RUCDR

STANDARD OPERATING PROCEDURES MANUAL
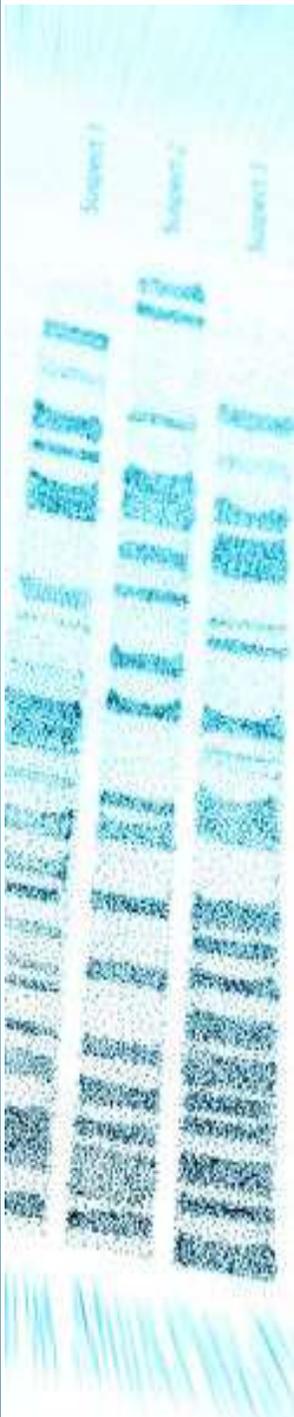
The **RUCDR STARLIMS Sample Submission** video will show you how to submit samples to the RUCDR. You can access the video by going to **http://rucdr.org.** Click on the **LIMS** link on the top navigation menu, then the **TRAINING VIDEOS** link on the left navigation menu. Then, click on **RUCDR STARLIMS Sample Submission.**

If you do not have access to the **RUCDR STARLIMS Sample Submission** video, then follow the following instructions:

1. Go to LOGIN OPTIONS on the right side of the screen. Choose the SAMPLE SUBMISSION option.

2. This will automatically enter you as submitter.

3. Choose the PROJECT, then the SITE.

4. Choose the courier, which typically is FedEx. Enter the tracking number, then in the NOTES field, enter in any special instructions.

5. Note that all items with an asterisk are required.

6. To manually add samples, click on MANUALLY ADD SAMPLES TO THE LIST. The screen entitled SAMPLE INFORMATION will pop up.

7. Scan the barcode on the phlebotomy form that was inside of your kit. If you do not have a scanner, enter the barcode number into the FORM NUMBER field and press enter.

8. Enter the SUBJECT ID, according to the naming convention for your study.

9. Enter the ALTERNATE ID, PEDIGREE, SEX, and AGE.

10. By default, the day and time are selected. In the event the sample was collected at an earlier date, that information can be entered. However, later dates are not accepted.

11. All entries with an asterisk are required.

12. Next, the information for each tube needs to be entered into the SAMPLE INFORMATION pop up. There are two options, depending on whether or not the tubes in your kits have a preprinted barcode.

13. If you **DO** have a preprinted barcode on your tube, choose the sample source, which will in most cases is whole blood (indicated by WB) or saliva, cell lines, DNA, or blood spot cards.

14. Click on the INVENTORY ID window and either scan the barcode on the tube or enter it manually.

15. The SUBJECT ID will automatically populate.

16. Click on ADD.

17. If this is a redraw of a previously collected subject, then check the box for a redraw. Check your data, and submit your request.

18. If you **DO NOT** have a preprinted barcode on your tube, choose the sample source, which is most likely whole blood.

19. The SUBJECT ID is automatically populated. Click in the SUBJECTID field.

20. Then, in order to select the container type, click on the pull-down menu.

21. Choose the CONTAINER TYPE.

22. Click on ADD.

23. Whether or not you have a preprinted barcode on your tube, every tube submitted for processing needs to be entered into the system.

24. Once you have completed entering and adding the information for each tube in the SAMPLES section, click on SAVE.

25. Your sample list will appear in the bottom section of the SAMPLE SUBMISSION page.

26. Choose the appropriate answer if the subject was a redraw.

27. Review your information and click on SUBMIT. A number will be assigned to each of your requests.

28. Click on YES.

29. From the customer dashboard, you can track your sample submission, as well as requests for supplies and biomaterials. You will receive email notification after the arrival and accessioning of your samples at the RUCDR.

Videos for requesting supplies and requesting biomaterials are also available. If you need further assistance, please contact the RUCDR STARLIMS helpdesk by phone at 732.445.4429 or email at <u>starlimshelp@biology.rutgers.edu</u>.