Standard Operating Procedure for Using the LIMS Scheduler

1. Scope

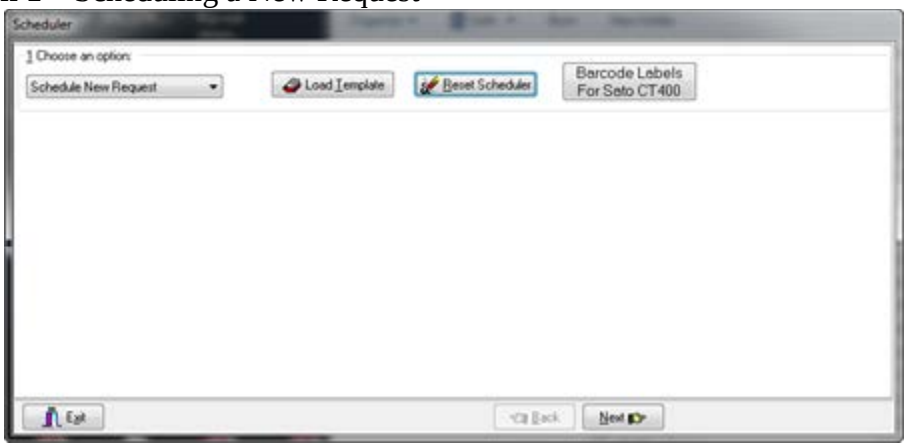
The LIMS Scheduler is used by DEP Lab clients and managers to enter sampling requests into LIMS. DEP clients use the Scheduler to submit requests for DEP Lab services. Lab Managers use the Scheduler to enter projects into LIMS from outside clients and to approve requests.

2. Scheduling Analyses in LIMS

Log into the DEP LIMS and from the menu choose "General" then "Scheduler."

2.1 Select "Schedule New Request" then "Next."

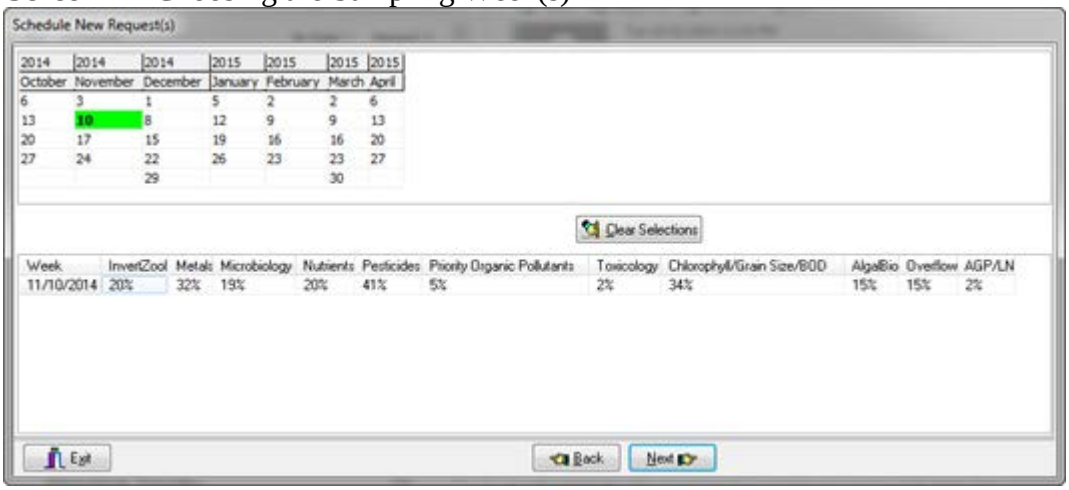
Screen 1 – Scheduling a New Request



2.2 If you have saved templates from previous scheduling events, please choose Load Templates and highlight the correct template

2.3 Choose the Week(s) for the Sampling Event

Screen 2 – Choosing the Sampling Week(s)

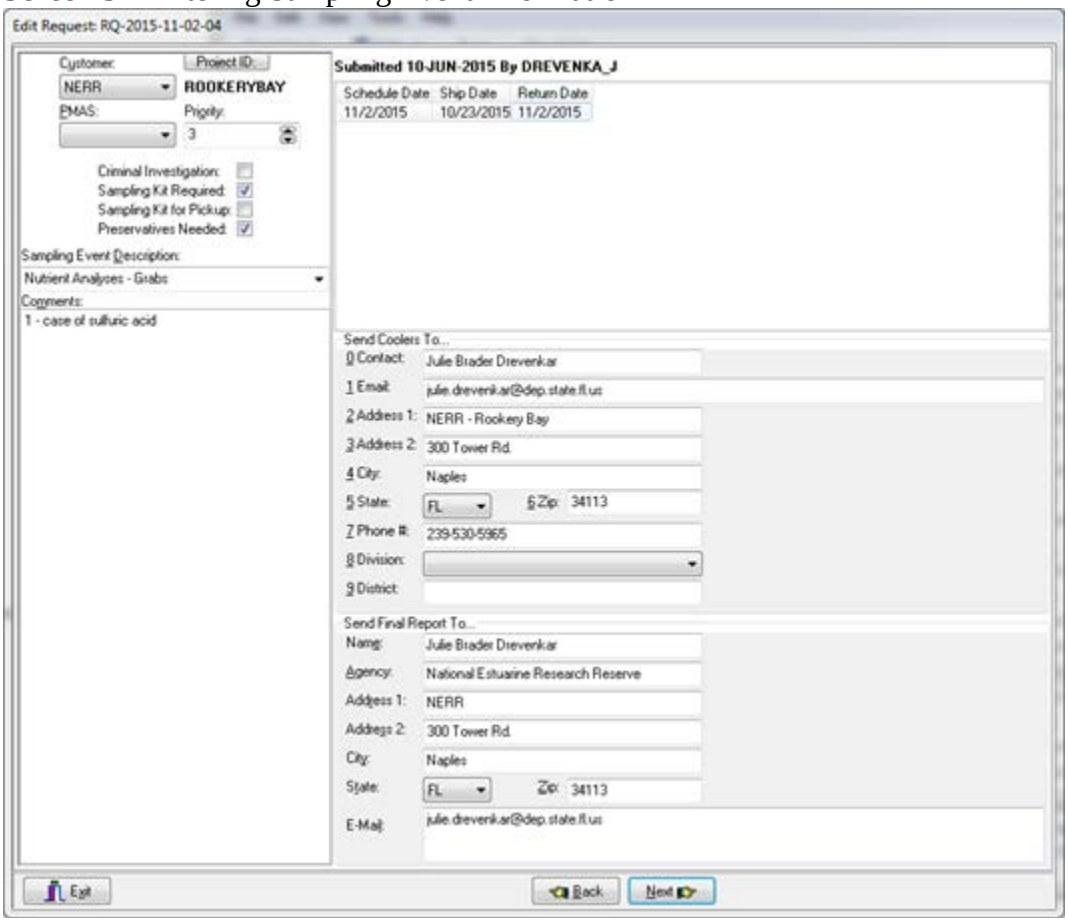


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- Choose the week of sample collection. If the same event is going to be scheduled a number of times then multiple weeks then can be selected for up to six months. There will be a different Request ID generated for each week selected and each RQ will have its own set of Scheduled/Shipping/Return dates.
- Laboratory capacities are displayed, by group, below the calendar. If any groups have capacities over 150% then check with the lab before scheduling the analyses.
- Choose "Next" to move to the next screen.

2.4 Entering Sampling Event Information

Screen 3 – Entering Sampling Event Information



- Select a Customer ID from the drop down list.
- Select a Project ID from the projects displayed.
- PMAS is optional. If the event needs to be linked to a specific program module then select a PMAS number.
- Select a priority for the report turnaround time.
    - The scheduler defaults to Priority 3.
    - The priority indicates how soon the data are needed. Choose a different priority if needed. For priorities 1 and 2 there is a prompt to enter a comment.
    - Turnaround time = Priority# plus one week

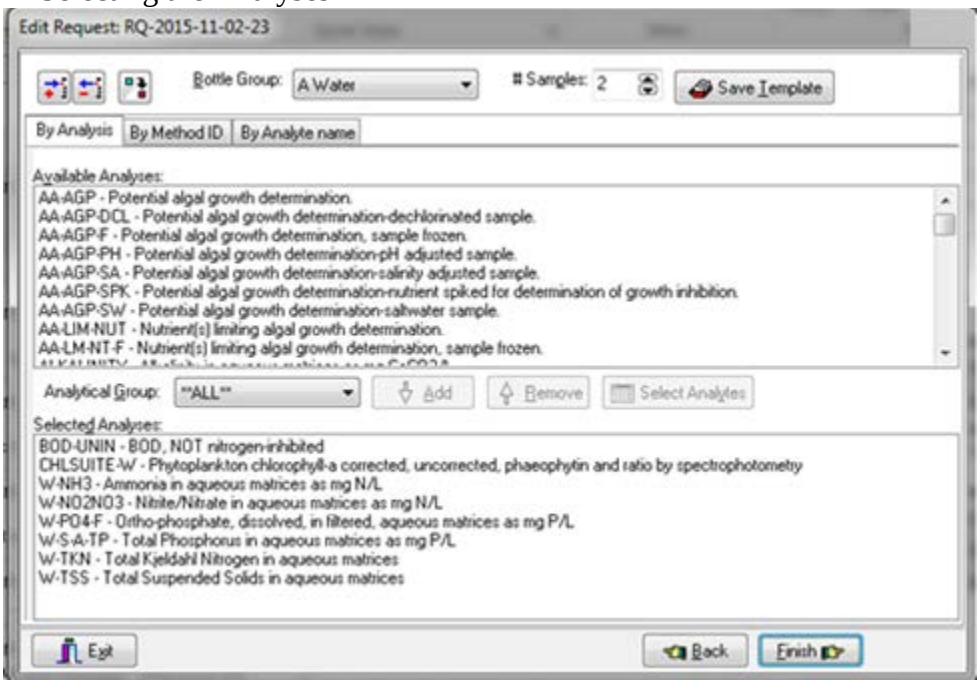
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  - Examples:
    Priority 1: Two week turnaround
    Priority 2: Three week turnaround
    Priority 3: Four week turnaround
  - If less than a two week turnaround time is needed, please contact the laboratory.
- Check the designated box if the event is a Criminal Investigation.
- Check the designated box if a sampling kit is required.
- Check the designated box if a sampling kit is being picked up.
- Check the designated box to indicate whether preservation is required for the sampling event. If checked, then a comment must specify what kind of preservative and how much. We are now encouraging all customers to accept sulfuric and nitric acid by the case (24 vials).
- Enter a description of the sampling event. For criminal cases, include a case number.
- Comments: Enter any special instructions for the laboratory staff. These comments could include:
  - Preservatives, cases or individual vials
  - Analyte-free water for Field Blanks
  - Paperwork and shipping bills
  - Special delivery or pickup dates
  - Number of coolers to use, if designated
  - Special containers instructions (more/fewer)
  - Login instructions (separate events)
  - Special handling or importance
- Schedule/Shipping/Return Dates: The system defaults to a kit ship date of 2 weeks prior to the sampling week. The return date indicates the week of sampling. The Receiving Room staff require 2 full weeks to schedule a kit for delivery. The Ship Date can no longer be modified. Please modify the sample Return Date if you know when you plan to ship the samples back to the lab. If you need your kit prior to the mandatory 2 week period, please contact the lab so that we may accommodate your request.
- Under Send Coolers To, enter the name, email address, address and phone number of the person receiving the kit. When kit preparation is complete, this person will receive an email indicating it is ready for pickup or that is has shipped, including the common carrier tracking codes.
- Under Send Final Report To, enter the name and address of the person getting the data. Hard copy reports are mailed for events scheduled as criminal cases. All other reports are transmitted via e-mailed information (with electronic signatures).
- E-mail and E-mail #2: Enter the correct e-mail address of the person(s) receiving the report. The top E-mail row is a required field. All report notifications are e-mailed so an incorrect address will delay the reporting process.
- If the “Next” button is not highlighted, choose the “Required Customer Info” button to find out what required information is missing.
- Choose “Next” to go to the analysis selection screen.

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2.5 Selecting the Analyses

Screen 4 – Selecting the Analyses





A D C

There are 3 icons for working with Bottle Groups:

A. Add a Bottle Group
D. Delete a Bottle Group
C. Clone a Bottle Group

Choose the A icon to create a Bottle Group (A). Then select a Bottle Group from the five options (water, soil/sediment/waste, tissue, air, biological).
Enter the number of sites that are being analyzed with the selected tests.
Select the Tests
Tests can be selected three ways, using the 3 tabs at the top:

- By LIMS Analysis ID (e.g. W-Cl-IC)
- By Method ID (e.g EPA Method, Standard Method or SOP)
- By Analyte Name (not recommended for analysis selection, just for analysis identification). If a component is selected under the Analyte Name option, no other components in the selected analysis will appear. Use this function to identify the LIMS analysis then choose the LIMS Analysis tab and select the analysis, then choose the component from the drop down list.

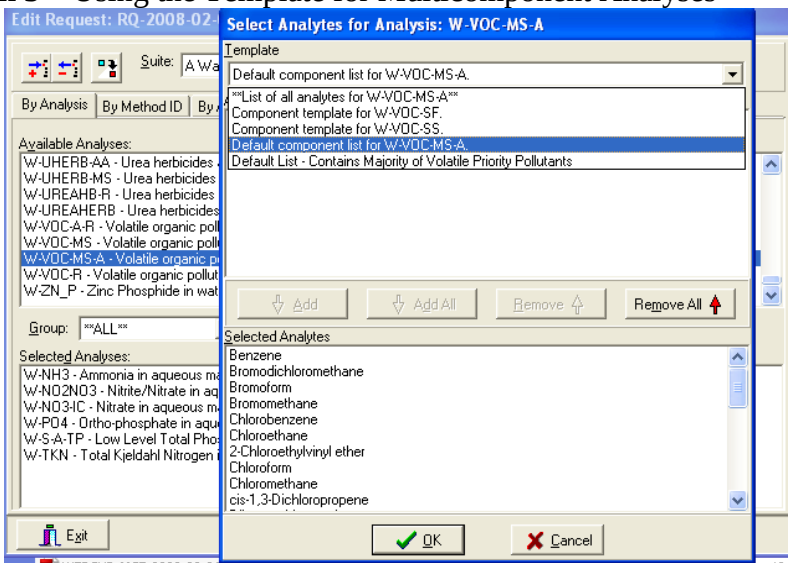


To narrow down the selection, choose the appropriate Group (e.g. metals, pesticides). Highlight the analyses of interest and choose Add.

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For multi-component analyses use the selection box. All components in the default template appear. If a different template is needed, use the drop down selection box.

Screen 5 – Using the Template for Multicomponent Analyses



If samples of more than one matrix type will be collected, then each matrix group needs a Bottle Group.
The number of Bottle Groups scheduled depends on whether different tests are being requested for various sites and if there is more than one matrix group being sampled.
If there are any questions or concerns regarding the scheduling of an event please call the DEP Central Laboratory staff for assistance.

3.0. Display/Edit Options

From the dropdown menu on **Screen 1**, the requests can be displayed, edited or canceled. Requests can be displayed at any time but edits and cancellations have limited access. Once a request is approved, then only the laboratory staff can edit or cancel it.

Request status P or T: the person who created the request can edit or cancel it.
Request status A, W, S or R: contact the lab staff for edit or cancellation requests.

4.0. Time Saving Features

Cloning Bottle Groups

If additional sites have the same matrix as an existing Bottle Group but the test list is different, the Bottle Group can be cloned and the appropriate tests added or deleted.

Creating Scheduler Templates

If you need to repeatedly schedule similar requests, then a scheduling template can be created. When additional events are scheduled the template can be used and modified if necessary. The Save Template button on the analysis page will create a template of what has been scheduled. Choose the button and enter a name for the template. To schedule with a template choose the Load Template option on the first window of the Scheduler.

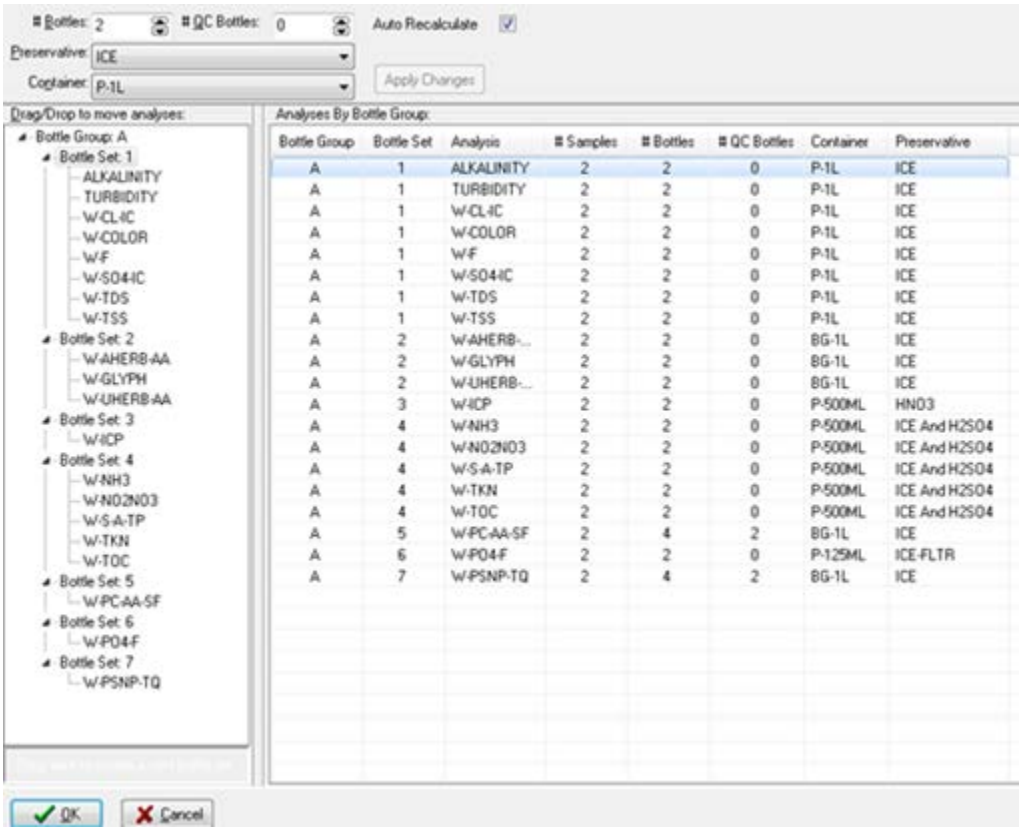
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5.0. Approving Requests – for Lab Managers Only

LIMS Scheduler Requests are reviewed/approved by the Lab Managers prior to shipping. The approval process includes reviewing the request to ensure that the lab can handle the work and checking for correctness. The requests will not appear on the kit packing backlog until they are approved by chemistry and/or biology.

- Open the LIMS Scheduler. In the screen displayed in Screen 1, choose the drop down box in the top left hand corner and select "Approve Request." Select an RQ and choose the Next button.
- To view the information in the first screen, choose the Back button.
- Review the e-mail address, event description and note any comments or add comments if needed (see Screen 3). Choose the Next button.
- Review the tests and sample numbers in each Bottle Group (see Screen 4). Evaluate the number of samples and tests for any workload issues. Check with supervisors before approving any large projects that may significantly impact their workload. Choose Finish.
- Review the bottle breakdown displayed in Screen 6. Adjust container numbers, sizes, or types if necessary. To adjust, uncheck the Auto Recalculate box. Choose Apply Changes after each edit. Bottle changes are not saved if the request is approved again. Be sure you are the last approver if bottle changes are needed.
- If everything looks correct choose the OK button.

Screen 6 – Bottle Sets



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