National Animal Health Laboratory Network Information System (NAHLN IS)

Laboratory Registry Module

URL - https://nahln.aphis.usda.gov/nahln/Login.do

Help Desk Phone # (877) 944-8457

Purpose & Scope: The intention of this job aid is to provide a quick reference for process steps and field definitions associated with the *Create Lab System Registration* and *Maintain Laboratory Facility Profile* processes.

Color code used in this job aid

- 🟩 NAHLN System Administrator
- 🟧 General Users
- 🟥 Lab System Administrator (LSA)
- 🟦 Lab Facility Administrator (LFA)

Home | Lab Registry | Admin | Logout

The application toolbar is displayed with every screen.

Home takes you to the Lab Registry home page.

**Lab Registry** takes you to the Lab Registry module.

Admin takes you to the Administration module.

Logout takes you completely out of the Lab Registry module.

Section #1
Create Lab System Registration

The Lab System Administrator (LSA) is the primary person responsible for creating a lab system registration, based on information supplied by the requester. The NAHLN Administrator can also perform this task. An entry must include at least one laboratory facility and may be saved for editing (e.g. add more lab facility profiles) until it is approved.

Lab System Registration Lifecycle

Create → Saved → Approved
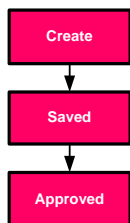
Saved Status – If a registration is in Saved status, it can only be viewed by the NAHLN Administrator and the LSA. The LSA can edit it as well.

Approved Status – If a registration has been approved, it is available for editing & viewing.

- o If the facility profile is in Active status, general users can view the registration.
- o If the facility profile is in Inactive status, only users associated with the lab can view it.
- o Once the Lab Registration is approved, Lab Facilities associated with it CANNOT be deleted.

1 LOG INTO SYSTEM

Log into the NAHLN system using the URL provided above along with your login and password. If you have any problems, contact the Help Desk (refer to phone number above).

2 ACCESS THE LABORATORY REGISTRY

Home | Lab Registry | Admin | Logout

NAHLN Menu

Lab Registry
Administration
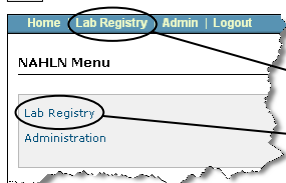
There are two ways to access the lab registry:

- Click on *Lab Registry*, located in the toolbar on the home page.
- Click on *Lab Registry*, located in the NAHLN Menu on the home page.

3 REQUEST TO ADD LAB SYSTEM

- a. Click on *Request to Add Lab System*.
- b. Enter Lab System ID (OID).
- c. Click on *Add Lab System* button. **Add Lab System**

4 ENTER DATA FOR LAB REGISTRATION

- **Lab Facility Name —** The full name of the laboratory, including the state in which it is located. Format is: <State name> <Affiliation (optional)> <Laboratory Designation>.
  For example: Kentucky Livestock Disease Diagnostic Center.
- **NAIS Premises ID** – The National Animal Identification System non-producer participant number assigned to the facility. The ID numbers, which are seven alphanumeric characters, are obtained from your state NAIS premises identification system.

- **Type of Lab** – The primary service activities or testing performed in the laboratory. Select from Public Health, Plant, Food Testing, Environmental, or Animal. To select one, simply click on it once; to select a second type press Ctrl before clicking on it. To deselect a choice, press Ctrl and click on the type name.
- **Jurisdiction** – The type of administrative oversight and reporting structure for the laboratory. Select from Federal, State, University, Private, and County. You can select more than one.
- **Affiliated Networks** – All of the laboratory networks in which the laboratory is currently approved to participate.
- **Street Address, City, State, and Zip** – The mailing address or 911 address for the laboratory. Do not list P.O. Box.
- **Country** – The country defaults to USA.
- **Web Address** – The Uniform Resource Locator (URL) for the home page of the laboratory.
- **Laboratory Phone Number** – The central contact number to be used by other laboratories when calling the laboratory facility.
- **Fax Number** – The central FAX number to be used by other laboratories when transmitting information to the laboratory facility.
- **After-hours Number** – The telephone number to be used to contact the laboratory after normal working hours.
- **Physical Lab Space (Assignable Square Feet)** – The total assignable square footage of the laboratory facility. In general, a laboratory building is between 50-60% efficient (only 50-60% of the gross square footage of the building may actually be used for work). Hallways, loading docks, restrooms, air and elevator shafts, etc, are not used in the assignable square footage calculation. Enter a decimal number.
- **Available BSL2 Space (Assignable Square Feet)** – The assignable square footage available for BSL2 level laboratory operations. This excludes square footage for administrative purposes, offices, etc, that are not involved in laboratory processes.
- **Available BSL3 Space (Assignable Square Feet)** – The assignable square footage available for BSL3 level laboratory operations. This excludes square footage for administrative purposes, offices, etc, that are not involved in laboratory processes.
- **Lab Quality Manual Link** – A URL link to the laboratory quality manual. All AAVLD accredited laboratories are required to have a laboratory quality manual by 2007.

Update Profile Click, to save the lab registry/facility profile.

Cancel Click, if you do not want to save the entered information.

Create Lab System Registration (continued)

5   EDIT SAVED LAB REGISTRATION

The lab registration is automatically saved in the *Saved Lab Facilities* list on the home page. The list contains the following information for each lab system.

- Lab System ID
- Lab Facility Name
- Lab Type
- Methods
- City

- State
- Registry Status
- Profile Status
- Link to View Lab System
- Link to Edit Lab System *

* Click on the *Edit Lab System* link to edit or delete the information you previously entered, and to add other information.

`Edit`   Click, to edit the Basic Lab Information that you entered in step 4.

`Update Lab System ID`   Click, to save the lab system identification number after changing it.

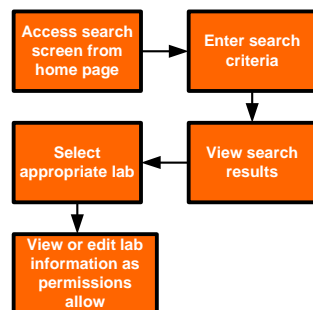`Add Lab Facility`   Click, to add another lab facility by entering information into the fields described in step 4.

`Delete Lab Facility`   Click, to delete a lab facility.

`Review Lab System Registration` Click, to view all of the information currently included in the registration.

`Approve`   Click, when you are done entering information. The lab information you approved has been successfully added/modified in the laboratory registry. The registration is now available for editing and viewing, depending on the status of the facility profile. Refer to Section #1, Lab System Registration Lifecycle on page 1.

Section #2
Search for Labs

All Lab Registry users have the ability to search the electronic registry for existing lab facility profiles. Searches can be filtered by selecting criteria from drop-down menus and/or entering specific search criteria that helps limit the number of search results. *Note: If a user does not select or populate any filter criteria, the system will return all available laboratory facility profiles to which the user has access.*

```
[Access search screen from home page] → [Enter search criteria]
                                              ↓
[Select appropriate lab] ← [View search results]
        ↓
[View or edit lab information as permissions allow]
```

The search process is outlined in the diagram to the left.

Note: This process applies to Lab Registry administrators also.

1   ACCESS THE SEARCH SCREEN

Laboratory Registry
Request To Add Lab System
Search Lab Registry

- On the home page, click on *Lab Registry*.
- Next, click on *Search Lab Registry*.

Search for Labs (continued)

2   ENTER SEARCH CRITERIA

The more information you enter into the search form, the more narrow your search will be, and the smaller the list of . . .

- **Type of Lab —** The type of specimens the lab tests. Select from:
  - Animal
  - Environmental
  - Food Testing
  - Plant
  - Public Health
- **Lab Facility —** The name of a lab facility.
- **Lab System ID -** The identification number of a lab system.
- **City -** The name of the city in which a lab facility is located.
- **State -** The name of the state in which a lab facility is located.
- **Method —** The name of a test method.
- **Average Daily Capacity -** The number of tests processed per day.
- **Registry Status —** Select Approved or Saved
- **Include Archived Lab Profiles —** Click on Yes or No.

   ○ Yes   ● No

`Search`   Click, to search for a lab based on the search criteria.

`Cancel`   Click, to stop the search.

3   VIEW SEARCH RESULTS & SELECT LAB

The search results are displayed in a table format with information about a specific lab system on each row. The information for each lab system includes:
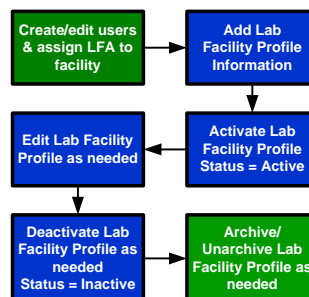
- Lab System ID
- Lab Facility Name
- Lab Type
- City

- State
- Registry Status
- Profile Status

If the lab system you are looking for is on the list, you can view or edit the associated information if your access permissions allow. In the far-right column of the table:

- Click on *View Lab System* to view the information.
- Click on *Edit Lab System* to edit the information.

Section #3
Maintain Lab Facility Profile

The NAHLN Administrator creates and edits user information and assigns a **Lab Facility Administrator (LFA)** to a facility. The LFA is the primary person responsible for maintaining lab facility profiles that they have been given access to administer. *Note: The NAHLN Administrator and the Lab System Administrator can also perform the tasks associated with profile maintenance.*

```
[Create/edit users & assign LFA to facility] → [Add Lab Facility Profile Information]
                                                      ↓
[Edit Lab Facility Profile as needed] ← [Activate Lab Facility Profile Status = Active]
        ↓
[Deactivate Lab Facility Profile as needed Status = Inactive] → [Archive/ Unarchive Lab Facility Profile as needed]
```

The process covered in this section focuses on the tasks performed to maintain the lab facility profile (not the creation of users and assignment of the LFA to a facility).

1   **ADD LAB FACILITY PROFILE INFORMATION**

Add/Edit   Click, to add or edit Laboratory Contact, Analytical Instrumentation, and Laboratory Methods information.

a. Laboratory Contacts:

- **Role (s)** – Select one or more of the following choices:
  - Lab Administrator
  - Lab Diagnostician
  - Lab Director (Required)
  - Lab Technician

- **Area (s) of Expertise** – Select one or more of the following:
  - Administration
  - Bacteriology
  - Biotechnology
  - Electron microscopy
  - Finance
  - Genomics
  - Histology
  - Immunology
  - Informatics
  - Information technology
  - Molecular diagnostics
  - Mycology
  - Parasitiology
  - Pathology
  - Proteomics
  - Shipping/receiving
  - Toxicology
  - Virology

- **First, Last, & Middle Name** – The full name of contact person.
- **Phone number** – The contact person's primary phone number.
- **Fax number** – The phone number used to transmit copies of information to the contact person via a fax machine.
- **E-mail** – The contact person's email address.

Add   Click, to add the contact information to the contact list in the lab registration.

Reset   Click, to erase the contact information you entered.

Laboratory Contact List

	Roles	Area of Expertise	Last Name	First Name	Middle Name
☐	Lab Diagnostician	Parasitiology	Peebles	Leroy	Lee
☐	Lab Technician	Bacteriology	Foster	Cameron	Carl
☐	Lab Director	Toxicology	Fletcher	Jasmine	Korin

| Delete Checked |
| Update Profile | Cancel |

Delete Checked   Click, to delete a laboratory contact that has a check in the checkbox on the left side of the row.

Update Profile   Click, to update the facility profile with the contact information.

Cancel   Click, to stop data entry. The contact information will not be saved.

Note: To edit contact information in the Laboratory Contact List, click on the laboratory contact's last name (colored blue in the list). Go to the Add Contact section above the list to edit the information in the appropriate fields.

Update   Click, to save the changes.

b. Analytical Instrumentation (section not complete):

- **Lab Facility Name** – The name of the lab is auto-filled.
- **Type** – Select the type of instrumentation used at the laboratory.
  - Thermocycler
  - ELISA Reader
  - Incubator
  - Ultrcentrifuge
  - GC/MS
  - HPLC
  - Biosafety hood

- **Manufacturer** – The name of the company that manufactured the instrument.
- **Model** – The model further defines the type of instrument.
- **Serial Number** – The unique serial number that identifies a specific instrument.

Add   Click, to add the instrument to the Analytical Instrument list. Repeat the steps above for each instrument used by the laboratory.

Delete Checked   Click, to delete an instrument that has a check in the checkbox on the left-side of the row.

Update Profile   Click, to update the facility profile with the analytical instrumentation information.

Cancel   Click, to stop your data entry. The analytical instrumentation information entered will not be saved.

c. Laboratory Methods (section not complete):

- **Lab Facility Name** – The name of the lab is auto-filled.
- **Laboratory Methods** – Select one or more test methods from the list. For every method selected, the user must complete the capacity information, identify the qualified lab technicians/diagnosticians, specify the status of the specific method at the lab facility, and specify user access rules associated with the method.

Next   Click, to proceed to the Testing Capacity section.

- **Testing Capacity** – There are numerous capacity fields in which to enter information. *Note: As the number of test personnel in a lab changes, the capacity of the lab will need to be modified to adjust to the situation.*

  Daily Capacity (tests processed per day)
  - Average Daily Capacity
  - Maximum Routine Daily Capacity
  - Maximum Surge Daily Capacity

  Weekly Capacity (tests processed per week)
  - Average Weekly Capacity
  - Maximum Routine Weekly Capacity
  - Maximum Surge Weekly Capacity

  Lag Time / Turnaround Time
  - Lag Time to Maximum Surge Capacity (days, hours, minutes, months, or weeks)
  - Routine Turnaround Time Capacity (days, hours, minutes, months, or weeks)
  - Surge Turnaround Time Capacity (days, hours, minutes, months, or weeks)

  Surge Capacity Mode
  - Activate Surge Capacity Mode (click in checkbox to activate)
  - Surge Start Date
  - Surge End Date

- **Qualified Laboratory Technicians and Diagnosticians—** Select one or more from the list.

- **Activate method?** Click in the appropriate box shown below.

  * ○ Activate method for use in lab
  ○ DO NOT activate method for use in lab

- **Allow approved NAHLN users to view method details?** Click in the appropriate box shown below.

  * ○ Allow approved NAHLN Users to view method details
  ○ DO NOT allow approved NAHLN Users to view method details

Back   Click, to go to the previous screen.

Next   Click, to complete the same information for the next method if more than one has been identified.

Cancel   Click, to stop the data entry for the laboratory methods.

Update Profile   Click, to save the laboratory methods information.

2   ACTIVATE LAB FACILITY PROFILE

The lab facility profile defaults to Inactive status when it is initially created. To activate the profile, click on the Activate button; see screenshot below.

Basic Lab Information	Edit
Laboratory Contacts	Add/Edit
Analytical Instrumentation	Add/Edit
Laboratory Methods	Add/Edit
Laboratory Profile Activation	Activate

> When the profile is activated, the STATUS = ACTIVE and general users can view the information.

3   EDIT LAB FACILITY PROFILE

To edit the lab facility profile, follow the steps outlined in Section #3, Step 1: Add Lab Facility Profile Information.

4   DEACTIVATE LAB FACILITY PROFILE

There are two methods for deactivating a profile.

Method A: If the lab facility profile is in Active status, a Deactivate button becomes available on the Edit Lab Facility screen. In the event that you need to deactivate the profile, click on the Deactivate button; see screenshot below.

Basic Lab Information	Edit
Laboratory Contacts	Add/Edit
Analytical Instrumentation	Add/Edit
Laboratory Methods	Add/Edit
Laboratory Profile Activation	Deactivate

Method B: *My Lab Facilities* table on the Laboratory Registry page. In the far-right column of the table, click on Deactivate. See screenshot below.

View Lab Facility
Deactivate
Edit Lab Facility

> When the profile is deactivated, the STATUS = INACTIVE and only users associated with the lab can view the information.

5   ARCHIVE LAB FACILITY PROFILE

If the lab facility profile needs to be archived (archiving is the only way a lab facility profile can be removed from a Lab System Registration), the NAHLN Administrator performs the following steps:

a. Login to the NAHLN system.
b. From the NAHLN Menu, click on Lab Registry.
c. Search Lab Registry for the profile that needs archiving.
d. In the far-right column of the appropriate profile in the Search Results table, click on Archive.
e. Enter comments related to the reason for archiving the laboratory facility profile and submit.

View Lab System
Edit Lab System
Archive

> Only profiles that are associated with a Lab System Registration that is in APPROVED status can be archived.
>
> Archived lab facility profiles can still be retrieved and viewed if the user opts to include ARCHIVED profiles during their lab facility profile search.

6   UN-ARCHIVE LAB FACILITY PROFILE

If the lab facility profile needs to be un-archived, the NAHLN Administrator performs the following steps:

a. Login to the NAHLN system.
b. From the NAHLN Menu, click on Lab Registry.
c. Search Lab Registry for the profile that needs to be un-archived.
d. In the far-right column of the appropriate profile in the Search Results table, click on Unarchive.

View Lab System
Edit Lab System
Unarchive

> The un-archived lab facility profile STATUS = INACTIVE. The Lab Facility Administrator can activate it if appropriate.

- End of Instructions -