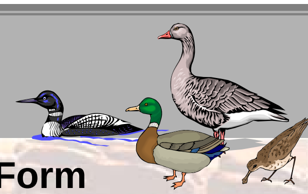
Wildlife Avian Program



Lab Submission (LS) Data Entry using Web Form

- **Help Desk Phone #** (877) 944-8457
- **URL** https://cowebapps.aphis.usda.gov/vslabsub
- **Assumptions** You know how to navigate in the web form, and have a login & password to the VS Lab Submission application.
- **Required fields** You must enter information into the fields next to red-colored text with asterisk (*).
- **Pop-up Blockers** To perform all tasks in application, it is recommended that you temporarily turn off pop-up blocker in web browser.

Action Items

Create Lab Submission
Review Lab Submissions
Enter Lab Results
Release Submissions

This job aid provides field descriptions & process flows for action items listed above. User permissions allow access.

These buttons Home | Logout | Help appear in the top-right corner on each lab submission form.

- **Home** takes you to the Welcome/Home screen.
- **Logout** takes you completely out of the VS Lab Submission module.
- **Help** provides links to relevant documents.
- **USE** Back , **NOT** Back in application.

Action #1 - Create Lab Submission

Click on Create Lab Submission in the Action Items menu on the Welcome/Home screen to start the web application lab submission process.

Note: If you start to create a Lab Submission (LS) record, and do not complete it, an incomplete copy is accessible from the Welcome/Home screen. Click on the Referral # to open it. Another way to access it is through the Review Lab Submissions Action Item on the Welcome/Home screen.

1 SUBMISSION INFORMATION

- **Program** - National Avian Health Program
- **Operation Type** - Wildlife Avian
- **Referral #** - Number that uniquely IDs a lab submission. Manually enter, using this format: State abbreviation, your initials, the date, letter to differentiate multiple submissions in a day. Example: COSRV06212006A.
- **Collection Date** – Date sample was taken from subject. Default is current date. To change date:
  - Select date from calendar at end of field, or
  - Remove date and type T for today, or T-1 for yesterday, etc. then press tab or click outside the field, or
  - Manually enter the date using this format: mm/dd/yyyy.

Create New Submission Click, to continue.

2 COLLECTION INFORMATION Hide Display

- **Biologist First/Last Name** – Name of wildlife biologist collecting the sample. Can click in field & use Search to see if name exists in database. If so, the Collector Info & Testing Lab Info fields auto-fill with data when name is selected. If a required field is not auto-filled, manually enter data.

Note: To perform a person search, click on Search button, and enter your search criteria (e.g. Person's first and/or last name; city, state, or zip code of their residence – only "state" is mandatory). The symbol % is a wild card that means search for all instances in a field. Click on Search button again. Select the appropriate person record from the search results list by clicking in the round radio-button directly to the left of their name, then clicking on Select.

- **Agency** – Agency/service with which biologist is associated. Must select from menu if not auto-filled.
- **Phone #** - Add primary phone number, including area code, of biologist.
- **Testing Laboratory** – Select from menu the name of the lab, with city & state, that will perform the sample screening tests. Call ahead to notify lab that samples have been sent.
- **GPS Location: N** – GPS latitude (decimal degrees) of location where bird was collected; used for mapping and tracking purposes. Use WGS 84. Click on ? for more info.
- **GPS Location: W** - GPS longitude (decimal degrees, -180° max) of location where bird was collected; used for mapping and tracking purposes. Use WGS 84. Automatically saves as a negative number. Click on ? for more info.
- **Collection Strategy** – Strategy of the sampling event.
  - Live wild bird (released) – Take sample from bird; set it free.
  - Hunter killed wild bird – Take sample from bird; return bird to hunter.
  - Agency Harvested – Take sample from bird; dispose of bird.
  - Sentinel Species – Take sample from monitored bird; set it free.
  - Morbidity/Mortality Event – Take sample from sick bird; dispose of bird.
- **Collection Site** – A familiar name of the location where bird was collected. (i.e. Rolland Moore Park, Roosevelt N.F.)
- **State/County** – State & County in which bird was collected.
- **3 Most Abundant Species on Site** – Select first, second, and third most noticed species where bird was collected. Select from menu or if you start typing, the menu opens displaying the alpha codes with associated species names.
- **Comments** – Add helpful collection process remarks if applicable.

3 SUBJECT INFORMATION

Note: Multiple subjects are allowed in the same LS record; however, they must all be from the same GPS location.

- **Bird Species** – Type of bird from which sample was collected. Select from menu or if you start typing, the menu opens displaying the alpha codes with associated species names (i.e. CAGO - Canada Goose). Click on ? for more information.
- **Sex** – Gender of bird (male, female, unknown).
- **Age Class** – Bird's stage of life. Choices are: Hatch Year, After Hatch Year, and Undetermined.
- **Subject (Animal) ID** - Characters or numbers used to identify a subject/bird. Required for Sentinel or Morbidity/Mortality birds.
- **Band #** – ID number on band (If band is available on bird).
- **Condition** – Applies to Morbidity/Mortality Event and Sentinel Species only. Select from menu, Healthy, Morbid/Sick, or Dead.
- **Sample Bar Code** – Unique bar code that identifies a specific sample collected from a bird. Each sample must be identified by its own bar code.
- **Sample Type** – Type of sample collected from bird. Select Cloacal or Tracheal Swab, Oral + Cloacal, or Oropharyngeal. Click on to remove a sample record.

Note: You can only enter one sample per subject unless Collection Strategy of Morbidity/Mortality Event or Sentinel Species is selected; then multiple, but not duplicate, samples are allowed.

Add Another Sample Click, to add another sample to Sentinel Species or Morbidity/Mortality Event collection strategy subjects. Click on ? for more information.

Save and Add Another Subject Click, to save the current subject record, and add another one. All fields retain information from the last record, except Subject ID and Sample Bar Code fields become blank (ready for you to input unique info). You can also change information.

The message "The subject was successfully saved!" is displayed to let you know your data regarding the subject was saved.

Create Lab Submission (continued)

[Continue >>] Click, if you do not want to save the new subject record. You will then go directly to Review Submission.

[Save and Continue >>] Click, to save the current subject record, and go to Review Submission screen.

[Delete This Submission] Click, to delete the entire LS record.

Note: The <u>Review Submission</u> screen displays the following:

- Submission Information (can edit Referral # & Collection Date)
- Collection Information (can edit)
- Completed Subjects List (can edit, add, or delete a subject)
- Shipping Information (can add & edit information)

4 COMPLETED SUBJECTS LIST

After you add the first subject record, a Completed Subjects List is generated at bottom of form. All subsequent subject records are added to the list. You can select a record by clicking in the round radio button next to it. You then have the following options:

[Edit] Click, to modify existing information in a subject record.

[Copy] Click, to copy info from selected subject record into a new subject record. This is useful when info is similar. You must always add a unique sample barcode. A unique Subject (Animal) ID is optional.

[Delete] Click, to delete a subject record.

Note: On the Review Submission page, an [Add Subject] button is available instead of the Copy button.

5 SHIPPING INFORMATION

- **Submitter Last/First Name** – Name of person sending samples.
- **Submitter Phone #** - Submitter's primary phone number with area code.
- **Date Samples Shipped to Testing Lab** – Default is current date; change if incorrect. Refer to Submission Info for date entry options.
- **Number of Samples Shipped** – Auto-filled field that indicates number of samples shipped to the testing laboratory.

[Save Updates] Click, to save lab submission modifications if applicable.

[Save and Complete Submission] Click, to submit the entire LS record.

The message "The submission was successfully completed!" is displayed to let you know that the LS record is now in the Submitted to Lab status.

> *<u>WARNING: Once you mark a submission complete</u>, the data is available for reporting & the assigned lab can enter test results.*
>
> *If you need to edit the submission AFTER it has been completed:*
>
> - *Click* [Edit This Submission] .
>
>   *Note: The submission LOCKS while you are editing the data; no one else can modify it while it is locked. In order to UNLOCK the submission when you are done editing, you must click on:* [Finished Editing Submission]
> - *It is <u>your responsibility</u> to inform the lab of the submission changes.*
> - *If you have permission to enter lab test results, click* [Enter Lab Results] .

[Generate Packing Slip] This button is available AFTER you click on Complete Submission. It allows you to view & print a packing slip. Once printed, the packing slip should be placed in shipping container with samples.

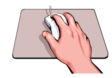
Lab Submission Packing Slip Information

• Program name	• Total # of Specimens
• Lab name	• Collected By name & address
• Submitted By name	• Remarks
• Referral #	• Specimens List with sample barcodes, species, and sample types.
• Collection Date	

[Delete This Submission] Click, to delete the entire LS record.

[Back] Click, to go to the Welcome/Home screen.

Action #2 - Review Lab Submissions



Click on <u>Review Lab Submissions</u> in the Action Items menu on the Welcome/Home screen to access submissions to which you have permission to view or edit. This includes submissions in all status categories.

1 SEARCH CRITERIA

Click on ? in Search Criteria heading to see detailed instructions for entering search criteria. Basically, the Program field and Operation Type field are the ONLY mandatory fields. Adding criteria in other fields is optional. The instructions address criteria in menu fields, text fields, and date fields.

- **Program** - Select National Avian Health Program from menu.
- **Operation Type** – Select Wildlife Avian from menu .
- **Referral #** - Default is wildcard **%**. Follow the instructions in the help message for text field data-entry if you want to enter criteria.
- **Specimen Bar Code** - Default is wildcard **%**. Follow the instructions in the help message for text field data-entry if you want to enter criteria.
- **Submission Status** - Can select a value from the menu .
  - <u>Incomplete</u>: A lab submission record is in process; it has not yet been submitted. Note: A list of Incomplete Lab Submissions is also displayed on the Welcome/Home page. You can select one of the incomplete submissions from that list also and view/edit it.
  - <u>Submitted to Lab:</u> A lab submission record has been submitted, and physical samples have been sent to a lab.
  - <u>Results Approved:</u> A lab submission record has been submitted, and physical samples have been sent to a lab, and the lab has tested the samples and added test results.
- **Collection Date Between** - Default is blank. If you want to enter criteria, you can select dates from calendars at end of fields, or manually enter dates using mm/dd/yyyy format. You can search by start date, end date, or both.
- **Collection State** - Can select a state by using the drop-down menu to select the state code (ex. CA for California).
- **Collected By (Last, First)** - Can enter name of person who collected sample. Follow the instructions in the help message ? for text field data-entry.
- **Collection Site Name** – Can enter name of collection site if you know it. Follow the instructions in the help message for text field data-entry.

[Search] Click, to see list of LS records that meet search criteria.

[Reset Search Criteria] Click, to remove your search criteria & display defaults; you can now add new search criteria.

[Cancel] Click, to stop the search & go to Welcome/Home screen.

2 SEARCH RESULTS

After you click on the Search button, a list of LS records that meet your criteria is displayed. If you do not see the submission you are looking for, check to see if there is a [View Next] button at top-right corner of list. This indicates there are more submissions in the list. Click on it to see the continued list. You will now notice that a [View Previous] button is also available to help you navigate back and forth between pages of the list.

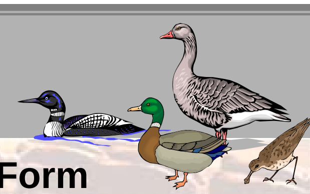
<u>You can change the sort direction of the list.</u>

Click on a column heading (Referral#, Collection Date or State, Submission Status, Date Submitted) and click on arrow.

▲ Records are currently sorted in ascending order (lower to higher).

▼ Records are currently sorted in descending order (higher to lower).

Wildlife Avian Program



Lab Submission (LS) Data Entry using Web Form

Review Lab Submissions (continued)

Once you find the desired LS record:

- **Select the record** by clicking in the round radio-button directly to the left of it.
- **Click on the appropriate button**, depending on what you want to accomplish.

[Review Submission] Click, to display the LS record.

[Cancel] Click, to exit the search environment and return to the Main Menu.

If you clicked on Review Submission:

Other buttons become available depending on submission status.

- **Submitted to Lab status**

  [Edit This Submission] Click, to modify the LS record.

  [Generate Packing Slip] Click, to view/print LS Packing Slip.

  [Enter Lab Results] Click, to enter lab test results.

  [Back] Click, to go to Search Criteria/Search Results screen.

- **Incomplete status**

  [Edit] Click, to edit Collection Information.

  [Edit] [Delete] [Add Sample] Click on one of these buttons to edit, delete, or add a sample to the Completed Samples List.

  [Save Updates] Click, to save modifications to the LS record.

  [Save and Complete Submission] Click to save your data and submit the entire LS record.

  [Generate Packing Slip] Click, to view/print Packing Slip.

  [Delete This Submission] Click, to delete the entire LS record.

  [Back] Click, to go to Search Criteria/Search Results screen.

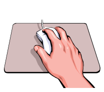
- **Results Approved**

  [Generate Packing Slip] Click, to view/print Packing Slip.

  [View Lab Results] Click, to view lab test results.

  [Back] Click, to go to Search Criteria/Search Results screen.

Action #3 – Enter Lab Results (NAHLN Lab)



Click on Enter Lab Results in the Action Items menu on the Welcome/Home screen to access submissions to which you have permission to enter lab test results.

1 SEARCH FOR & SELECT RECORD

Use search & select techniques described in Action #2. Select appropriate record. Only records in *Submitted to Lab* or *Results Approved* status are available for entering lab test results. To display the Lab Test Results form, click on [Enter Lab Results] .

Enter Lab Results (NAHLN Lab) continued

2 SELECT USER LAB

Acting on behalf of lab . . . Menu displays all labs that have been assigned to you. Select the appropriate lab. You will not see this function if you are only assigned one lab.

[Select Lab] Click, when correct lab is displayed in the field.

[<< Previous Screen] Click, if you decide not to choose a lab.

3 SUBMISSION INFORMATION

- **Program –** National Avian Health Program
- **Operation Type –** Wildlife Avian
- **Referral # -** Refer to Action #1 for definition.
- **Collection Date –** Refer to Action #1 for definition.

4 LAB INFORMATION

- **Laboratory Name –** Name of the local lab that initially received the specimens to test (preliminary screen). Auto-filled based on name of lab entered in Create Lab Submission step.
- **Conditions to test for –** Auto-filled with Avian Influenza.
- **Total # of Specimens –** Auto-filled with number of samples entered in Create Lab Submission step.
- **Date Specimens Received –** Date testing laboratory received specimens. Select appropriate date from calendar next to field.

5 SPECIMENS LIST

The **Specimen Type to View** check box defaults to View All. You can use the menu to change the view to any of the other specimen types submitted to the lab (e.g. Cloacal Swab, Tracheal Swab, Oral + Cloacal, or Oropharyngeal).

Specimen Type to View: Cloacal

If all test results are the same, click in the check box to copy results.

Copy test results from the first specimen to the other specimens?

Click, to check or uncheck all specimens in list.

- **Specimen Barcode –** Unique, auto-filled barcode that identifies a specific specimen. Each specimen or tube must have its own bar code.
- **Specimen Type –** Type of specimen sent to laboratory (auto-filled). Refer to Action #1 Step 3 for examples. Note: *Specimens* are referred to as *Samples* in the Create Lab Submission step. Once they arrive at the lab, they are referred to as *Specimens*.
- **Test Type –** Select specific test(s) that lab used to test specimens.
- **Test Result –** Select test determination from menu.
  - **Negative –** Specimen is free of AI virus H5 or H7.
  - **Suspect –**Results were not clear.
  - **Positive –** Specimen is thought to be infected with AI virus. Specimen must be referred to the NVSL Laboratory for further testing.
  - **Not Tested –** Specimen was not tested. If Specimen Type field is left blank, the Test Result defaults to Not Tested.
- **Date Tested –** Date specimen was tested. Select appropriate date from calendar next to field.
- **Test Status –** Defaults to Pending. After result has been entered and saved, it changes to Completed.

Enter Lab Results (NALN Lab) continued

Select appropriate specimen(s).

Add Tests to Specimens — Click, to add tests to the selected specimen(s).

Click, to delete an added test.

Clear Fields — Click, to clear all of the fields.

<< Previous Screen — Click, to return to the Lab Submission Search screen.

Save Lab Results — Click, to save entered test results. You can change results and save as many times as necessary at this point. It's good practice to save results BEFORE referring specimens to another lab.

Note: If you are not referring any specimens, go to Step 7 to complete the test result data entry for your lab.

6 REFER SPECIMENS

Select specimens you want to refer, then click Refer Specimens to begin the process of referring them to another lab.

- **Submitting Laboratory** – Lab that initially received the specimens and is sending them to another lab for test. Auto-filled based on lab name entered in Create Lab Submission step.
- **Refer to Laboratory** – Lab that will be receiving specimens for test. Click Select Lab if default is correct.
  If not correct, select lab from menu and click on Select Lab button.
  Note: To select a different lab, click on Change Refer to Lab.
- Select specimens from the Original Specimens list (if you didn't select them before you clicked on Refer Specimens button).

Original Specimens Submitted to Colorado St Univ Vet Diag Lab		
	Specimen Bar Code	Specimen Type
☑	987654321	Cloacal Swab
☐	987654322	Cloacal Swab
☐	987654323	Cloacal Swab
☐	987654324	Tracheal Swab
☑	987654325	Tracheal Swab
☑	987654326	Tracheal Swab

- The selected specimens are automatically transferred to the Specimens to Refer list.

Specimens to Refer to National Vet Services Lab		
Specimen Bar Code	Specimen Type	Referred Date
987654321	Cloacal Swab	07/27/2006
987654325	Tracheal Swab	07/...
987654326	Tracheal Swab	

The date is filled in after you click on Refer Specimens button.

- **Referral Date** – Auto-filled with current date. If incorrect, select another date from the calendar next to field.
- **Referral Reason** - Select from menu the reason you are referring specimens to another lab.

Test Confirmation	If test results were inconclusive or positive, you must refer the specimen to NVSL for confirmatory testing.
Over Capacity	If laboratory cannot accept more work due to existing heavy workload, specimens can be referred to another National Avian Health Laboratory Network (NAHLN) lab which is the preferred process, or to NVSL if absolutely necessary.
Redirected	If, for reasons other than capacity, laboratory cannot accept the specimens for test, specimens can be referred to another NAHLN lab which is the preferred process, or to NVSL if absolutely necessary.

- **Remarks** – Add additional information that will be useful for the laboratory receiving the specimens.

Refer Specimens — Click, to refer specimens to another laboratory. A message: *Specimens Referred Successfully* displays to let you know the process was successful.

Save Referral Changes — Click, if you have changed the referral information. The new referral will be saved and sent to lab. Changes can be made in this way until the receiving lab enters and saves test results for a specimen. At this point, that particular specimen can no longer be referred to another lab.

Delete This Referral — Click, if you want to delete the referral you sent to the other lab.

<< Previous Screen — Click, to return to the Lab Test Results screen.

Referred Specimen List: — This list is on the Lab Test Results screen (previous screen). Click on arrow to display/hide referred specimen barcode numbers, Edit Referred Specimens button, and Delete Lab Referral button).

Edit Referred Specimens — Click, to change any of the following: refer to lab, specimens to refer, referral date, referral reason, or referral remarks.

Delete Lab Referral — Click, to delete the referral.

If you clicked on Edit Referred Specimens, you now have the following buttons available.

Save Referral Changes | Delete This Referral | << Previous Screen

- **Save Referral Changes** button – Click, to save the changes you entered. The message "Specimens Referred Successfully" is displayed to let you know the changes were successfully transmitted. Changes can be made in this way until the receiving lab enters and saves test results for a specimen. At that point, the specimen can no longer be referred to another lab.
- **Delete This Referral** button – Click, to delete the referral.
- **Previous Screen** button – Click, to return to the Enter Lab Results screen.

7 COMPLETE DATA ENTRY FOR YOUR LAB

Save Lab Results — Click, to save entered lab test results if you haven't already performed this step.

Save and Mark Lab Results Complete — Click, if you are done entering, modifying, and referring preliminary screening test info. The following message appears:

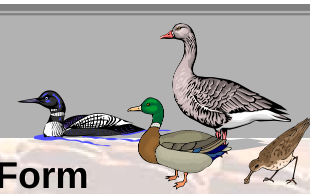
The submission lab results were successfully completed!

<< Previous Screen — Click, to return to the previous screen.

Edit Lab Results — Click, to edit lab results AFTER you have marked them complete.

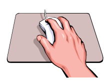
NOTE: The submission LOCKS while you are editing the data; no one else can modify it while it is locked. In order to UNLOCK the submission when you are done editing, you must click on Save and Mark Lab Results Complete.

Wildlife Avian Program



Lab Submission (LS) Data Entry using Web Form

Action #3 – Enter Lab Results (NVSL Lab)



Click on <u>Enter Lab Results</u> in the Action Items menu on the Welcome/Home screen to access submissions to which you have permission to enter lab test results.

1 SEARCH FOR & SELECT RECORD

Use search & select techniques described in Action # 2. Select appropriate record. To display the Lab Test Results form, click on [Enter Lab Results].

2 SELECT USER LAB

Acting on behalf of lab . . . Menu displays all labs that have been assigned to you. Select the National Veterinary Services Laboratory (NVSL). You will not see this function if you are only assigned one lab.

[Select Lab] Click, when correct lab is displayed in the field.

[<< Previous Screen] Click, if you decide not to choose a lab.

3 SUBMISSION INFORMATION

- **Program** – National Avian Health Program
- **Operation Type** – Wildlife Avian
- **Referral #** - Refer to Action #1 for definition.
- **Collection Date** - Refer to Action #1 for definition.

4 LAB INFORMATION

- **Laboratory Name** – Field is auto-filled with name of lab selected in the referral process.
- **Conditions to test for** – Auto-filled with Avian Influenza.
- **Total # of Specimens** – Auto-filled with information entered when specimens were referred from local lab.
- **Date Specimens Received** – Date laboratory received the referred specimens. Select appropriate date from calendar next to field.

5 SPECIMEN LIST

Click in check box if all of the test results are the same.

Copy test results from the first specimen to the other specimens?

- **Specimen Barcode** – This column is auto-filled and lists all of the unique barcodes for specimens that were referred for test.
- **Specimen Type** – This column is also auto-filled and lists the specimen types associated with the specimen barcodes.
- **Test Type** – Select from menu type of test that was performed on the specimen. See table below for test types. If left blank, the associated test result auto-fills with *Not Tested*.
- **Test Result** – Select from menu determination of test.

Test Type	Test Result Options
AIV Matrix RRT-PCR	Inconclusive, Negative, Not Tested, or Positive
Virus Isolation	Inconclusive, Negative, Not Tested, or Positive
AIVH5 RRT-PCR	Inconclusive, Negative, Not Tested, or Positive
AIVH7 RRT-PCR	Inconclusive, Negative, Not Tested, or Positive
IVPI	Low Path AI or High Path AI
Subtyping	H1 thru H12 (N1-N9 for each H# i.e. H1N1-H1N9)
AIV NI RRT-PCR	Inconclusive, Negative, Not Tested, or Positive
RT-PCR AI-NI WHO	Negative, Not Tested, or Positive
Amino Acid Seq. Analysis	Low Path AI, High Path AI, or Not Tested

- **Date Tested** – Date specimens were tested. Select appropriate date from calendar next to field.
- **Test Status** – Stage of test (Pending or Completed).

<u>You can perform the following tasks on individual or all specimen records.</u>

To select all (and de-select all) specimen records, click in the check box next to the Specimen Barcode heading. To select individual records, click in check box to the left of specimen record.

[Add Tests to Specimens] Click, if you performed additional tests on a specimen. You will be prompted to enter the number of extra tests you performed; then click on Add Tests. More fields are provided for data input.

[Refer Specimens] See Action #3 (NAHLN Lab), Step 6 for referral process steps.

[Clear Fields] Click, to erase ALL specimen information.

[Save Lab Results] Click, to save results of specimen tests.

[Save and Mark Lab Results Complete] Click, to save and complete the LS test record if you are done entering test information. The following message is displayed:

The submission lab results were successfully completed!

[<< Previous Screen] Click, to return to the LS Search screen.

<u>To edit the lab results AFTER you mark them complete:</u>

If you have exited the LS Record:

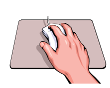
- Search for the same LS record.
- Select the record.

[Enter Lab Results] Click, to access the Edit Lab Results button.

[Edit Lab Results] Click, to edit the lab results. If you have not exited the LS record, just click on this button.

Refer to the note in Action 3 (NAHLN Lab), step 7 for important information about LOCKING and UNLOCKING the submission.

Action #4 – Release Submissions



Click on <u>Release Submissions</u> in the Action Items menu on the Welcome/Home screen to access LS records to which you have permission to interpret & release records waiting for approval. This action item is displayed only for those with the proper permissions.

1 SUBMISSIONS WAITING FOR APPROVAL LIST

- Select a submission by clicking on referral number.

2 RELEASE SUBMISSION FORM

The Release Submission form is almost entirely for review. All fields are auto-filled with information previously entered, except for the Test Interpretation section. The **Result** field in this section must be filled in by the approver.

- **Submission Information**
  - **Program** - National Avian Health Program
  - **Referral #** - Refer to Action #1 for definition.
  - **Operation Type** - Wildlife Avian
  - **Collection Date** - Refer to Action #1 for definition.
  - **Submission Status** - Awaiting Approval

Release Submission (continued)

- **Collection Information**
  - **Wildlife Services Information –** Biologist's name, phone number, and associated agency.
  - **Testing Laboratory Information –** Name of testing laboratory with associated city and state.
  - **Collection Site Information –** GPS location, state & county in which collection occurred, collection site name, and collection date.
  - **3 Most Abundant Species on Site -** First, second, and third most noticed species on site where bird was collected.
  - **Comments –** Remarks entered regarding collection process are displayed.
  - **Collection Strategy -** Strategy of the sampling event.
    - Live Wild Bird (released) – Take sample from bird; set it free.
    - Hunter killed wild bird – Take sample from bird; return bird to hunter.
    - Agency Harvested – Take sample from bird; dispose of bird.
    - Sentinel Species – Take sample from monitored bird; set it free.
    - Morbidity/Mortality Event – Take sample from sick bird; dispose of bird.

- **Subject (Animal) Information**
  - **Subject (Animal) ID -** Characters or numbers used to ID a subject/bird. Can use barcode number.
  - **Species -** Type of bird from which sample was collected. Select from menu. The alpha code is listed (i.e. CAGO for Canada Goose).
  - **# Pos, # Suspect** – The number of positive and suspect test results for a subject.
  - **Condition –** Condition of subject; applies to Morbidity/Mortality Event and Sentinel Species only.
  - **Sex -** Gender of bird (male, female, unknown).
  - **Age Class -** Bird's stage of life: Hatch Year, After Hatch Year, and Undetermined**.**
  - **Specimen Bar Code -** Unique barcode that identifies a specific sample collected from a bird. Each sample must be identified by its own bar code.
  - **Specimen Type -** Type of sample collected from bird: Cloacal Swab, Tracheal Swab, Oral+Cloacal, and Oropharyngeal.
  - **Testing Lab** – A history of all laboratories that performed testing on the specimen.
  - **Test performed** – List of all tests that were performed on subject.
  - **Test Result** – List of results for all of the tests that were performed on subject.

- **Test Interpretation**

  After the approver reviews the information on the Release Submission form, a final test result must be selected and communicated.

  Result – Select Positive or Negative from the menu .

Click, to release the LS record.

Click, to go back to the Submissions Waiting for Approval list.

- End of Instructions -