

Classical Swine Fever

Job Aid for Slaughter Establishments

Data Submission into the Veterinary Services Laboratory Submission (VSLS) Application

User Info

Slaughter Personnel

▶ Change Password

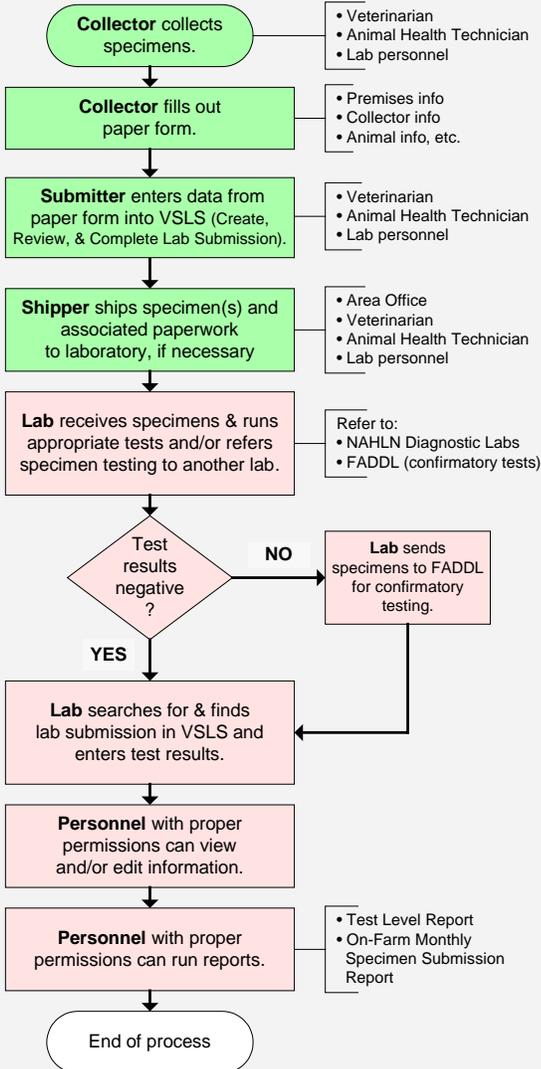
Action Items

▶ Create Lab Submission

▶ Review Lab Submissions

- **Help Desk Phone #** (877) 944-8457 Option 3, then Option 2
 - **URL** <http://cowebapps.aphis.usda.gov/vslabsub>
 - **Assumptions:** You have a user profile and role set up in the application.
 - **Pop-up Blockers:** Before logging into Veterinary Services Laboratory Submissions (VSLS) module, turn off/disable your web browser's pop-up blocker function.
 - **Required fields:** You must enter information into the fields next to red-colored text with asterisk (*).
 - **Warning!** DO NOT use the browser Back button  while working in the VSLS application. Doing so will kick you out. Instead, use the application Back button **Back**.
 - **Scope:** This job aid covers the steps slaughter establishment personnel follow to create, find, access, and view the appropriate lab submission in VSLS.
-  Click, for more detailed information & instructions.

Process Flow



Section #1: Application Menu Bar

The menu bar is displayed on most pages in the application. It's handy if you need to quickly get back to the *Home* page, need *help*, or just want to *log out* of the application.

MENU BAR > [Home](#) | [Help](#) | [Logout](#)

- **Home**—Click, to go to the Home page where you'll find application user information, action item links (Create Lab Submission, Review Lab Submissions, and Enter Lab Results), and a list of incomplete lab submissions. Click on a referral # to access an incomplete lab submission.
- **Help**—Click, to obtain Help Desk contact information, barcode ordering information, and access to detailed CSF application user guides.

Lab Submissions Help

If you are experiencing problems with this website or have questions, please contact the Help Desk at (877) 944-8457 (Option 3) or email the Help Desk at atac@aphis.usda.gov

★ **In need of more barcodes?** Barcodes can be ordered from NVSL via email at nvslshipping@aphis.usda.gov or by fax at (515) 663-7378. Please include your contact information and the number of barcodes you are requesting.

For detailed procedures on how to use the Laboratory Submissions website, please click on the program header links below to view a list of PDF-formatted user manuals associated with each program:

Classical Swine Fever User Documents:

- [Classical Swine Fever User Guide](#)
- [Diagnostic Lab Web Data Entry Job Aid](#)
- [Slaughter Establishment Web Data Entry Job Aid](#)
- [Wildlife Services Web Data Entry Job Aid](#)
- [CSF On-Farm Job Aid](#)
- [CSF Surveillance Web Site](#)

- **Logout**—Click, to exit the application and return to the login screen.
- **Forms**—To access a blank *CSF Surveillance Submission Form for Slaughter Establishments*, go to <http://www.aphis.usda.gov/vs/nahss/swine/csf/index.htm>

Section #2: Create Lab Submission

A SUBMISSION INFORMATION

Click on the *Create Lab Submission* link on the Home page and enter the Referral #, and Collection Date.

- **Program**—Classical Swine Fever (default-cannot change)
- **Collector Type**—Diagnostic Lab (default-cannot change)
- **Referral #**—Number that uniquely IDs a lab submission. Manually enter, using this format: State abbreviation (of collection site), your initials, the date, letter to differentiate multiple submissions in a day. Example: COSRV10072010A
- **Collection Date**—Click on the calendar icon at the end of the field to select the date specimens were collected.

Create New Submission Click to proceed.

B COLLECTION INFORMATION

Change the slaughter establishment name, testing laboratory, and collection date, if defaults are not correct, by clicking on the drop-down menu  or calendar  at the end of each field.

C SUBJECT INFORMATION

Enter information into the required fields, at minimum.

- **Lot ID/Tattoo/Other**—Characters, numbers, or tattoos used to identify a subject or origin of subject. Can link multiple specimens to one subject.
- **Reason for Submission**—Select from menu (Erysipelas, Septicemia, Other Condemnation, or Randomly Selected).
- **Specimen Bar Code**—Code that uniquely IDs a specimen. Each specimen has its own bar code.
- **Specimen Type**—Select type from drop-down menu (Tonsil, Blood, Semen, etc.)

Add Another Specimen Click, to add another specimen if necessary.

- **Production Site Info**—Most recent location of animal before going to Slaughter Establishment. Must enter State in which animal was found.

Save and Add Another Subject Click, to save subject information just entered and add another subject with associated information.

Save and Continue Click, to save subject information just entered and proceed to the Review Submission screen.

Delete This Submission Click, to delete the entire submission and associated data.

Section #3: Review & Complete Lab Submission

A SUBMISSION INFORMATION

The following information is displayed in this section.

Program, Collector Type, Referral #, and Submission Status (Incomplete, Submitted to Lab, and Results Approved)

Note: You cannot edit this information.

Review & Complete Lab Submission (continued)

B COLLECTION INFORMATION

- **Establishment Name**—Name of the slaughter establishment that submitted the specimens.
- **Testing Laboratory**—Name of diagnostic lab that is testing the specimens, and the city & state in which the lab is located.
- **Collection Date**—Date specimen was collected.

Edit Click, to edit selected specimen information.

Update Collection Information Click, to save your edits.

Note: The *Subject Information* is also displayed when you click on the *Edit* button, allowing you to add more animal data. All of the buttons identified in Section #2C are available.

C SUBJECT LIST

The following table is displayed.

| | Specimen – Specimen Barcode | Specimen Type | Lot ID/ Tattoo/ Other | Submission Purpose | Delete |
|-----------------------|-----------------------------|---------------|-----------------------|--------------------|---|
| <input type="radio"/> | 741101 | Tonsil | PP888 | Randomly Selected |  |

Edit Click, to edit the info associated with the selected subject.

Save Updates Click, to save the edits.

Copy Click, to copy all information (except barcode) from the selected subject into the Subject Information section. This is a quick way to add new subjects that have similar values.

Delete or  Click, to delete selected subject from the record.

Continue >> Click, to display the shipping information fields.

D SHIPPING INFORMATION

Check if you are the Submitter—Click in the box to add your name, address, email & phone number to the Submitter Information section.

Yes—Is the collector also the submitter? **NOT WORKING...**

- **Submitter Information**—Manually enter the submitter's name, address, email, and phone number or click in one of the boxes shown above if you want to replace it with another person's information.
- **Date Specimens Shipped to Testing Lab**—Select a date from the calendar icon at the end of the field.
- **Number of Specimens Shipped**—The number of specimens that will be shipped/tested auto-populates here.

Save Updates Click, to save edits.

Save and Complete Submission Click, to save the data entered and mark the lab submission complete if you feel it is accurate and correct. Once complete, the data is made available for reporting and the assigned testing lab can enter test results. Any data corrections at this point must be conveyed directly to the testing lab.

Delete This Submission Click, to delete the entire lab submission.

Back Click, to go to the *Home* page.

Generate Packing Slip Click, to view/print the packing slip that contains the referral # of the lab submission, submission information, and a samples list with subject IDs, sample bar codes, specimen types and collection dates. This printout travels with the specimens when they are shipped to the lab.

Classical Swine Fever

Job Aid for Slaughter Establishments

Data Submission into the Veterinary Services Laboratory Submission (VLS) Application

Section #4: Search for Lab Submission

- Access the VLS application using the URL shown on page 1.
- Login with your *User ID* and *Password*.
- Click, *Review Lab Submissions*, under Action Items.
- A search screen is displayed; enter or select specific information to find the lab submission you are looking for.

A SEARCH CRITERIA

Note:

If you enter information into multiple search criteria fields, you are being very specific about what you are looking for; that will produce a fairly short results list.

On the other hand, if you enter information into only one field, the results list will be much longer, causing you to hunt a little more for the correct lab submission.

Required fields

The *Program* and *Collector Type* fields are the only mandatory and auto-populated fields. All other fields are optional.

Pull-down menu fields

If you want criteria in these fields, you must select one of the choices – you cannot manually enter information.

Fields with no pull-down menu

If you want to add specific information into these fields, you can manually enter it or use the calendar for dates.

- If you don't know specific information, you can leave the field blank or enter wildcard %.
- If you know partial information, you can use the wildcard before or after letters or numbers. Example: You know the bar code ends in the numbers 367; you can enter **%367**.

B SEARCH FIELDS

- **Program**—Classical Swine Fever Program (default – cannot change).
- **Collector Type**—Slaughter Establishment (default – cannot change).
- **Referral #** —The State abbreviation, initials of data entry person, and the current date (e.g. TXJCS09282010A for Texas, Jay Carl Stone, September 28 2010, the first lab submission of the day for Jay Carl Stone).
- **Specimen Barcode (number)**—Barcode associated with a specimen.
- **Submission Status**—Menu choices are Incomplete, Submitted to Lab, and Results Approved.
- **Collection Date Between**—Select dates from the calendars, or manually enter dates (mm/dd/yyyy).
- **Collection State**—State in which the specimen was collected.
- **Lot ID/Tattoo/Other**—An animal identifier.

Search Click, to invoke the search, based on criteria entered.

Reset Search Criteria Click, to clear the search fields that were not auto-populated.

Cancel Click, to leave the *Lab Submission Search* screen and go to the *Home* page.

Search for Lab Submission (continued)

C SEARCH RESULTS

Search results are displayed in table format, as shown below.

Results 21 - 30 of 33 <<previous | Page 1 2 **3** 4 | next>>

| | Referral #  | # Animals Sampled | Collection Date | Collection State | Submission Status | Date Submitted |
|-----------------------|--|-------------------|-----------------|------------------|-------------------|----------------|
| <input type="radio"/> | COSRV10092009A | 3 | 10/09/2009 | CO | Submitted to Lab | 10/10/2009 |
| <input type="radio"/> | COTAB08252009A | 3 | 10/07/2009 | CO | Submitted to Lab | 10/07/2009 |

 The arrow identifies the column that is being sorted. A down arrow indicates it is sorted in descending order, and an up arrow indicates it is sorted in ascending order.

- Navigate the search results list by clicking on *previous*, *next*, or *the page number*.
- Sort the list by clicking on a column header. The first time you click, it sorts the current list of submissions (by that column) in ascending order; click again and it sorts in descending order.
- Select a lab submission by clicking in the round radio-button in the far-left column, next to the appropriate referral number. You may notice extra characters after the basic referral number. These are used to differentiate multiple submissions by the same person on the same day.
- View:
 - ⇒ *selected lab submission* by clicking on **Review Submission** .
 - ⇒ *subject information* by clicking on **View Subject Information** .
 - ⇒ *lab results*, if available, by clicking on **View Lab Results** .

D STATUS TABLE

The following table displays the submission status, test status, and test results status that correspond to various phases of the lab submission process. When searching for a lab submission, the submission statuses are used.

| Submission Status | Situation | Test Status | Test Result Status |
|-------------------------|---|------------------|--|
| Incomplete | Lab submission was started, but not yet submitted to a lab. | None | None |
| Submitted to Lab | Lab submission and specimens were submitted to a lab, but test results are not final. | Pending | Results Incomplete Results Waiting Confirmation |
| Results Approved | Lab submission and specimens were submitted to a lab, and the test results are final. | Completed | Results Approved |