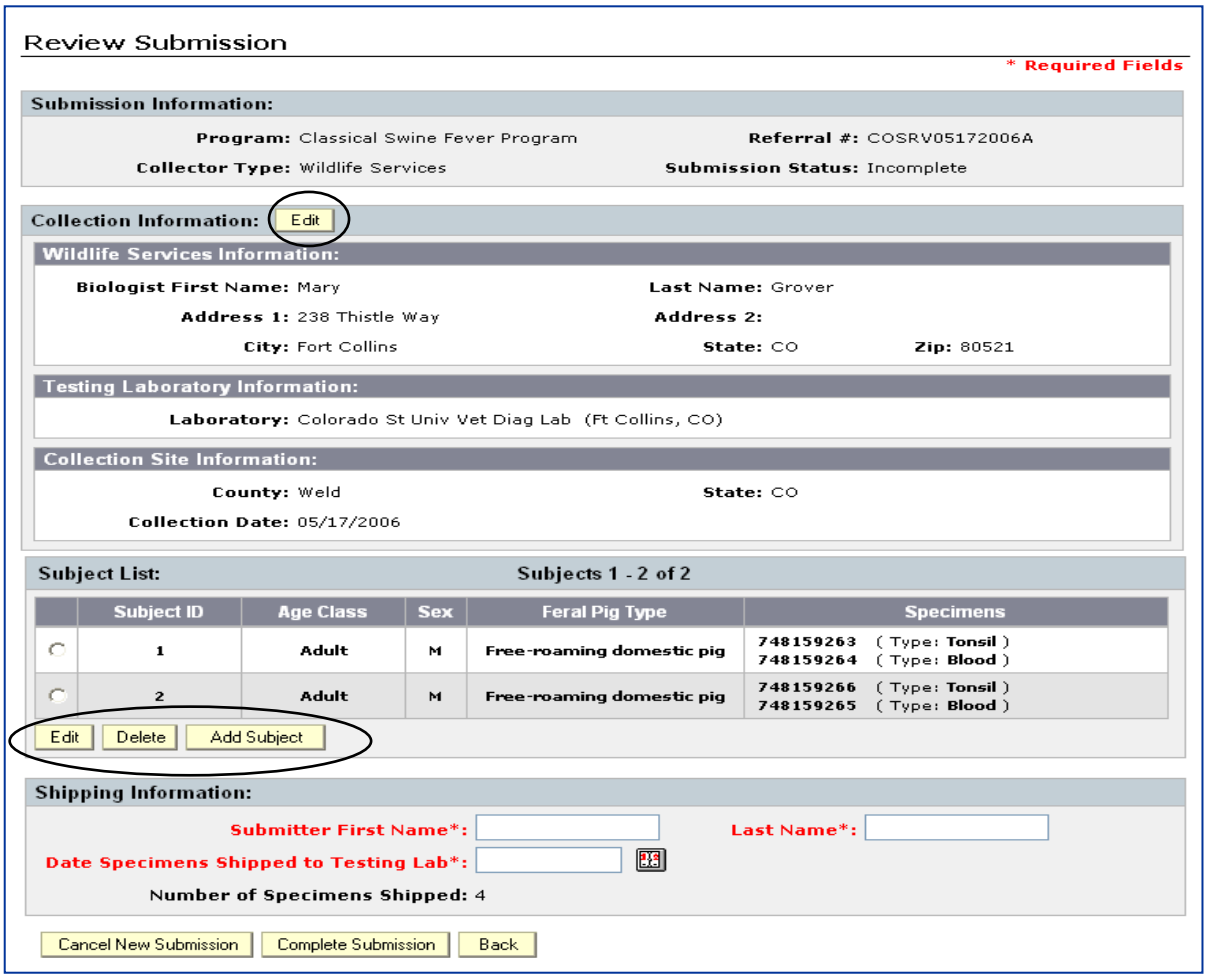
Section 3: Reviewing Submission

To review the information you have entered into the LS record before you submit it, click on the **Review Submission** button located at the bottom of the form.



The Review Submission screen, shown below, is displayed. From this screen you can modify information in the following ways, as well as fill out the shipping information, and complete the submission.

• Edit Collection Information	Refer to step 3.1 for edit instructions.
• Edit existing subject record	Select the subject record by clicking in the round radio button next to it. Click on the **Edit** button at the bottom of the Subject List and refer to section 2.3.d – **Edit Subject Record** for detailed editing instructions.
• Delete existing subject record	Select the subject record by clicking in the round radio button next to it. Click on the **Delete** button at the bottom of the Subject List and refer to section 2.3.d – **Delete Subject Record** for detailed deletion instructions
• Add another subject record	Click on the **Add Subject** button at the bottom of the Subject List and refer to sections (2.3.a – c) for detailed instructions to add a subject record.
• Shipping Information	Refer to Section 4 for instructions to enter shipping information.

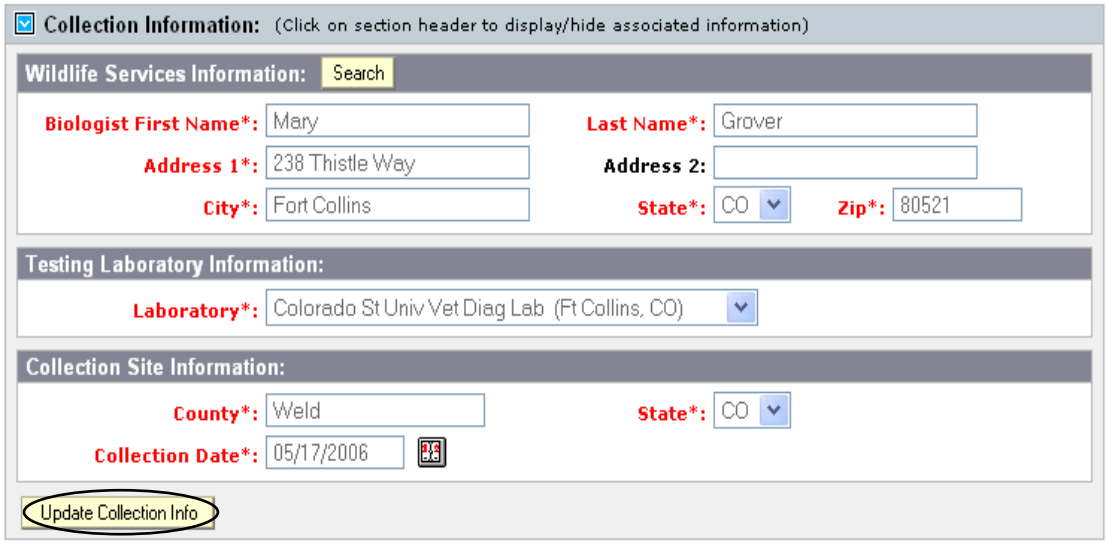


3.1 Edit Collection Information from the Review Submission screen

- Click on the **Edit** button located in the Collection Information block.

The collection information is now presented in a way that you can change it.

- Change the information as desired.
- Click on the **Update Collection Info** button.



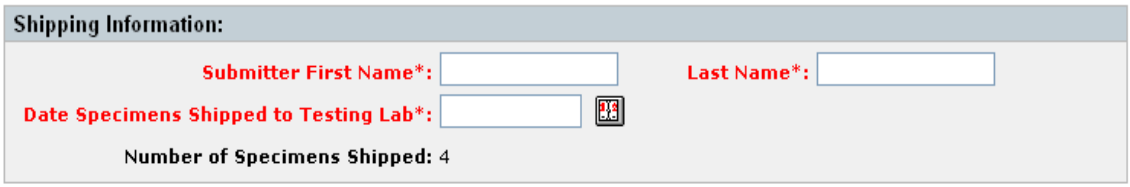
The following message appears to let you know your changes were saved.

Click on the **Review Submissions** button to get back to the main review screen.

Section 4: Finalizing and Submitting the LS form

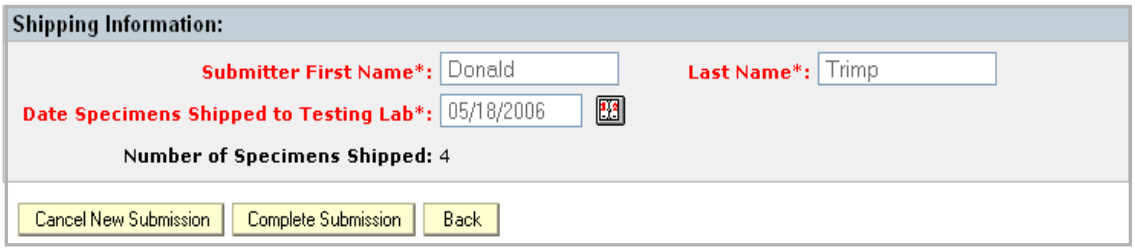
4.1 Completing the Shipping Information

Once you have determined that the LS form is ready to submit, enter the Shipping Information. Refer to the table below for assistance.



Shipping Information Data Field	Description
Submitter First/Last Name	First and last name of person submitting the specimens. Note this person can be someone other than the individual who collected the specimens.
Date Specimens Shipped to Testing Lab	Date the physical specimens were sent to the testing lab. Select date from calendar at the end of the field or type in **T** for today's date, **T-1** for yesterday's date, etc . . . then press the **Tab** key or click outside the field.
Number of Specimens Shipped	Total number of specimen shipped by the submitter. This number is automatically filled in for you based on specimen information you entered on the form.

The completed section should look something like the example below:



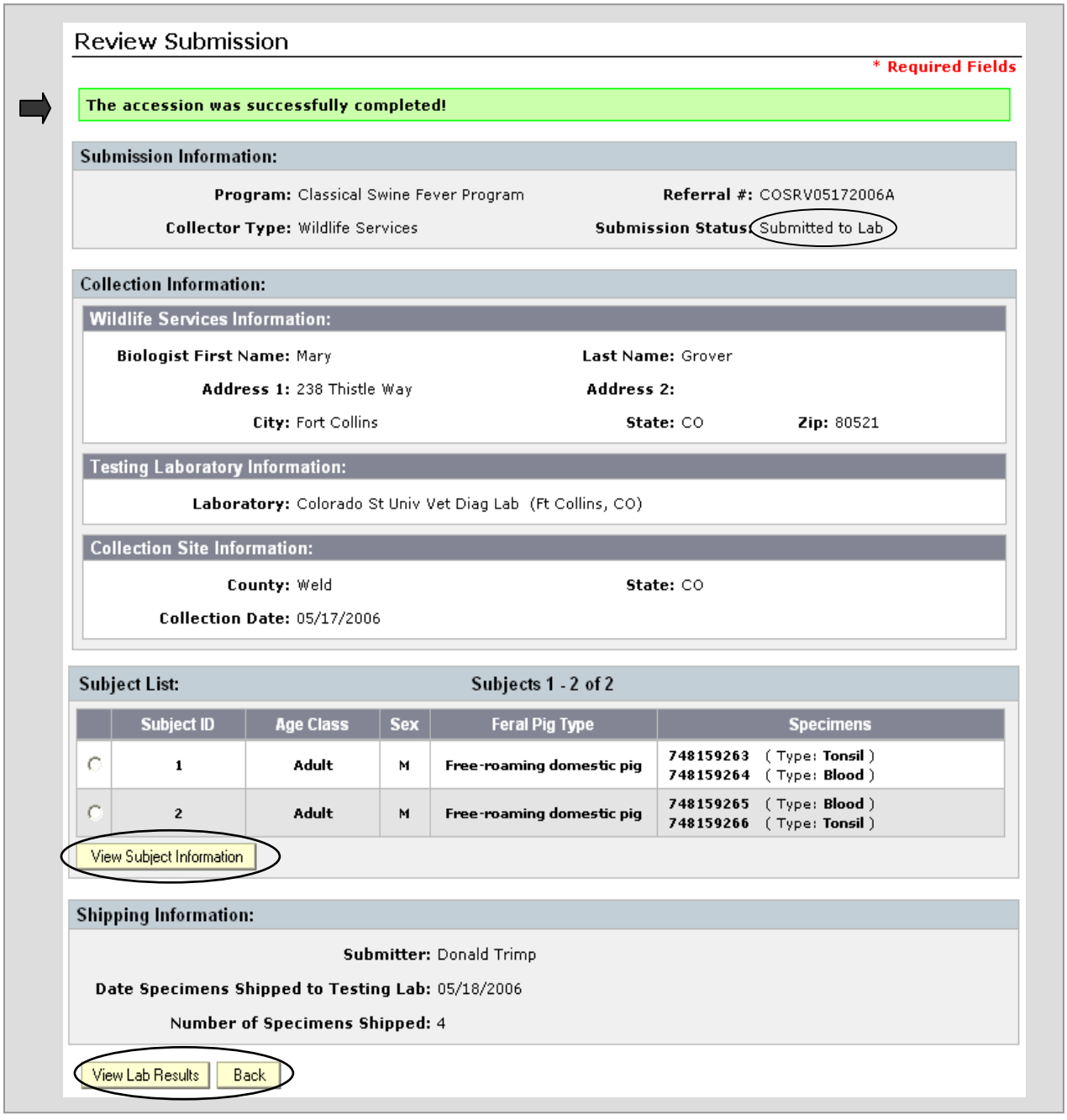
Note: If you change your mind and do not want to submit the record at this time you can click on:

- **Cancel New Submission** button: This will completely remove the incomplete record from existence.
- **Back** button: This saves and closes the LS record and takes you back to the Welcome/Home page. You can open it at a later date to resume editing where you left off.

4.2 Submitting the LS Record

To submit the record, click on the **Complete Submission** button. The summary of the LS record is displayed (as shown below).

- The message "**The accession was successfully completed**!" is displayed.
- The Status of the form changes from "Incomplete" to "**Submitted to Lab**". It will no longer appear on the Incomplete Submissions list on the Welcome/Home page.
- Click on the **View Subject** button to Subject Details.
- Click on the **View Lab Results** to see test results if available.
- Click on the **Back** button to go to the Home/Welcome page.



-- End of Wildlife Services LS web-form submittal process --

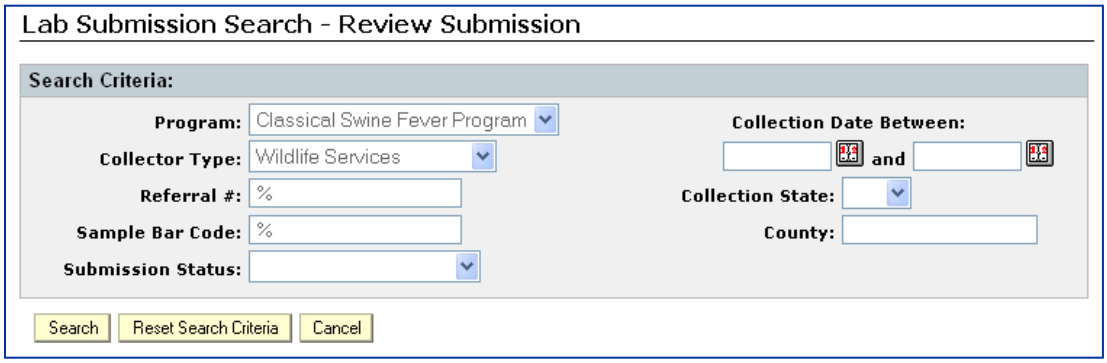
Chapter 6:
Reviewing LS Records

Section 1: Using the Action Item Button

This link allows you to view lab submissions in Incomplete, Submitted to lab, and Submitted with Results statuses. Refer to Appendix A for view permissions based on user ID.

1. Click on **Review Lab Submissions**.
   The link is located on the Welcome/Home page in the **Action Items** box.

2. **Enter your search criteria** into the Lab Submission Search fields. The fields vary based on the selected Program and Collector Type. The standard fields for the Classical Swine Fever Program are: Program, Collector Type, Referral #, Specimen Bar Code, Submission Status, Collection Dates, and Collection State. Refer to the table on the following page for help with field descriptions.



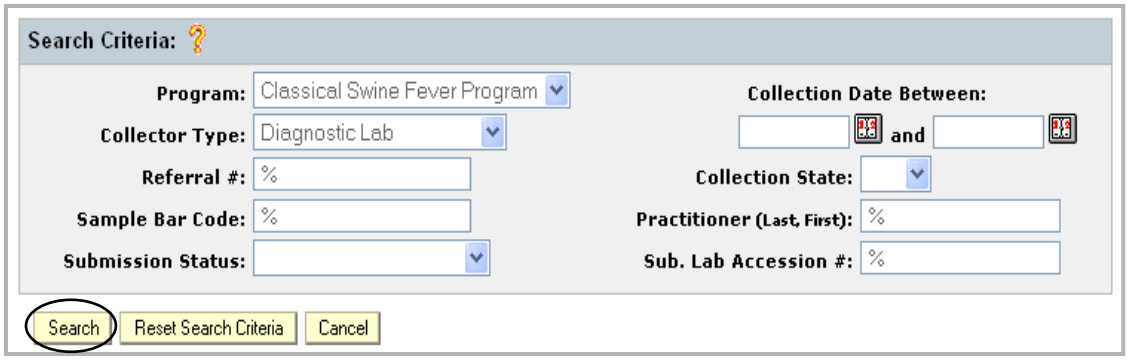
Additional fields are added based on the selected Collector Type.

- Wildlife Services – **County** field is added (as shown above).
- Diagnostic Lab – **Practitioner** field and **Sub.Lab Accession #** field are added.
- Slaughter Establishment – **Lot ID/Tatto/Other** field is added.

.

Search Criteria Data Field	Description
Program	For the purposes of this document, select the Classical Swine Fever Program.
Collector Type	Collection by Wildlife Services, Slaughter Establishment, or Diagnostic Lab
Referral #	Unique number that identifies the lab submission (i.e. COJTS02212006A)
Specimen Bar Code	Unique bar code that identifies a specific specimen taken from a pig.
Submission Status	Status of lab submission: Incomplete, Submitted to Lab, Submitted with Results.
Collection Date Between	Range of dates (use calendars) when collection of specimen occurred.
Collection State	State in which specimen collection occurred.
County	County in which specimen collection occurred.
Practitioner	Last, then first name of practitioner.
Sub.Lab Accession #	Unique number that the diagnostic lab assigns to a box of specimens or one or more animals (dead or alive). **Help: Sub. Lab Accession #** The **Sub. Lab Accession #** refers to the Submitting Laboratory Accession Number field on the Diagnostic Laboratories paper form. It is a number used by submitting laboratories to link specimens/tissues to practitioners/farms in the event of a positive test result.
Lot ID/Tattoo/Other	Unique identifier for a group/herd of swine at a slaughter facility.

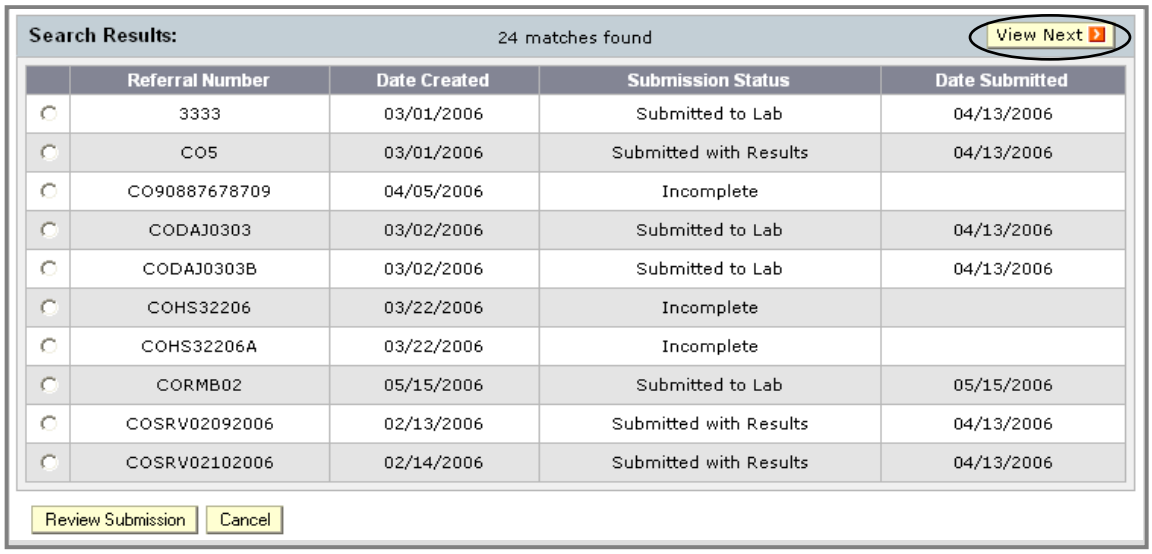
Example of a search: Search for all Classical Swine Fever records with Collector Type Diagnostic Lab. Click on the **Search** button.



Note: You can use the other buttons to enter different search criteria, or to cancel a search.

- Click on the **Reset Search Criteria** button to clear all fields except the Program field and the Collector Type field. Type in new search criteria and perform another search.
- Click on **Cancel** to return to the Welcome/Home page.

Results of the search: Found 24 records that matched the criteria. The first 10 records are displayed. Click on the **View Next** button to see the next 10 records.

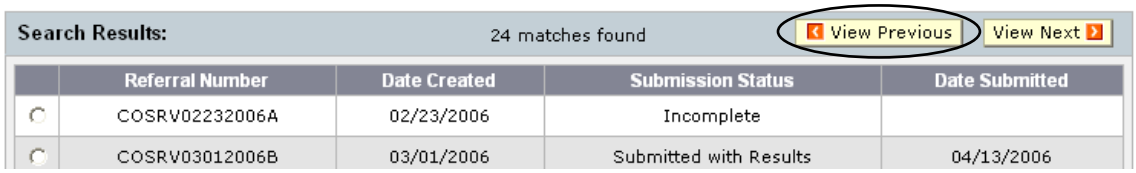


Search Results: 24 matches found View Next

	Referral Number	Date Created	Submission Status	Date Submitted
○	3333	03/01/2006	Submitted to Lab	04/13/2006
○	CO5	03/01/2006	Submitted with Results	04/13/2006
○	CO90887678709	04/05/2006	Incomplete	
○	CODAJ0303	03/02/2006	Submitted to Lab	04/13/2006
○	CODAJ0303B	03/02/2006	Submitted to Lab	04/13/2006
○	COHS32206	03/22/2006	Incomplete	
○	COHS32206A	03/22/2006	Incomplete	
○	CORMB02	05/15/2006	Submitted to Lab	05/15/2006
○	COSRV02092006	02/13/2006	Submitted with Results	04/13/2006
○	COSRV02102006	02/14/2006	Submitted with Results	04/13/2006

Review Submission Cancel

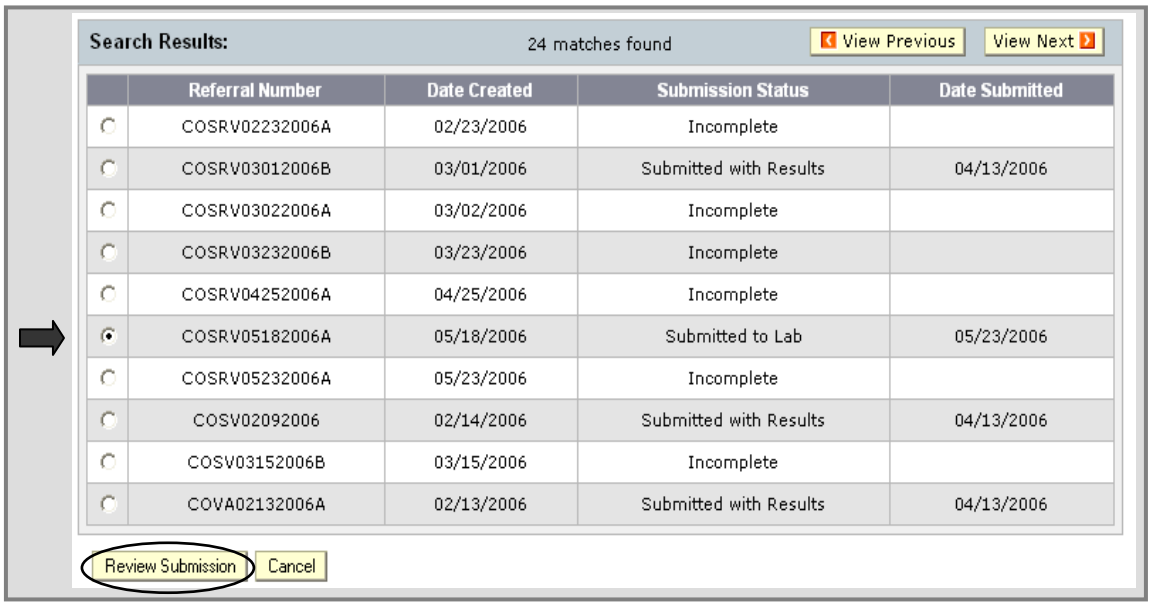
When the next records are displayed, you'll notice there is now a **View Previous** button in addition to the View Next button. You can navigate back and forth in the list of records using these buttons.



Search Results: 24 matches found View Previous View Next

	Referral Number	Date Created	Submission Status	Date Submitted
○	COSRV02232006A	02/23/2006	Incomplete	
○	COSRV03012006B	03/01/2006	Submitted with Results	04/13/2006

3. Select a record to view by clicking in the round radio button next to it; then click on the **Review Submission** button located at the bottom of the screen.



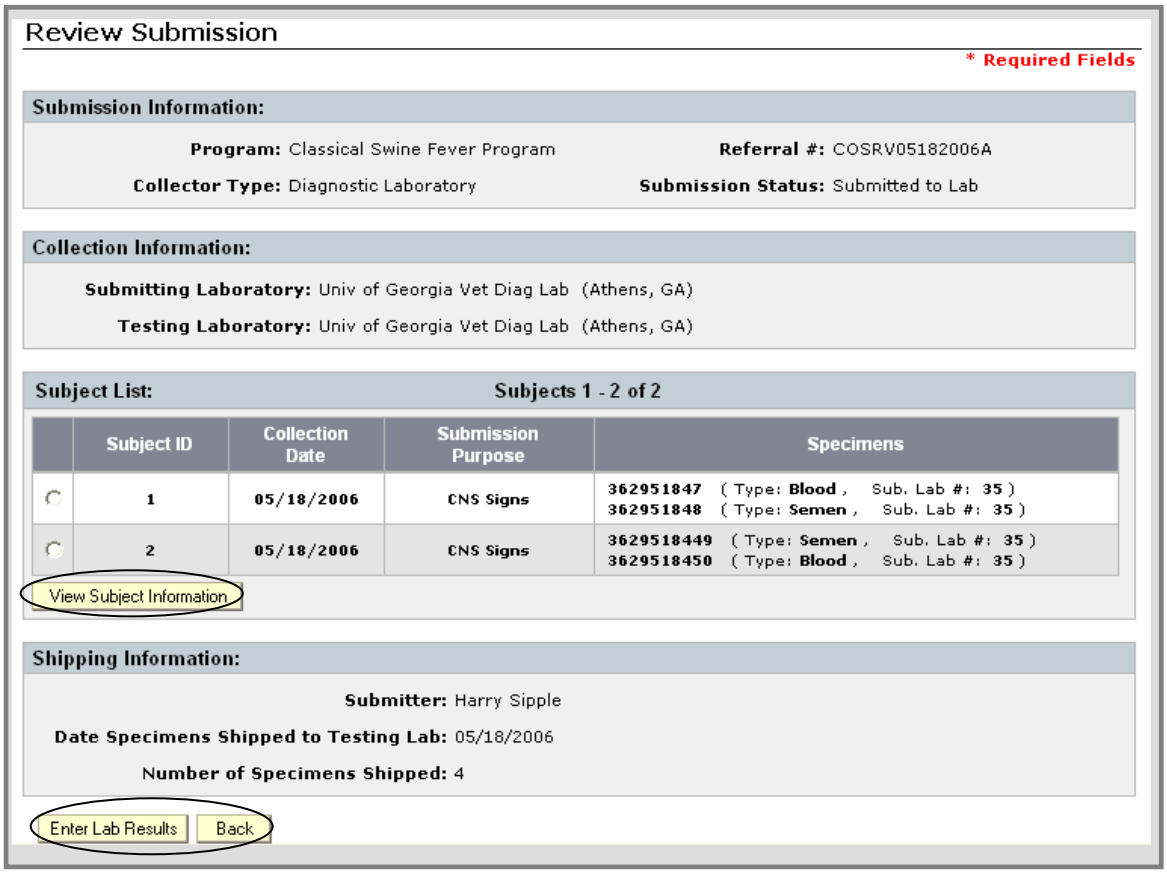
Search Results: 24 matches found View Previous View Next

	Referral Number	Date Created	Submission Status	Date Submitted
○	COSRV02232006A	02/23/2006	Incomplete	
○	COSRV03012006B	03/01/2006	Submitted with Results	04/13/2006
○	COSRV03022006A	03/02/2006	Incomplete	
○	COSRV03232006B	03/23/2006	Incomplete	
○	COSRV04252006A	04/25/2006	Incomplete	
◉	COSRV05182006A	05/18/2006	Submitted to Lab	05/23/2006
○	COSRV05232006A	05/23/2006	Incomplete	
○	COSV02092006	02/14/2006	Submitted with Results	04/13/2006
○	COSV03152006B	03/15/2006	Incomplete	
○	COVA02132006A	02/13/2006	Submitted with Results	04/13/2006

Review Submission Cancel

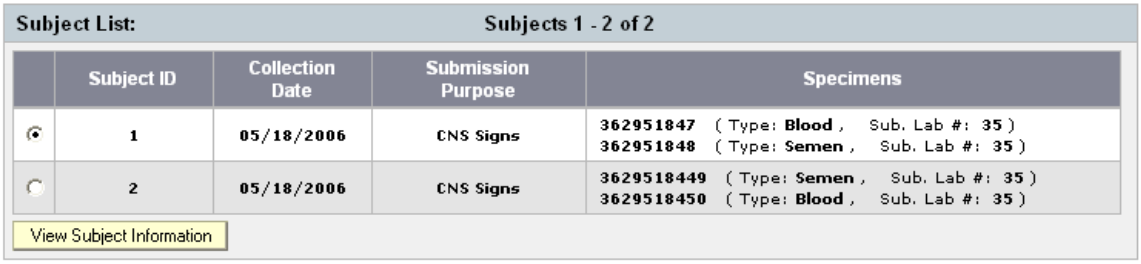
4. View the record summary

The summary of the record is displayed for you to view. You can click on the **View Subject Information** button to see more detailed subject information. You can also add Lab Results from this screen by clicking on the **Enter Lab Results** button (Refer to Chapter 7 for instructions to enter the lab results). The **Back** button will take you back to the search screen.

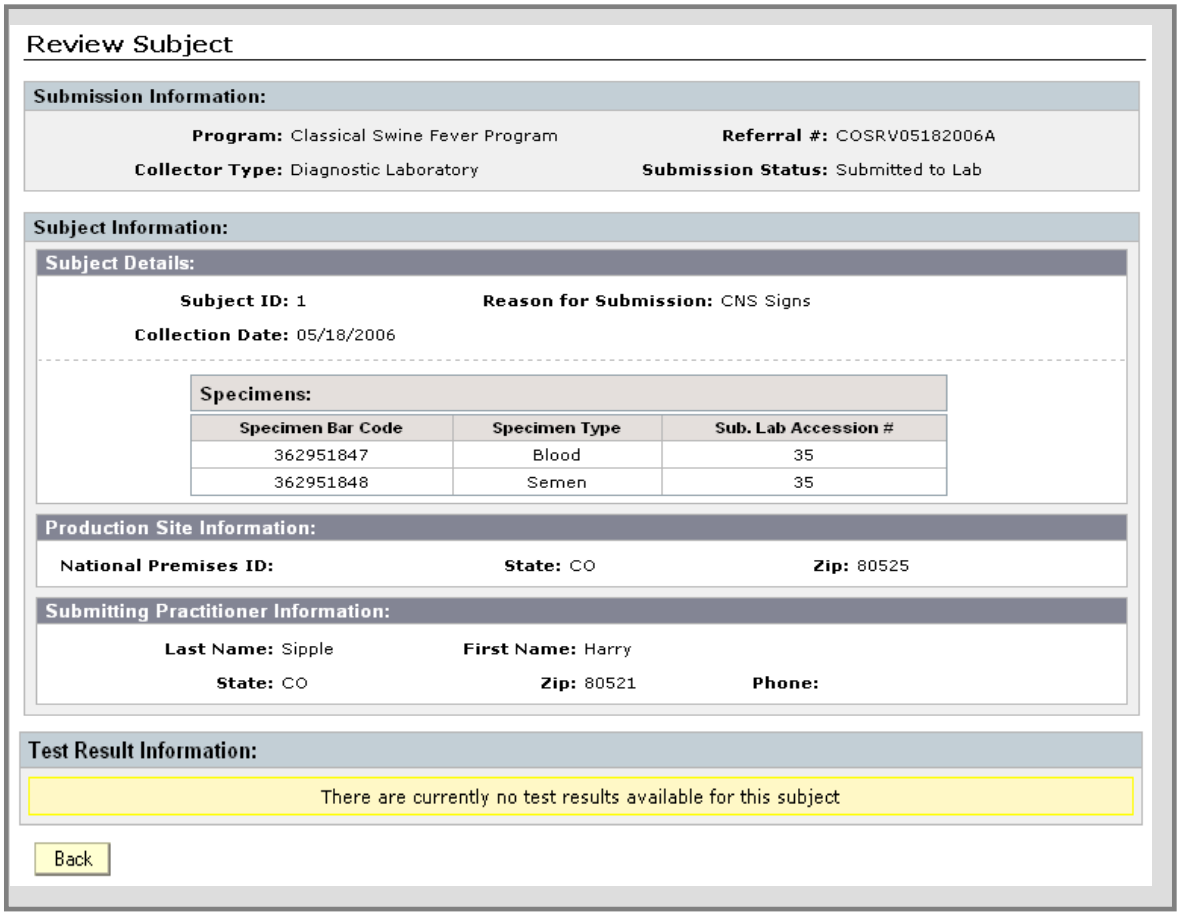


5. View Subject Information

Select a subject record by clicking in the round radio button next to it; click on the **View Subject Information** button to view the information.



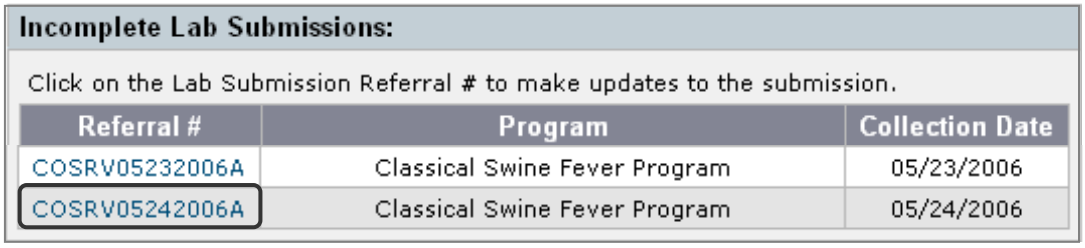
The detailed Subject Information is displayed as shown below. The **Back** button takes you back to the subject summary screen.



Section 2: Using the Incomplete Lab Submissions List

A list of incomplete lab submissions is displayed on the Welcome/Home page (if there are any in process). Refer to Appendix A for clarification regarding the contents of the list.

1. Click on the Referral # of the LS Record you want to view or edit.
   LS Record #COSRV05242006A was selected for this example.

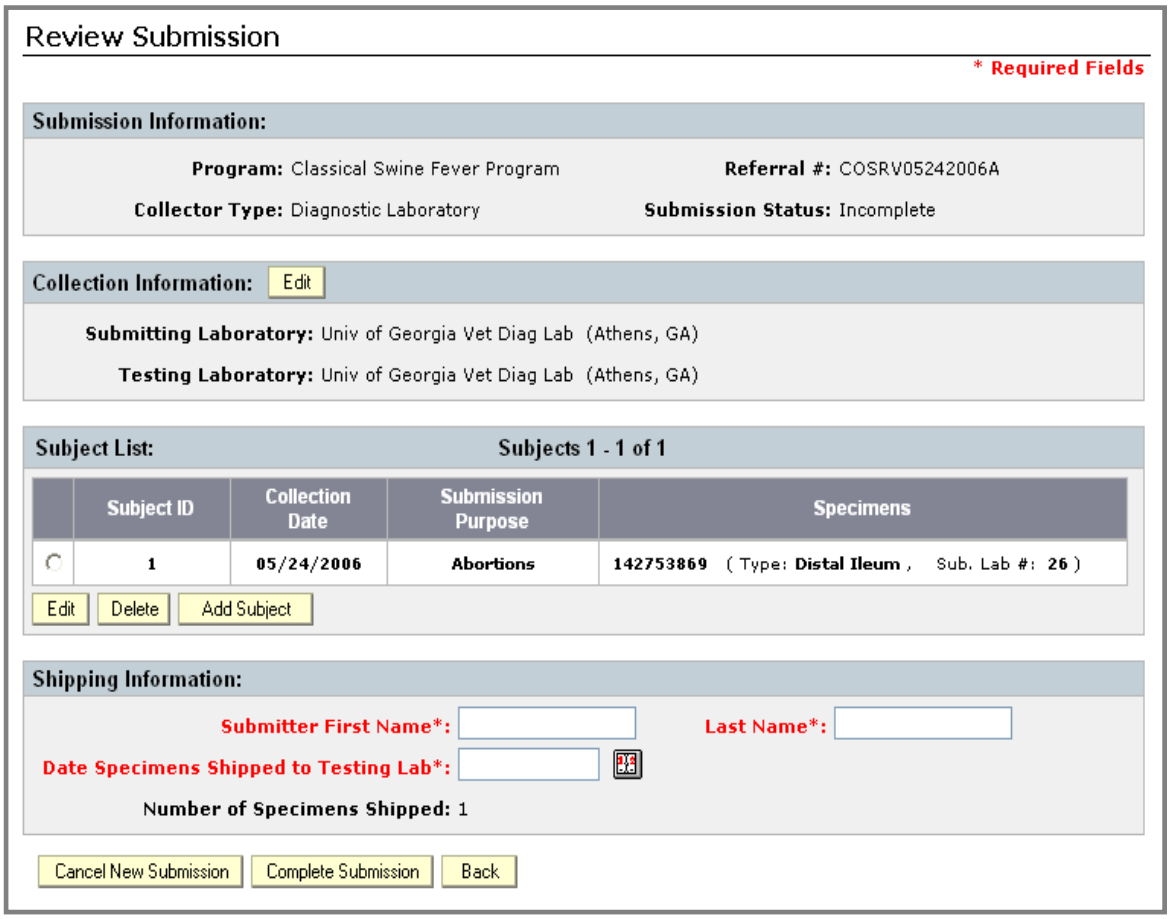


Incomplete Lab Submissions:

Click on the Lab Submission Referral # to make updates to the submission.

Referral #	Program	Collection Date
COSRV05232006A	Classical Swine Fever Program	05/23/2006
COSRV05242006A	Classical Swine Fever Program	05/24/2006

2. The record is displayed in edit mode. Refer to Chapter 3 for instructions to view and edit a Diagnostic Laboratory LS form, Chapter 4 for Slaughter Establishments LS form instructions, and Chapter 5 for Wildlife Services LS form instructions.



Review Submission

* Required Fields

Submission Information:

Program: Classical Swine Fever Program **Referral #:** COSRV05242006A

Collector Type: Diagnostic Laboratory **Submission Status:** Incomplete

Collection Information: Edit

Submitting Laboratory: Univ of Georgia Vet Diag Lab (Athens, GA)

Testing Laboratory: Univ of Georgia Vet Diag Lab (Athens, GA)

Subject List: **Subjects 1 - 1 of 1**

	Subject ID	Collection Date	Submission Purpose	Specimens
○	1	05/24/2006	Abortions	142753869 (Type: Distal Ileum , Sub. Lab #: 26)

Edit Delete Add Subject

Shipping Information:

Submitter First Name*: Last Name*:

Date Specimens Shipped to Testing Lab*:

Number of Specimens Shipped: 1

Cancel New Submission Complete Submission Back

Chapter 7:
Entering Test Results into a CSF LS Record

This is the last step in the LS web-form data entry process for the Classical Swine Fever Surveillance Program. A NAHLN laboratory individual accesses an LS record that was previously submitted by Wildlife Services, a Slaughter Establishment, or a Diagnostic Laboratory. They enter test results from specimens sent to them that correspond to the specimens listed in the record. Users with proper permissions can then view the record.

This chapter covers the following topics:

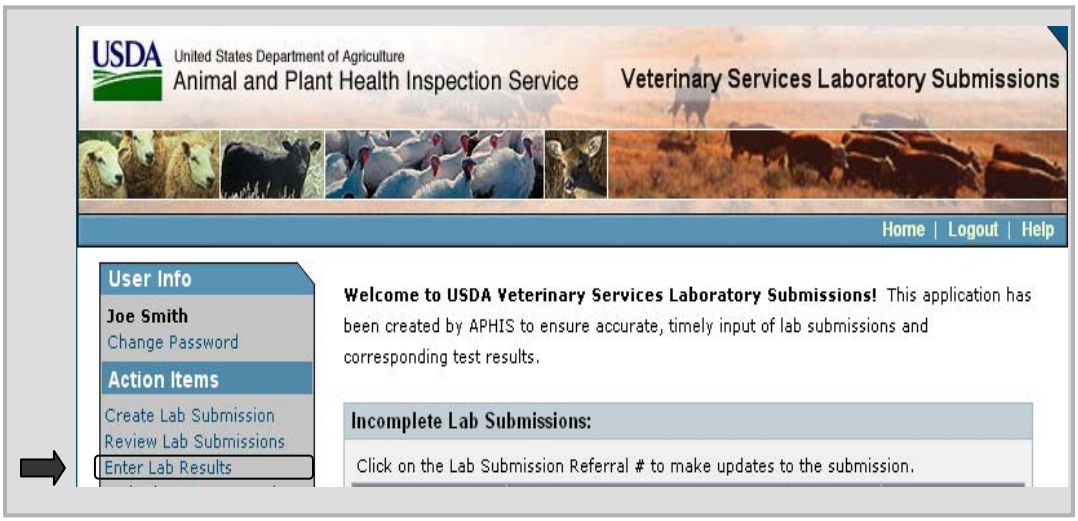
Unit	Topic	See Page
Section 1:	Finding the appropriate LS Record	7.2
Section 2:	Entering Test Results	7.5

Section 1: Finding the Appropriate LS Record

The **Enter Lab Results** link allows you to enter lab test results (if your user ID permits) into records that have the status of "Submitted to Lab".

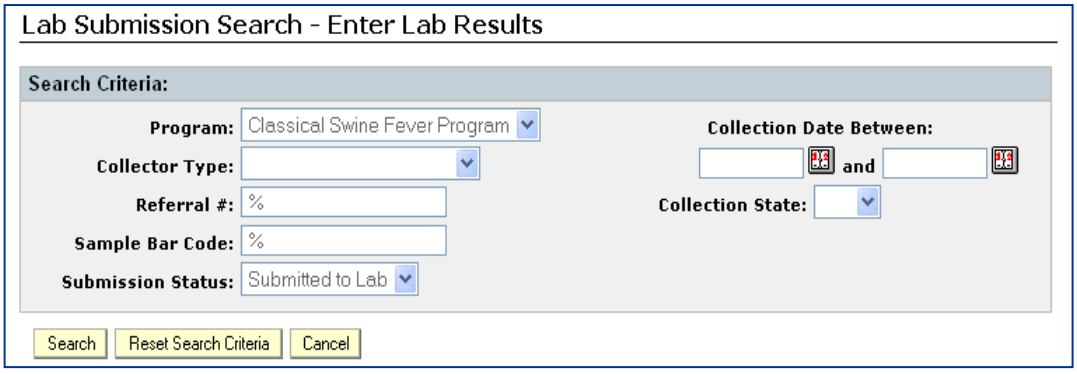
1.1 Click on Enter Lab Results.

The link is located on the Welcome/Home page in the **Action Items** box.



1.2 Enter your search criteria

The default Lab Submission Search screen for the Classical Swine Fever Program is shown below. Enter criteria into the fields. Refer to the table on the following page for help with field descriptions. Note: If the CSF Program is not selected, click on the down-arrow at the end of the Program field and select it now.

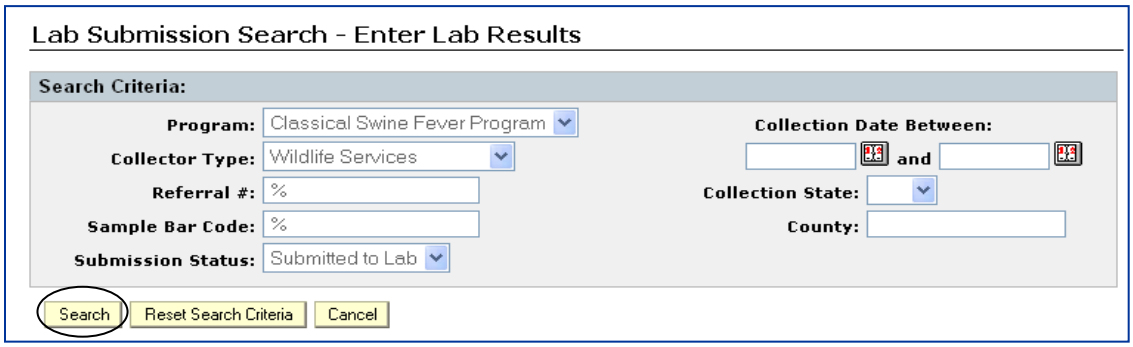


Additional fields are added based on the selected Collector Type.

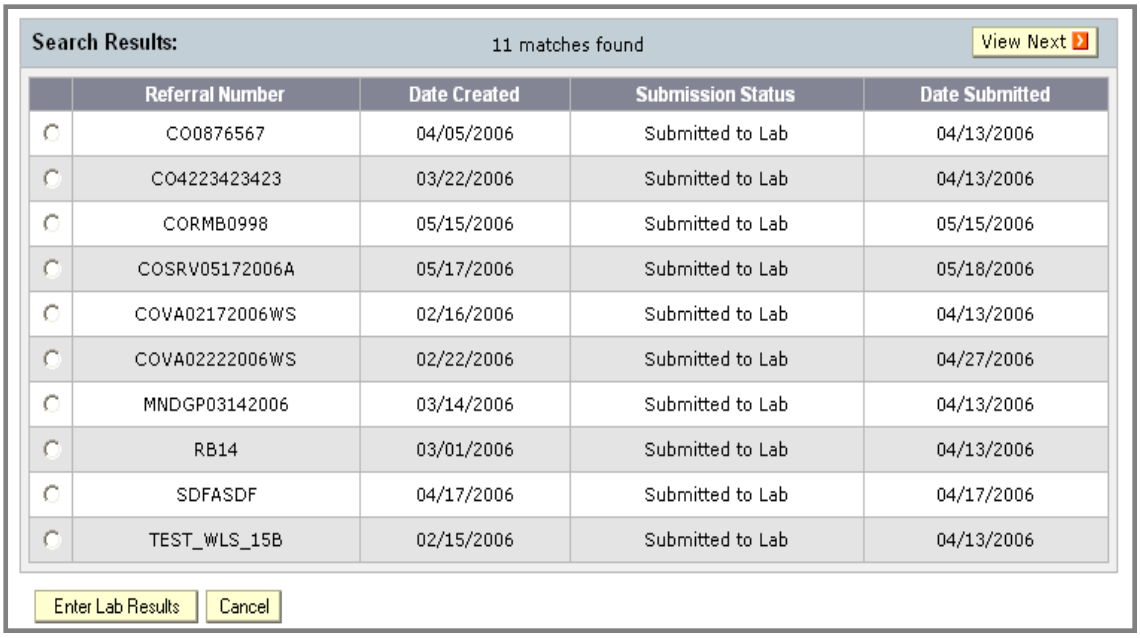
- Wildlife Services – **County** field is added.
- Diagnostic Lab – **Practitioner** field and **Sub.Lab Accession #** field are added.
- Slaughter Facility – **Lot ID/Tattoo/Other** field is added.

Search Criteria Data Field	Description
Program	Veterinary Services animal disease program. For the purposes of this document, select the Classical Swine Fever Program.
Collector Type	Collection of specimen by Wildlife Services, Slaughter Facility, or Diagnostic Lab
Referral #	Unique number that identifies the lab submission record (i.e. COJTS02212006A) Manually type number into data field.
Specimen Bar Code	Unique bar code that identifies a specific specimen taken from an animal. Each specimen must be identified by its own bar code. Bar code stickers are printed in sets of 4 individual labels (with same bar code). 1 is placed on the specimen package before it is shipped to the testing lab. 1 is scanned or manually entered into the web-form (or if using paper form, placed in Sample Bar Code box) 2 extra stickers in case something happens to other stickers.
Submission Status	Status of lab submission record you are trying to find. The only choice is "Submitted to Lab".
Collection Date Between	Beginning and ending date of the period in which specimen collection activities took place. Enter each date using either method below: -- Click on the calendar icon to display a calendar pop-up. -- Manually type in each date using numbers only, separated by periods, hyphens, or forward slashes.
Collection State	State in which specimen collection occurred.
County	County in which specimen collection occurred.
Practitioner	Last, then first name of individual submitting the specimen.
Lot ID/Tattoo/Other	Unique identifier for a group/herd of swine at a slaughter establishment.

Example of a search: Select Classical Swine Fever Program, Wildlife Services Collector Type, and "Submitted to Lab" status, then click on the **Search** button.

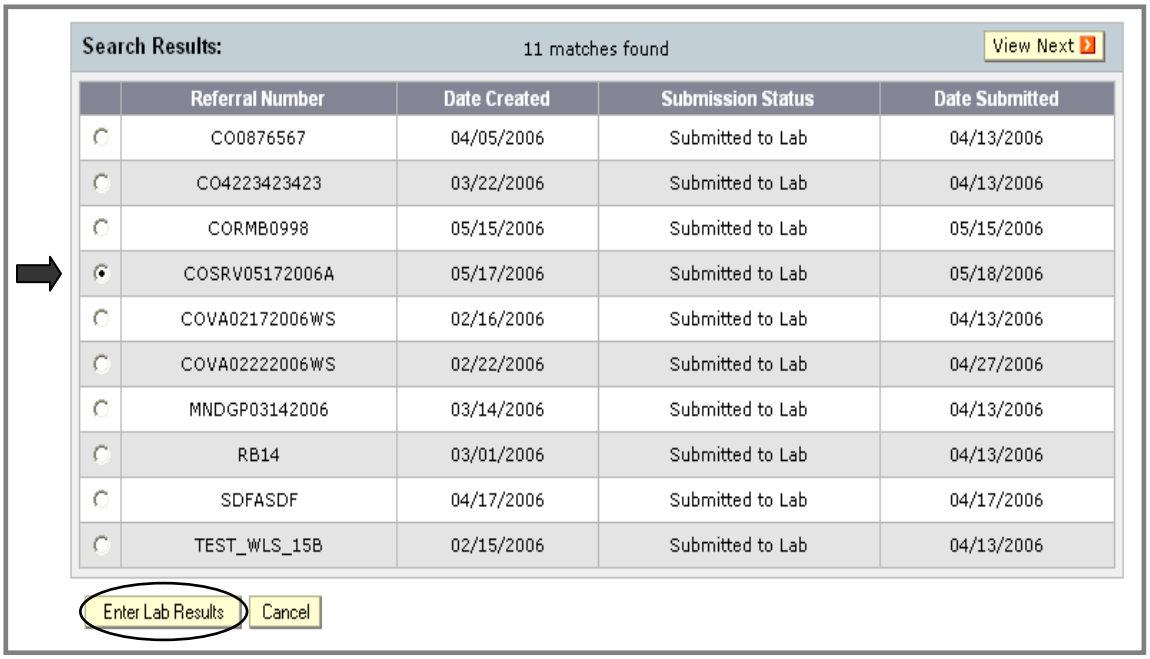


Search Results: Eleven records that matched the search criteria were found.



1.3 Select the desired record

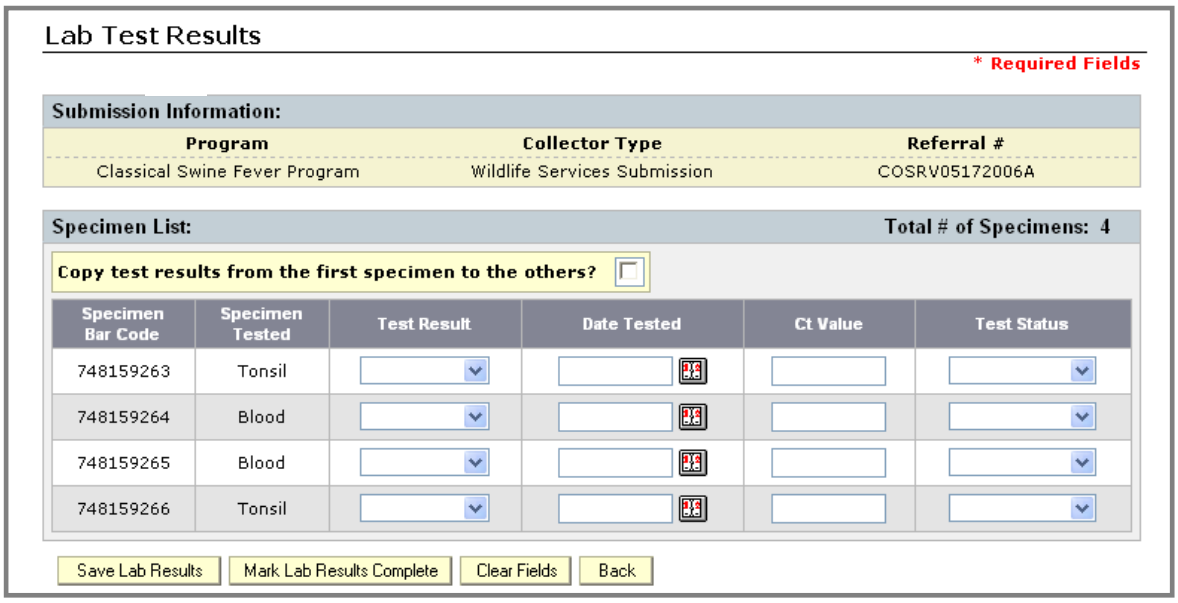
Select the record by clicking in the round radio button next to it as shown in the example below. Click on the **Enter Lab Results** button located at the bottom of the screen.



Section 2: Entering Test Results

The **Lab Test Results** screen is now displaying the following:

- **Submission Information** - located at the top of the screen. You cannot change any of this information. You can review it to verify this is the record you want to edit.
- **Specimens List** - contains a list of all the specimens that were submitted, showing the Specimen Bar Code number and Specimen Type.
- **Save Lab Results** button– saves the results you added. You can still edit the record to add more test results at this point.
- **Mark Lab Results Complete** button – saves and completes the record. You cannot edit it after you complete the lab results.
- **Clear Fields** button – erases content of the fields.
- **Back** button - takes you to the search criteria and results screen.



2.1 Entering Test Result Data

The first two columns (Specimen Bar Code, Specimen Tested) are already filled in with data previously entered for each specimen. You cannot change this data.

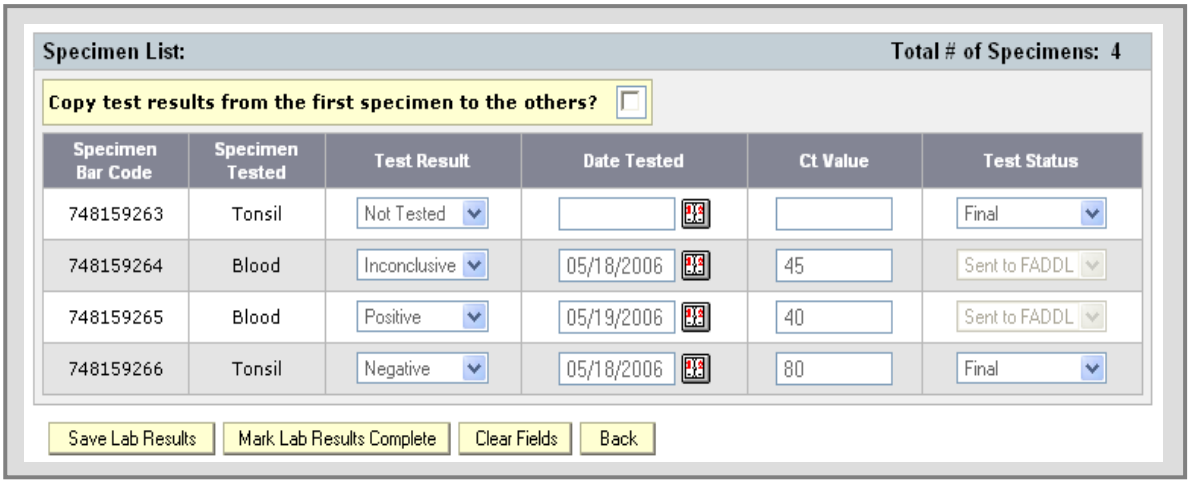
Each row contains the record for a single specimen. Enter data into each field according to the following guidelines.

Test Results Data Field	Description
Test Result	Results of specific test performed on individual specimen. Choices are: • Negative (If selected, Final will auto-fill Test Status field) • Inconclusive (If selected, Sent to FADDL will auto-fill Test Status field) • Positive (If selected, Sent to FADDL will auto-fill Test Status field) • Not Tested (If selected, Final will auto-fill Test Status field)
Date Tested	Date on which the individual specimen was tested. (If not tested, no date is entered)
Ct Value	Cycle threshold value. A decimal number (0 – 99.9) indicating result of PCR test. The value represents the number of cycles in the PCR reaction that have been run at which point the fluorescent reading has reached the threshold value of 50. If this threshold value is reached in fewer than 45 cycles, the specimen is considered positive. If not tested, no CT Value is entered.
Test Status	Status of each individual specimen. This field is populated based on the Test Result selected (see Test Result Description above). Choices are: Final and Sent to FADDL.

2.1a Entering unique test result data

If results were different for each specimen:

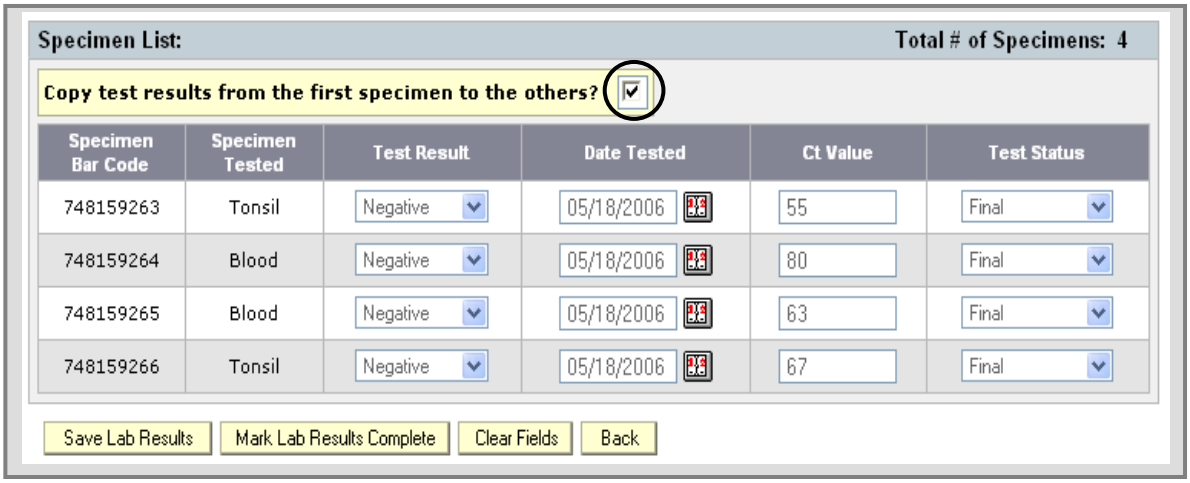
- Select the appropriate **test result** from the pull-down menu (the associated test status will auto-fill the Test Status field).
- Select a **date tested** from the calendar at the end of the field (If not tested, date and Ct Value fields are blank).
- Enter the **Ct value** by clicking in the field and typing in the number.



2.1b Entering same test result data.

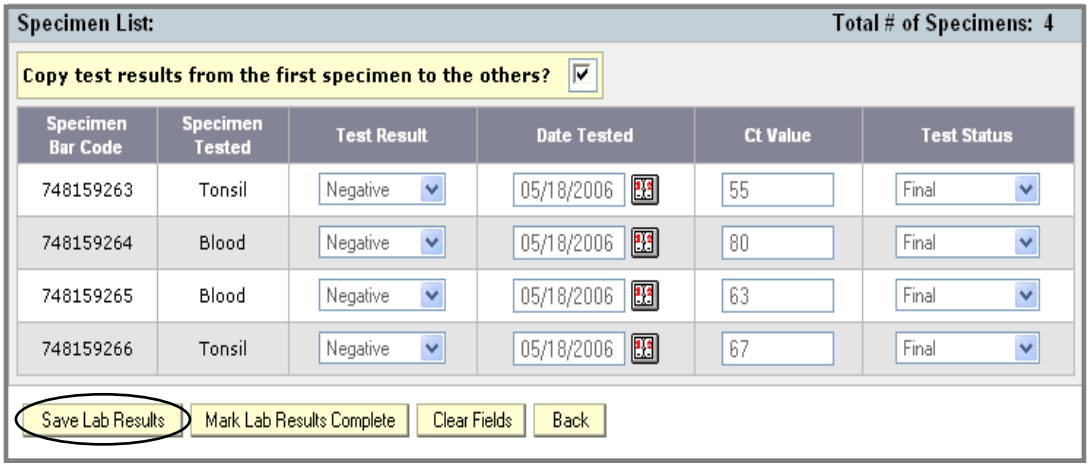
If results were the same for all specimens (Date Tested and Ct Value might be different):

- Click in the box next to the question **"Copy test results from the first specimen to the others?"**
- Select a **test result** from the pull-down menu for the first specimen. The Test Status field will auto-fill.
- The test result chosen will auto-fill the Test Result fields for all specimens. At the same time, the **Test Status** fields also auto-fill.
- The **Ct Value** auto-fills with "0". You can change it if necessary, as shown below.
- Enter **date tested** for each specimen by selecting date from calendar. If the date is the same for all specimens, simply select a date for the first specimen, click on it, then click in date fields for other specimens. The date will copy into the fields.

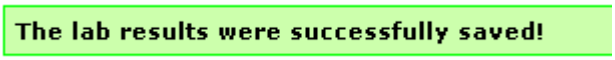


2.2 Save Test Results

Click on the **Save Lab Results** button to save the data you entered.

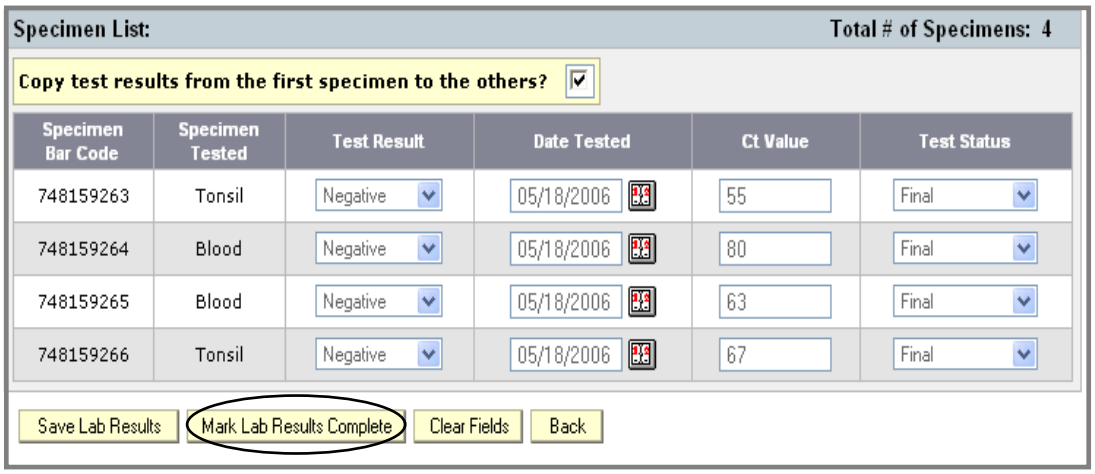


A message appears to let you know that it was successfully saved.

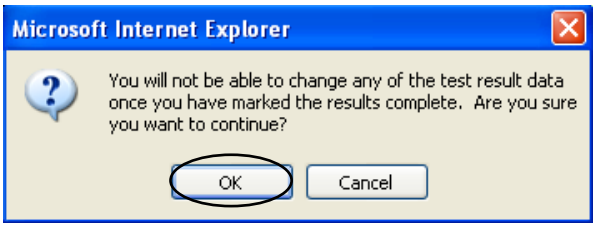


2.3 Complete Submission

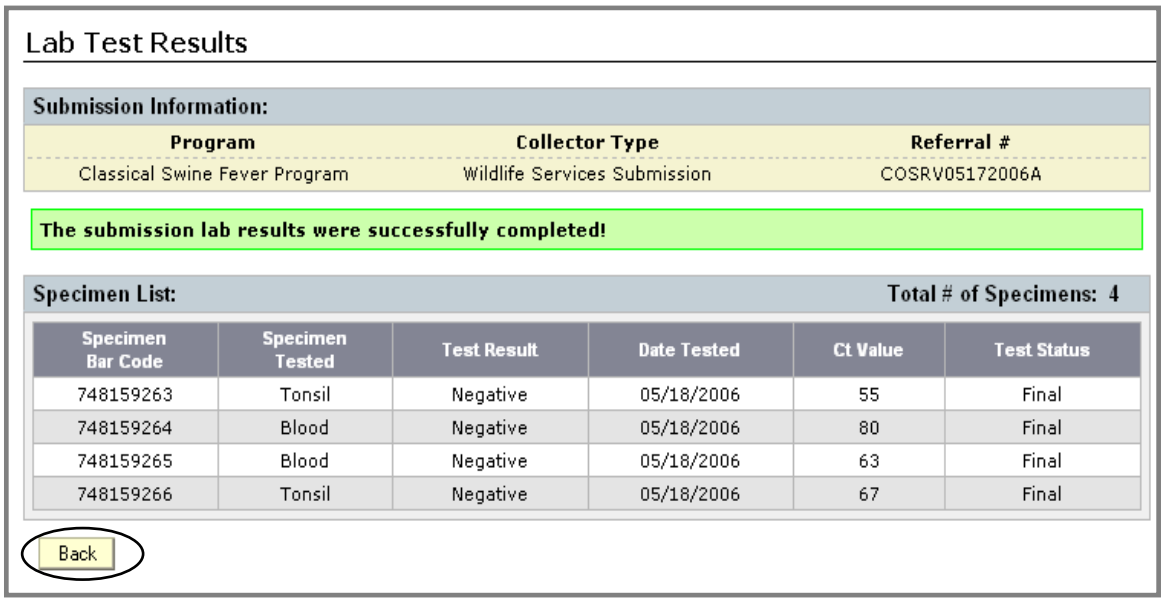
Click on the **Mark Lab Results Complete** button to complete this LS record.



A pop-up message appears, to verify your completion request. Click on **OK** to complete the submission (click on Cancel if you do not want to go ahead with the completion).



- The screen below appears, displaying the message **"The submission lab results were successfully completed!"**
- It doesn't show here, but the status of the LS Record is now **"Submitted with Results"**.
- The LS Record can no longer be edited by anyone. It can be viewed depending on user ID.



Lab Test Results

Submission Information:

Program	Collector Type	Referral #
Classical Swine Fever Program	Wildlife Services Submission	COSRV05172006A

The submission lab results were successfully completed!

Specimen List: **Total # of Specimens: 4**

Specimen Bar Code	Specimen Tested	Test Result	Date Tested	Ct Value	Test Status
748159263	Tonsil	Negative	05/18/2006	55	Final
748159264	Blood	Negative	05/18/2006	80	Final
748159265	Blood	Negative	05/18/2006	63	Final
748159266	Tonsil	Negative	05/18/2006	67	Final

Back

- Click on the **Back** button to return to the search screen.

At the search screen you have several choices:

- Click on the **Reset Search Criteria** button to clear all fields except the Program field and the Collector Type field. Type in new search criteria and perform another search.
- **Select another record from the existing list** and enter lab results.
- Click on **Cancel** to return to the Welcome/Home page.

-- The End --

Appendix A: LS User Permissions

LS records are displayed in two places: Incomplete submissions are located on the Welcome/Home page, and both incomplete and submitted records can be accessed by clicking on “Review Lab Submissions” under Action Items on the Welcome screen.

Each LS user has certain permissions which allow them to view and edit specific records. Refer to the tables below for permission clarification.

Welcome/Home Screen – Incomplete Submissions List (all records on this list are incomplete, not yet submitted to a lab)	
User	**Permissions**
Diagnostic Lab Official	Can see list of Diagnostic Lab Form submissions for anyone that belongs to the same lab.
Slaughter Establishment Official	Can see list of Slaughter Establishment Form submissions for anyone that belongs to the same slaughter establishment.
Wildlife Service Official	Can see Wildlife Service Form submissions that they have created.
NAHLN Testing Lab Official	Can see list of Diagnostic Lab Forms, Slaughter Establishment Forms, Wildlife Service Forms for anyone that belongs to the same NAHLN lab.
National Coordinator or National Reader	Cannot see any incomplete submissions on the Welcome screen.

“Review Lab Submissions” – Search Results (search results display both incomplete and submitted records)	
User	**Permissions**
Diagnostic Lab Official	Can see list of Diagnostic Lab Form submissions for anyone that belongs to the same lab.
Slaughter Establishment Official	Can see list of Slaughter Establishment Form submissions for anyone that belongs to the same slaughter establishment.
Wildlife Service Official	Can see Wildlife Service Form submissions that they have created, as well as submissions where the collection site for the Wildlife Service Form occurred in the state in which they have permission to view such records.
NAHLN Testing Lab Official	Can see list of Diagnostic Lab Forms, Slaughter Establishment Forms, Wildlife Service Forms for anyone that belongs to the same NAHLN lab.
National Coordinator or National Reader	Can see submission records of collections that occurred in the state in which they have permission to view such records.