

Classical Swine Fever

On-Farm Surveillance Job Aid

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

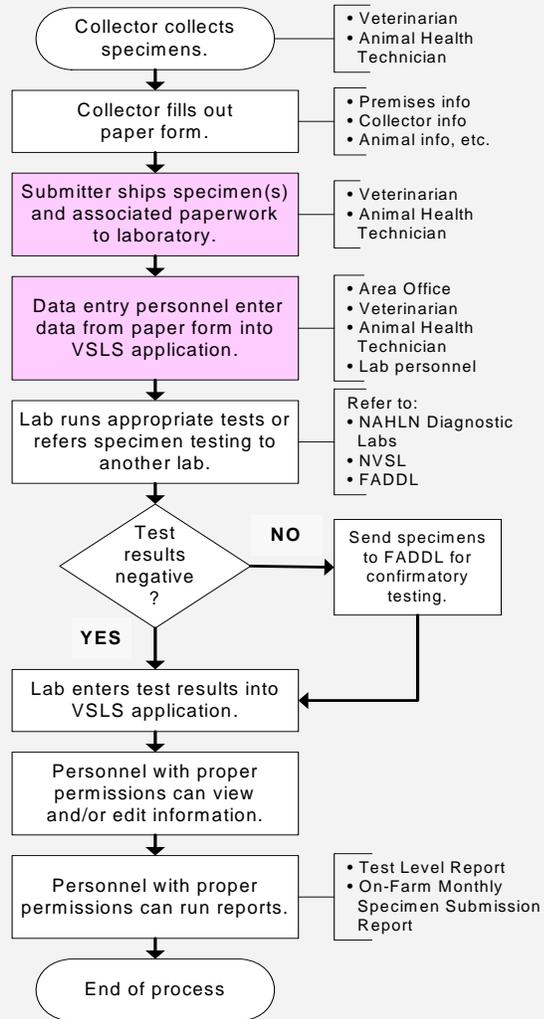


- User Info**
- OnFarm Personnel**
- Change Password
- Action Items**
- Create Lab Submission
 - Review Lab Submissions

- 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 (VLSL) 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 VLSL application. Doing so will kick you out. Instead, use the application Back button **Back**.
- Scope:** This job aid includes instructions to: Create an initial lab submission in VLSL (add collection information and subject/animal information, review a submission, and generate a packing slip), Search for & view a lab submission, and Edit a lab submission after completion.

Process Flow

The process flow diagram below shows the sequence of events that take place in the CSF On-Farm Surveillance Program. This job aid covers the highlighted steps.



Section #1 – Create Lab Submission

Access the VLSL application using the URL shown above. Login with your *User ID* and *Password*. Click, *Create Lab Submission*, under Action Items.

1 SUBMISSION INFORMATION

- Program** - Classical Swine Fever Program (auto-filled from login info)
 - Collector Type** – On-Farm Testing (auto-filled from login info)
 - Referral #** - Manually enter a number that uniquely IDs a lab submission using this format: State abbreviation of the collection site, collector's initials, and the collection date. You can also add a letter to differentiate multiple submissions in a day. Example: COSRV03152006A
 - Collection Date** – Date the specimens were collected.
- Create New Submission** > Click, to create new submission.

2 COLLECTION INFORMATION

Collector Information

To auto-fill the collector information fields, use one of the three methods listed below.

Search	Click, to display the person search screen. If you select a person from the search results, the information about the person will populate the appropriate collector fields.
Check, if you are the Collector	Click, to populate the collector information fields with the login user's information.
My Collectors History	Click to display collectors entered in previous submissions by the same submitter, then select the appropriate collector to populate collector information fields.

To manually-fill the collector information fields, enter information into each field listed below.

- Business name OR Last/First/Middle Name** (Full name of the collector)
- Address 1** – Physical address of the business or the collector's residence.
- City/State** – Name of the city & state in which the business is located or the collector resides.
- Zip** – Zip code in which the business is located or the collector resides.
- Email** – Business contact's or collector's email address.
- Phone** – Business or collector's phone number.

Section #1 – Create Lab Submission (continued)

Testing Laboratory Information

Choose the lab that you will send specimens to, using the pull-down menu.

Collection Site Information

The National Premises ID of the collection site, or the State & Zip codes of the site are required fields. If you enter State & Zip codes, you must enter a Feeder License Number or a State Premises ID.

- **National Premises ID** – A nationally issued identifier for a location, address, or facility involved in animal production, distribution, slaughter, processing, or related activity.
- **State** – Abbreviation of the State in which the collection site is located.
- **Zip** – Postal zip code in which the collection site is located. If you enter this before the State, the State abbreviation will auto-fill.
- **Collection Date** – Auto-filled from submission information.
- **Number of Swine on this farm** – Total number of swine on the farm.
- **GPS Location N & W** (Use WGS 84 Only) – Northern geographic coordinate number (latitude) of the collection location and western geographic coordinate number (longitude; -180° maximum; auto-saves as a negative number). Used for mapping and tracking purposes.
- **Identification**
 - Waste feeder license number – ????
 - State Premises ID – Similar to a National Prem ID, except issued by a State.

Does this operation feed any of the following waste food?

Check one of the following:

- Waste including meat Waste without meat No waste food

3 SUBJECT (ANIMAL) INFORMATION

Subject Details

- **Subject ID** – An animal identifier.
- **Age Class** – Select Juvenile, Fetus, Sub-Adult, or Adult.

Is the pig unthrifty or sick? Check one of the following:

- Yes No

Specimens

Enter the specimen barcode using available methods, and select specimen type from the drop-down menu. If you know the specimen condition and the media that will be used, select the appropriate value from the drop-down menus.

Specimen Barcode*	Specimen Type*	Specimen Condition	Media
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Specimen Barcode** – A unique bar code that identifies a specific specimen taken from an animal. Each specimen must be identified by its own bar code. Format : Start with an A, follow with 6 digits.
- **Specimen Type** – Select the type of specimen that will be sent to the testing laboratory. Choose from Tonsil, Tonsil Scraping, Nasal Swab, Serum, Lymph Node, Spleen, Meat Juice, Whole blood-edta, and Whole blood-heparin.

Add Another Specimen > Click, to add an additional specimen to the same subject (animal) record.

Save and Add Another Subject >

Click, to save the subject record and add a different animal's record.

Save and Continue >> >

Click, to save the subject record & proceed to Review Submission.

The subject was successfully saved!

Subject List

After subject information is saved, a subject list is displayed.

See example below. Click in the round radio button in the far-left column to select a subject.

	Specimen Barcode	Specimen Type	Age Class	Thrifty	Subject ID	Delete
<input type="radio"/>	A789987	Nasal Swab	Juvenile	N	SW321	
<input type="radio"/>	A789988	Nasal Swab	Juvenile	Y	SW322	

Edit >

Click, to edit data associated with selected subject.

Copy >

Click, to copy information from selected subject to a new subject that has similar values.

Note: Barcodes are not copied since each subject must have a unique barcode number.

Delete >

Click, to remove a subject (animal) from the lab submission record.

4 REVIEW SUBMISSION

Collection Information

Edit >

Click, to edit the On-Farm Testing Information, Testing Laboratory Information, or the Collection Site Information, if necessary.

Update Collection Information >

Click, to save changes.

The submission was successfully updated!

Subject Information

You can edit existing subject (animal) information, or add a new subject from this screen, if necessary.

Save Updates >

Click, to save changes.

Shipping Information

Check if you are the Submitter – This action will auto-fill the fields listed below.

Is the collector also the Submitter – This action will also auto-fill the fields listed below.

- **Submitter Last Name/First Name** – First & last name of submitter.
- **Address/City/State/Zip** – Physical address of submitter.
- **Submitter Phone #** - Telephone number of submitter.
- **Submitter Email** – Email address of submitter.
- **Business Name** – If appropriate, name of business with which submitter is associated.
- **Number of Specimens Shipped** - Total number of specimens (auto-filled) associated with this lab submission that will be shipped to the lab for testing.

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

Section #1 – Create Lab Submission (continued)

Shipping Information (continued)

- **Date Specimens Shipped to Testing Lab** – manually enter the date using format: mm/dd/yyyy, or select from calendar.

5 SAVE & COMPLETE SUBMISSION

Save Updates > Click, to save changes, if appropriate.

Save and Complete Submission > Click, to save the information you entered and complete the lab submission.

WARNING: Once you mark a submission complete, the submission data will be made available for reporting and the assigned testing lab will be able to enter test results against it (if the lab has been enabled to receive submissions electronically, a copy of the submission will automatically be sent to them).

Any data corrections you must make to the submission after it has been completed will need to be communicated with the lab.

If you are satisfied that the submission data is accurate and correct, click OK to mark this submission complete.

The submission was successfully completed!

6 GENERATE PACKING SLIP

A packing slip should accompany the specimens when they are sent to the testing laboratory.

Generate Packing Slip > Click, to view the Veterinary Services Laboratory Submission packing slip.

The following information is included:

- **Program Name:** CSF – Waste Feeders
- **Referral #**
- **Page _ of _.**
- **Submission Information:** Submitted By, Submitted To, Specimen Condition, Agency, Date Submitted, and Date Shipped.
- **Remarks**
- **Samples List:** Subject ID, Sample Bar Code, Specimen Type, Collection Date, Total # of Samples.



Click, to print the packing slip.

7 RETURN TO VLS HOME PAGE

Click on *Home* to return to the VLS home page. From there, you can create a new lab submission, or find and review/edit an existing one if permissions allow.

[Home](#) | [Blank Worksheet](#) | [Help](#) | [Logout](#)

Section #2 – Search for and View a Lab Submission

If you click on *Review Lab Submission*, on the Home page, a search screen is displayed.

1 SEARCH CRITERIA

The Program field is the ONLY mandatory field. All other fields are optional. You can search on one field, or multiple fields, depending on how specific you want to be.

Drop-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 drop-down menu

If you want to add specific information into these fields, you can manually enter it or use calendars 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.

2 SEARCH FIELDS

- **Program** - Classical Swine Fever Program (default)
- **Collector Type** – On Farm Testing (default)
- **Referral #**
- **Specimen Barcode (number)**
- **Submission Status** – Menu choices are Incomplete, Submitted to Lab, or Results Approved.
- **Collection Date Between** – Several options for date entry:
 - Select dates from calendar.
 - Type **T** for today's date, **T-4** for 4 days before today, etc . . . press **Tab**.
 - Manually enter date mm/dd/yyyy.
- **Collection State** – Select appropriate State from menu.

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

Reset Search Criteria > Click, to clear the search fields.

3 SEARCH RESULTS

Results are displayed in table format. Navigate by clicking on *previous*, *next*, or *page number*. Select a lab submission by clicking in the round radio-button in the far-left column.

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	10/19/2009
<input type="radio"/>	COTAB08252009A	3	08/25/2009	CO	Submitted to Lab	08/25/2009

Review Submission > Click, to view the lab submission.

Section #3 – Edit a Lab Submission

(after it has been completed and submitted to the lab)

If you have the appropriate permissions in VLS, you can edit a lab submission after it has been completed and submitted to the lab. If you do not see an *Edit This Submission* button on the Review Submission page, it means that you DO NOT have permission to edit.

1 SEARCH & FIND LAB SUBMISSION

Refer to Section #2 for search instructions.

Review Submission > Click, to view the lab submission.

2 LOCK & EDIT LAB SUBMISSION

Edit This Submission > Click, to edit the lab submission.

Read the following message...

Edit Submission: When editing a submission after it has been completed, there are several things you need to be aware of:

- This submission will be LOCKED by you for editing – no one else will be able to modify the submission while it is locked. To UNLOCK the submission, you must click the *Finished Editing Submission* button on this screen (the button is displayed after you lock a submission for editing).
- If the testing lab has received the specimens and you modify any submission fields sent to the lab (e.g. collector information, sample/specimen related fields), it is YOUR responsibility to contact the lab with the updated information.

Continue with Edit > Click, to proceed to the edit screens.

Collection Information

Edit and update Collection Information, if appropriate.

The submission was successfully updated!

Subject Information

Modify Subject Information and save updates, if appropriate.

- Add more subjects (animals) and associated information
- Add more specimen information
- Edit existing subject information
- Edit existing specimen information
- Delete a subject and/or specimen

The subject was successfully saved!

Shipping Information

Modify Shipping Information and save updates, if appropriate.

The submission updates were successfully saved!

3 UNLOCK THE LAB SUBMISSION

Finished Editing Submission > Click, to unlock the lab submission.

Notice: If you are satisfied that the submission data is accurate and correct, click OK to save the submission changes and unlock it.

The submission updates were successfully saved!

You can now log out of the application.

4 CONTACT THE TESTING LAB

Contact the testing laboratory to let them know what information you changed in the lab submission.

--- End of procedure ---