



Veterinary Services BR 4-54



Secure Data Interchange Service

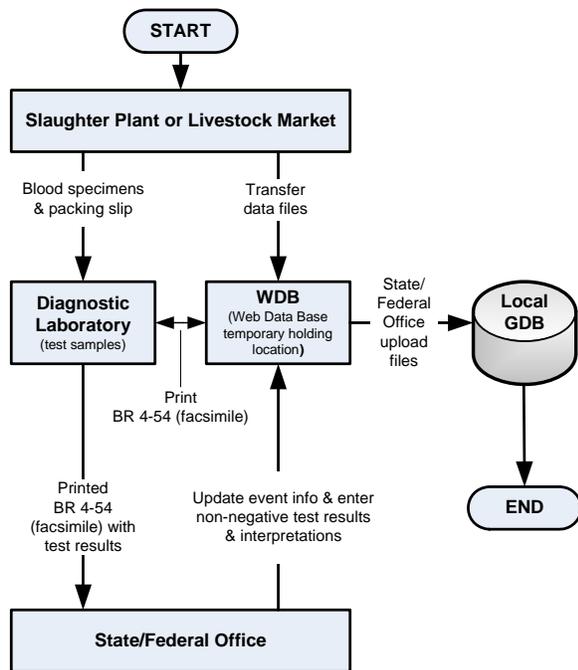
URL: <http://br454.aphis.usda.gov/BR454/login.do>

Help Desk # (877) 944-8457

Purpose & Scope: This job aid provides an overview of the Brucellosis (BR) 4-54 SDIS process along with detailed instructions for Slaughter Plants & Livestock Markets, Diagnostic Laboratories, and State & Federal offices.

Section #1: BR 4-54 SDIS Process Flow

Refer to the flowchart below for a high-level process flow.



Section #2 : continued Slaughter Plant/Livestock Market Process

- **Collector ID** – Unique ID of person who collected the specimens.
- **Paycode ID** – Select from drop-down menu Federal Meat Inspector, Fed employee, Fed fee basis, Fed independent contractor, State/county employee, Owner expense, State Independent contractor, State fee basis, VS contract with estab, and State contract with estab.
- **Collection Date** – Select date specimens were collected from pop-up calendar.
- **File Name** - click on *Browse* button to locate the file you want to upload.

Click, to transfer the file to WDB.

- A file upload summary is displayed.

File upload summary

**921 records processed successfully.
0 records may update existing data.
0 errors found.**

Click, to proceed to the packing slip.

2 PRINT PACKING SLIP

A Packing Slip screen is displayed after you click on the *Continue* button that contains the following information:

VS 4-54 Specimen Submission Packing Slip

Premises: Ward Lyle D

Premises ID: 27331

Collection Date : Oct 12, 2007

921 samples submitted.

Collector Signature

Click, to print the packing slip.

Send the signed packing slip with the specimen shipment.

Section #2 : Slaughter Plant/Livestock Market Process

1 TRANSFER DATA

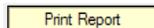
The slaughter plant or livestock market transfers data from their local IT file storage system into the Web Data Base (WDB). It is then available online to the diagnostic lab and State & Federal offices.

- **Login to WDB** using the URL provided at top-left corner of this job aid along with your User ID and password.
- **Fill out the required fields** in the BR 4-54 Information screen:
 - **Establishment #** - Slaughter Plant or Livestock Market identification number.

Section #3: Diagnostic Laboratory Process

1 PRINT BR 4-54 (facsimile)

- **Login to WDB** using the URL provided at top-left corner of this job aid along with your User ID and password.
- **Fill out the required fields** in the BR 4-54 Information screen:
 - **Establishment #** - Slaughter Plant or Livestock Market identification number.
 - **Establishment State** – State in which the Slaughter Plant or Livestock Market is located.
 - **Collection Date** - Select date the specimens were collected from pop-up calendar.

 Click, to go to the BR 4-54 facsimile.

 Scroll to the bottom of the record and click to create a PDF file you can print.

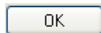


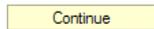
Click on the printer icon to go to the Print options page.
NOTE: On the Print options page, select Page Scaling: Shrink to Printable Area.

Page Handling

Copies: Collate

Page Scaling:

 Click, to print the BR 4-54 facsimile.

 Click, to return to the Home page.

- **The BR 4-54 record contains the following information** that was output from the slaughter plant or livestock market submission file:
 - Tube numbers
 - Animal identification
 - Sex of each animal
 - Herd owner's name
 - State in which the slaughter plant or livestock market is located
 - Establishment (premises) number

2 RECORD REQUIRED INFO ON BR 4-54

Manually enter all laboratory test results and interpretations into the printed BR 4-54 facsimile.

3 SEND BR 4-54 TO STATE/FEDERAL OFFICES

Send the completed printed copy of the BR 4-54 facsimile to the State or Federal office.

Section #4 : State or Federal Office Process

1 FIND ONLINE BR 4-54 FILE

- **Login to WDB** using the URL provided at top-left corner of this job aid along with your User ID and password.
- **Fill out the required fields** in the BR 4-54 Information screen, by referring to the printed copy of the BR 4-54.
 - **Establishment #** - Slaughter Plant or Livestock Market identification number.
 - **Establishment State** – State in which the Slaughter Plant or Livestock Market is located.

Section #4 : continued State or Federal Office Process

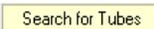
- **Collection Date** - Select date the specimens were collected from pop-up calendar or manually enter the date using the following format: MM/DD/YYYY.
- **Tube Numbers** – Enter all tube numbers for which you will enter test results; normally ONLY the non-negative results.
NOTE: Put a single space between tube numbers; DO NOT use a comma as a separator!

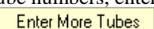
The completed screen should look similar to the example below.

(BR) 4-54 File Information:

Estab. No.* Collection Date* 

Estab. State* Tube Numbers*

 Click, to search for the records of all tube numbers that you entered in the Tube Numbers field.

If you need to enter results for more tube numbers, enter the numbers in the Tube Numbers field and click on .

The additional tube numbers will display at the top of the list.

2 ENTER LABORATORY INFORMATION

- **Laboratory** – Enter name of laboratory that tested the specimens.
- **Lab State** – Enter the state in which the laboratory is located.
- **Test Date** – Select from the calendar next to the field, the date the laboratory tested the specimens.

3 ENTER BR 4-54 NON-NEGATIVE LAB RESULTS

The lab result & interpretation information in this section is arranged in table format. Refer to the printed BR 4-54 provided by the diagnostic lab for test values and interpretations to enter into the online record.

- **Tube No** – The tube numbers that you entered previously auto-fill the tube number column of the table.
- **Test Types (RAP, CARD, PCF, RIV, CF, & FP)** – Add the values of the tests in the appropriate fields for each tube number.
- **Test Interp.** – Enter the first letter of the interpretation, or select the appropriate test interpretation from the drop-down menu. Choices are: Suspect, Reactor, Positive, Negative, Withheld, Broken Tube, Dry Tube, Hemolysed, QNS (Quantity Not Sufficient), Invalid Sample, Known Reactor, and Test Not Run.

Tube No	RAP	CARD	PCF	RIV	CF	FP	Test Interp.
91	P	P		4	21		Suspect (S)
92	P	P					Suspect (S)
93	P	N	N				Negative (N)
81	P	P	.562				Suspect (S)
82	P	N	.800				Negative (N)
83	P	N					Negative (N)
84	P	P	.480				Suspect (S)

4 SUBMIT INFORMATION TO GDB

NOTE: Once submitted, the records are no longer available for edits in WDB; however, you can manually edit them in the local GDB if necessary.

How test interpretations transfer to GDB

- **If a tube was queried (searched for) to be non-negative:**
 - But the test interpretation was not entered, the test interpretation defaults to W (Withheld).
 - If test interpretations were selected, those interpretations transfer to GDB.



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Section #4: continued State & Federal Office Process

- If a tube was not queried (searched for):
The test interpretation defaults to N (negative).

Submit to GDB Click, to submit all of the test results & interpretations for specimens collected by a specific slaughter plant or livestock market on a specific day, to a local GDB.

- A status message appears to let you know the following:
 - **Number of records** that were successfully submitted to GDB.
 - **Date** the records were submitted.
 - **ES NR Number** – The event summary record number in GDB. If you need to find the submission in GDB, you can use this number to locate it.

(BR) 4-54 Records:

921 (BR) 4-54 records were submitted successfully to GDB on 10/12/2007.
ES NR = 20072852116

- Corrections to the submission after the file is submitted to GDB must be performed using standard GDB forms and procedures.

Continue Click, to go to the BR 4-54 File Information Screen. You can then search for other BR 4-54 slaughter or market files.

- End of Instructions -