



# Labeling SOP

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<b>Process Owner Approval:</b>	<b>Title:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Functional Area Approval:</b>	<b>Title:</b>	<b>Signature:</b>	<b>Date:</b>

## 1. PURPOSE

The purpose of this standard operating procedure (SOP) is to describe how to label and relabel samples in the Core Laboratory.

## 2. SCOPE AND SAFETY PRECAUTIONS

This SOP applies to all lab staff members who perform tasks related to specimen processing in the Core Laboratory. Exercise Universal Precautions.

## 3. LABEL STANDARDIZATION

This procedure describes the format of the standard study label formats.

### 3.1 Label Orientation

From a usage standpoint, it is important to assure that the label orientation on the vial facilitates scanning. Linear barcodes (1D Code 128) must be oriented with the length of the vial rather than wrapped around the circumference of the vial. (See Diagram)

### 3.2 Linear 1D (Code 128) vs. 2D (Datamatrix) Label

A linear 1D (Code 128) barcode should be used on all vials that have at least a one inch flat surface. If the vial measure less than one inch, such as a snap cap vial, a 2D barcode should be placed on the cap of the vial. (See Diagram)



**3.3 Non-BSI collections**

Non-BSI collections will follow a similar labeling scheme, based upon the Principal Investigator’s approval.



**3.4 Describer Files**

The **Standard Non-DNA Describer** file has the following fields

- OBS
- BSI Id
- Study Id
- Subject Id
- Material Type
- Box
- Row
- Col

The **Standard DNA Describer** file has the following fields

- OBS
- BSI Id
- Study Id
- Subject Id
- Material Type
- Bbl Prefix and Id
- Bbl Tube Num
- Box
- Row
- Col

**4. STANDARD LABEL LAYOUTS**

**4.1 Standard Sample Label (1” x 1” Label)**

1. **BSI ID** (The BSI ID will be printed as a Code 128 barcode (3 mil) and as human readable text.)
2. **Study Id**
3. **Subject Id**
4. **Material Type**

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.  
 Catalog #: THT-179-492-3 (Zebra Printer)  
 THT-179-492-1 (BBP-11 Printer)

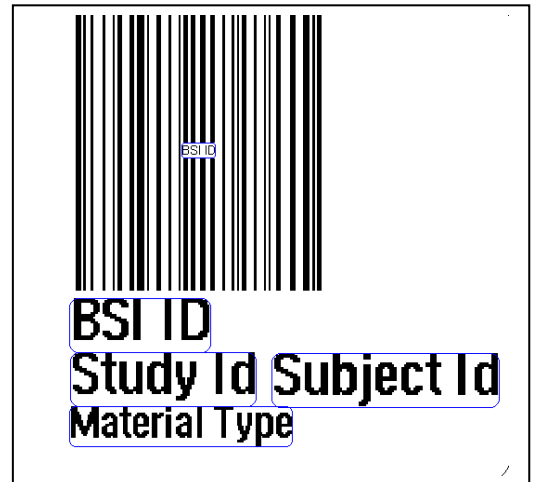
Description: Freezerbondz® Thermal Transfer  
 Size: 1” W x 1” H

**BSI Report**

Generic\_Lab\_Label\_Report / Standard Non-DNA Label Report

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard Non-DNA Sample Label 1x1.lab  
**Describer:** DSC/Standard Labels/ Standardized Non-DNA Label.dsc



**4.2 Standard DNA Sample Label (1” x 1” Label)**



1. **BSI ID** (The BSI ID will be printed as a Code 128 barcode (3 mil) and as human readable text.)
2. **Study Id**
3. **Subject Id**
4. **Material Type**
5. **Bbl Prefix & Id**
6. **Bbl Tube #**

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.  
 Catalog #: THT-179-492-3  
 Description: Freezerbondz®  
 Size: 1" W x 1" H

**BSI Report**

Generic\_Lab\_Label\_Report / Standard DNA Label Report

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard DNA Sample Label 1x1.lab  
**Describer:** DSC/Standard Labels/ Standardized DNA Label.dsc

**4.3 Standard 2D Datamatrix Label (.5" x 1" + .5" Circle Label)**

1. BSI ID (The BSI ID will be printed as a 2D Datamatrix barcode and as human readable text.)
2. Study Id
3. Subject Id
4. Material Type

**Label Description**

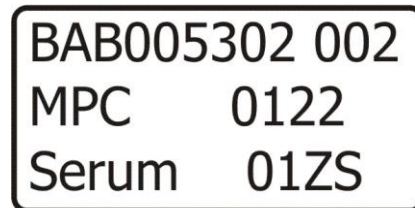
Label Manufacturer: Brady Worldwide, Inc.  
 Catalog #: THT-182-492-3  
 Description: Freezerbondz®  
 Size: .5" x 1" rectangle + .5" Circle Label

**BSI Report**

Generic\_Lab\_Label\_Report / Standard Non-DNA Label Report

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard 2D Narrow Sample Label 1x1.lab  
**Describer:** DSC/Standard Labels/ Standardized Non-DNA Label.dsc



**4.4 Standard 2D DNA Narrow Sample Label (1" x 1" Label)**

1. **BSI ID** (The BSI ID will be printed as a 2D Datamatrix barcode and as human readable text.)
2. **Study Id**
3. **Subject Id**
4. **Material Type**
5. **BBL Prefix-Id**

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.  
 Catalog #: THT-179-492-3  
 Description: Freezerbondz®



Size: 1" W x 1" H

**BSI Report**

Generic\_Lab\_Label\_Report / Standard DNA Label Report

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard 2D DNA Narrow

Sample Label 1x1.lab

**Describer:** DSC/Standard Labels/ Standardized DNA Label.dsc

**4.5 Standard 2D Short 3 Across Label (.5" x 1" Label)**

1. **BSI ID** (The BSI ID will be printed as a 2D Datamatrix barcode and as human readable text.)
2. **Study Id**
3. **Subject Id**
4. **Material Type**

**Label Description**

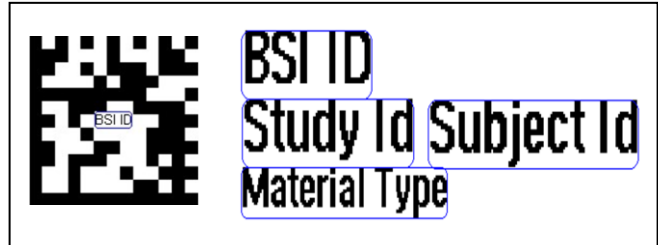
Label Manufacturer: Brady Worldwide, Inc.

Catalog #: THT-5-422-10

Description: Freezerbondz®

Size: 1" W x 0.5" H

Temp Range: Good to -40°C



**BSI Report**

Generic\_Lab\_Label\_Report / Standard Non-DNA Label Report

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard 2D Short 3 Across Label .5x1.lab

**Describer:** DSC/Standard Labels/ Standardized Non-DNA Label.dsc

**4.6 Standard Box Label (1" x 1" Label)**

1. **Study Id**
2. **Box #**
3. **Material Type**
4. **Original Id (Optional)**
5. **Temperature at which the sample should be stored**

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.

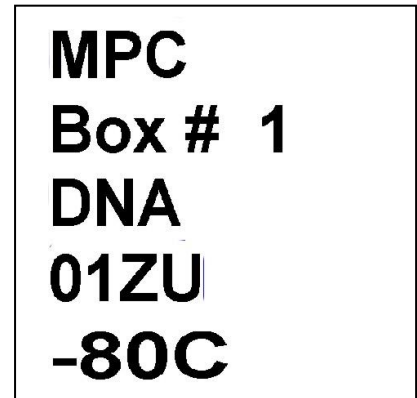
Catalog #: THT-179-492-3

Description: Freezerbondz®

Size: 1" W x 1" H

**BSI Report**

You can create a report using Excel. Create an Excel spreadsheet with the following column headers: OBS, Study Id, Box, Material Type, Original Id. To create a report from BSI use "Generic\_Lab\_Label\_Report / Standard Box Label"



**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard Box Label 1x1.lab

**Describer:** DSC/Standard Labels/ Standard Box Label .dsc

**4.7 Standardized Slide Label (1" x 1" Label)**

1. **BSI ID** (The BSI ID will be printed as a Code 128 barcode (3 mil) and as human readable text.)
2. **Study Id**



3. **Material Type (Volume Unit)**
4. **Subject Id**
5. **Block #**
6. **Slide Sequence #**

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.  
Catalog #: THT-179-492-3  
Description: Freezerbondz® Thermal Transfer  
Size: 1" W x 1" H

**BSI Report**

Start with Generic\_Lab\_Label\_Report / Standard Slide Label. You will have to parse out the vial modifier field to get the Slice Sequence. Remember to label the Column Header "Slice Sequence" after parsing.

**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard Slide Label 1x1.lab  
**Describer:** DSC/Standard Labels/ Standardized Slide Label.dsc

- OBS
- BSI Id
- Study Id
- Subject Id
- Material Type
- Parent Id
- Slice Sequence
- Box
- Row

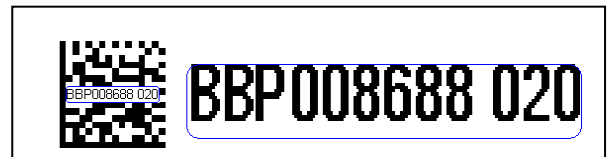
**NOTE:** Before labels can be printed for slides, the blocks must be entered and children created. Once the children have been created, you can print the slide labels.

#### 4.8 Standardized Tissue Block Label (1" x 1" Label)

1. **BSI ID** (The BSI ID will be printed as a Datamatrix barcode (3 mil) and as human readable text.)

**Label Description**

Label Manufacturer: Brady Worldwide, Inc.  
Catalog #: THT-199-482-3  
Description: Tissue Cassette Label  
Size: 1.050" W x 0.25" H  
Ambient / refrigerator temp

**BSI Report**

Generic\_Lab\_Label\_Report / Standard Non-DNA Label Report

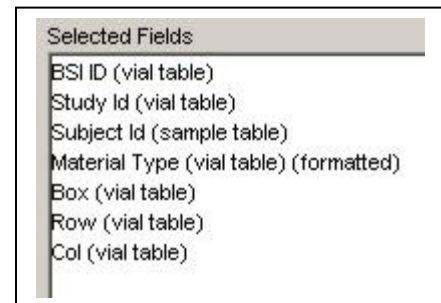
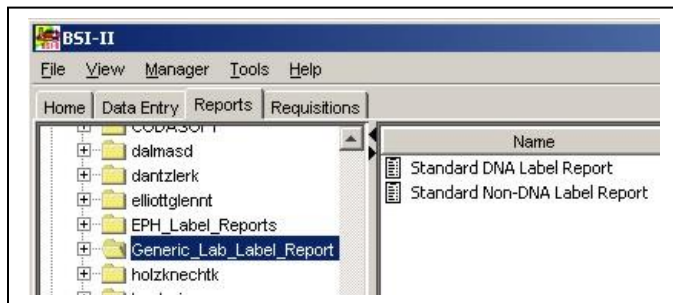
**BradySoft Label Name**

**Label:** Lab/Standard Labels/ Standard Tissue Block Label.lab  
**Describer:** DSC/Standard Labels/ Standardized Tissue Block Label.dsc

- OBS
- BSI Id

## 5. USING BSI TO CREATE REPORTS FOR STANDARDIZED LABELS

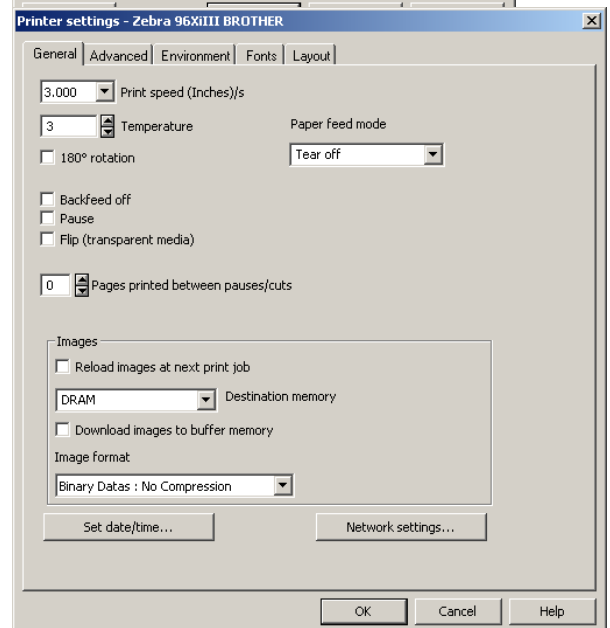
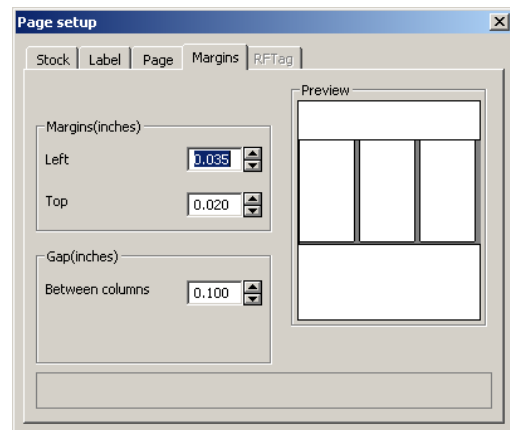
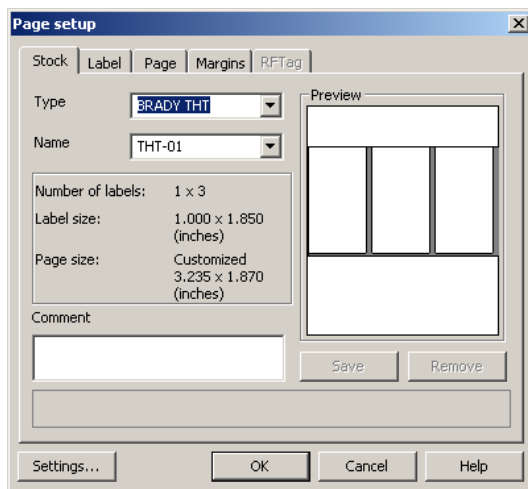
Two standardized reports have been set up in BSI that will generate reports that are set up to be automatically formatted for the Standardized Labels Descriptor Files (.dsc).

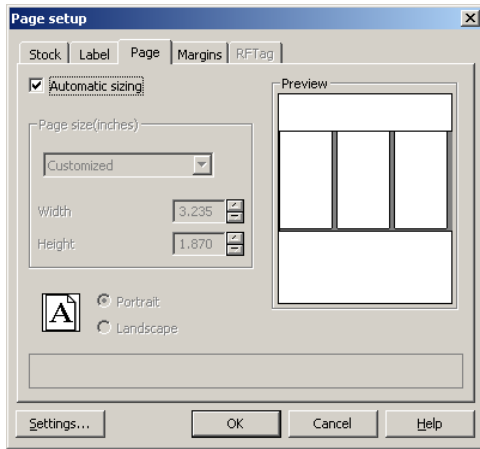
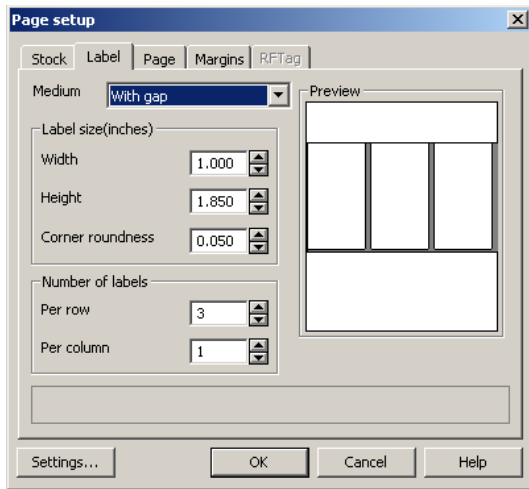


- Select **Generic\_Lab\_Label\_Report**
- Select **Standard Non-DNA Label Report** or **Standard DNA Label Report**

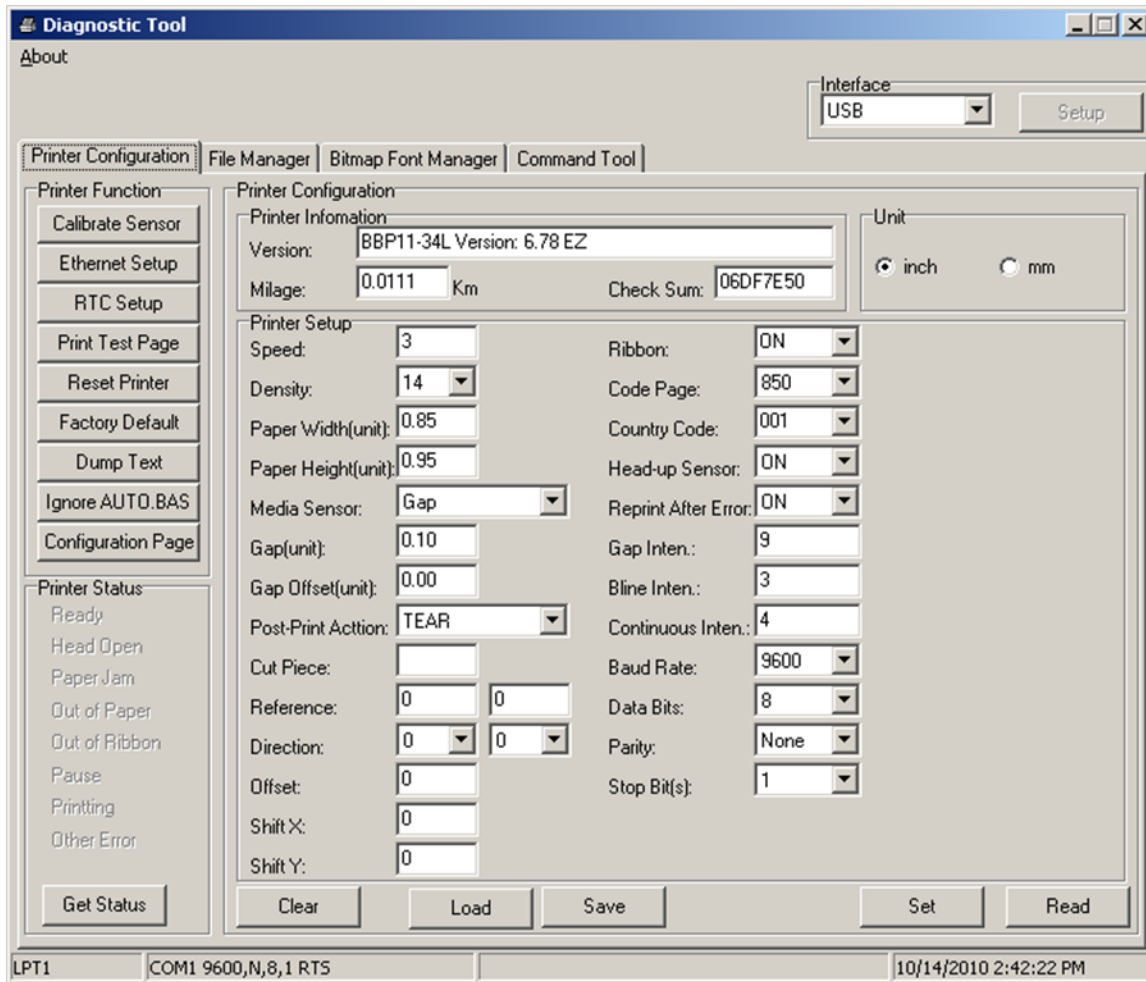
If you want to display any other fields, add them *after* Col. By using these reports you will be ensured that the file produced will match the Descriptor files for the standardized reports.

## 6. PRINT DRIVER SETTINGS FOR 3 ACROSS LABELS ON ZEBRA

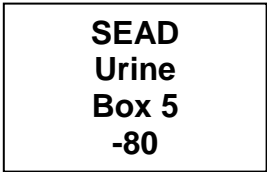




## 7. PRINT DRIVER SETTINGS FOR BBP11 PRINTERS



## 8. VIAL LABELING AND SCANNING TECHNIQUES



### 8.1 Box Labeling Procedure

1. All boxes must be labeled with the following information:
  - a. Study Name (ex. SEAD)
  - b. Material Type (ex. Urine)
  - c. Box number (ex. Box 5)
  - d. Proper storage temperature (ex. -80)
2. Only use freezer tested labels. Do not use Avery type labels as they can easily peel off after freezing. You can use the same labels that are used for the vials or you can use the hand-held Brady labeler.
3. Completely obliterate any writing that may already be on the box.
4. Place three labels on each box. One each on the front, top and back of the box cover.
5. Mark the back left corner of the box with a magic marker to indicate the starting point of the box.

### 8.2 Vial Labeling Procedure

1. Print labels according to the specifications of the study.
2. Test the labels by opening excel and scanning at least 6 labels, 2 from each column.
3. Place the labels on the vials so that the barcode runs the length of the vial.



### 8.3 Scanning Procedure

1. Boxes are filled and scanned starting in the left rear corner of the box, which should be marked with a black marker.
2. Select the box with the proper exterior label.
3. Open up a scanning template.
4. Fill in the Study, Material Type, and Box #.
5. Scan the BSI Id into the proper column starting at the left rear corner of the box. Make sure the Cap Lock is not on otherwise you will have BSI Id like bai000123 000.
6. Save the file with the following nomenclature – “Study Material Box #” (ex. SIS Serum Box 25).

Study	Material Type	Box #	BSI Number	Row	Column
SIS	Serum	25	BAJ000447 201	1	1
SIS	Serum	25	BAJ000447 201	1	2
SIS	Serum	25		1	3
SIS	Serum	25		1	4
SIS	Serum	25		1	5
SIS	Serum	25		1	6
SIS	Serum	25		1	7
SIS	Serum	25		2	1

**Scan Here**

## 9. PRINTING LABELS USING BRADYSOFTWARE FROM BSI OR EXCEL SPREADSHEETS FOR USE IN A "STANDARD SAMPLE LABEL 1x1"

These instructions will guide the user on how to print subject Id labels using BradySoft Labeling Software using Excel spreadsheets as your source document.

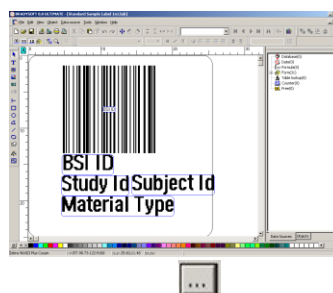
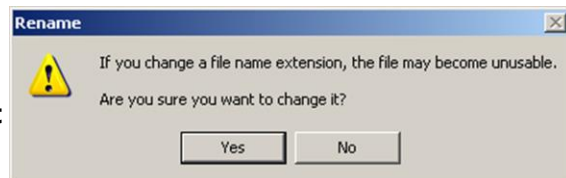
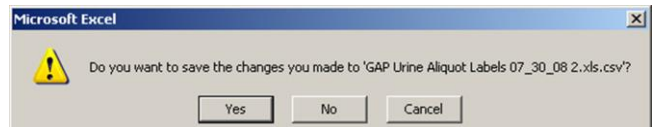
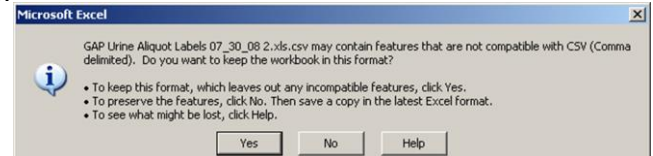
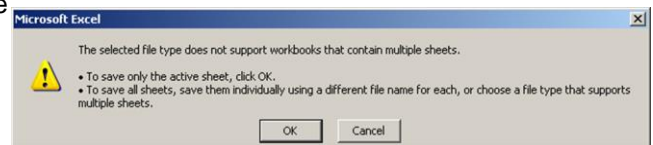
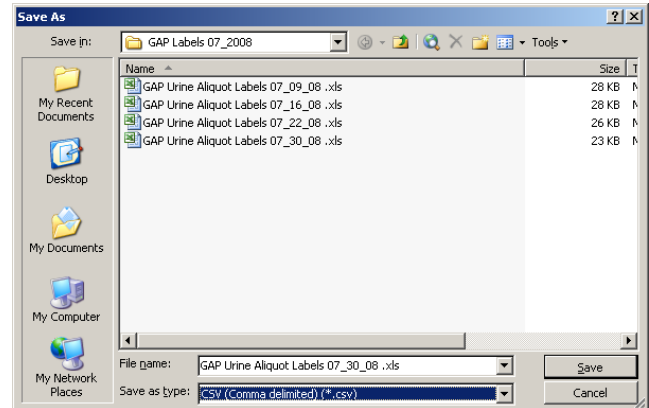
### 9.1 Step 1: Create .txt label files




1. Open the label file produced by lab database staff.
2. Add a column to the left titled OBS.
3. Save As a CSV (Comma Delimited) (\*.csv) file. Close file.
4. A dialog box will open stating that "the selected file does not support workbooks that contains multiple sheets. Click on OK.
5. A second dialog box will open asking if you want to keep the workbook in this file format. Click on Yes.
6. Close the file. You will get a dialog box asking if you want to save the changes. Click on No.
7. Select File / Open and right click on the .csv file you just created. Select Rename. Change the .csv file ending to .txt and press the enter button.
8. A dialog box will open asking you if you are sure you want to change it. Click on Yes.

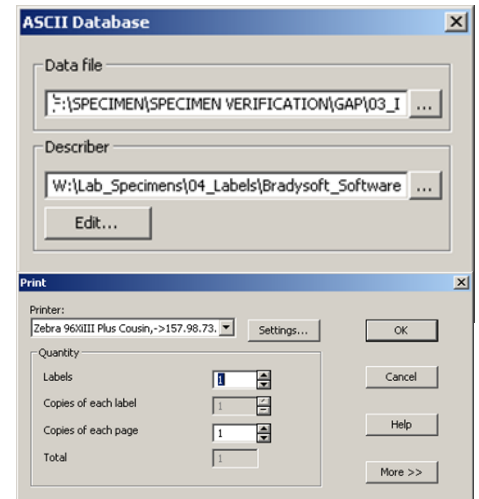
NOTE: If you are creating label file using a standard report from "Generic\_Lab\_Label\_Report" in BSI you can skip Step 1. Use "Standard Non-DNA Label Report"

### 9.2 Step 2: Print Labels with BradySoft

1. Open BradySoft
2. Open the Standard Sample Label 1x1.lab file



3. **Data source\Database\Open ASCII Table** and press
4. Locate and open the .txt Label file you just created.
5. Under Describer press 
6. Locate and select the describer file.
7. Click on OK
8. Click on the right Arrow button  in the toolbar to preview the label.
9. Click on **printer icon** in toolbar. 
10. Under Quantity / Labels select **1**
11. Click on **More>>**
12. Click on **All Records** and then **OK**
13. Pick up labels in the lab from the Zebra Cousin printer
14. Close label and do not save.

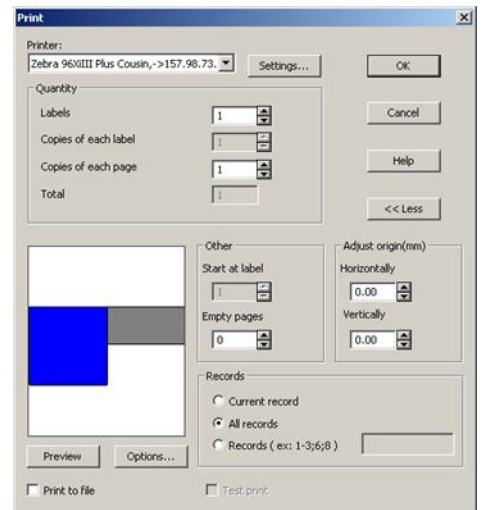


Lab\_Specimens

- 04\_Labels
  - Bradysoft\_Software
    - Lab
      - Standard labels
        - Standard Sample Label 1x1
    - DSC
      - Standard labels
        - Standardized Non-DNA Label.dsc

Generic\_Lab\_Label\_Report

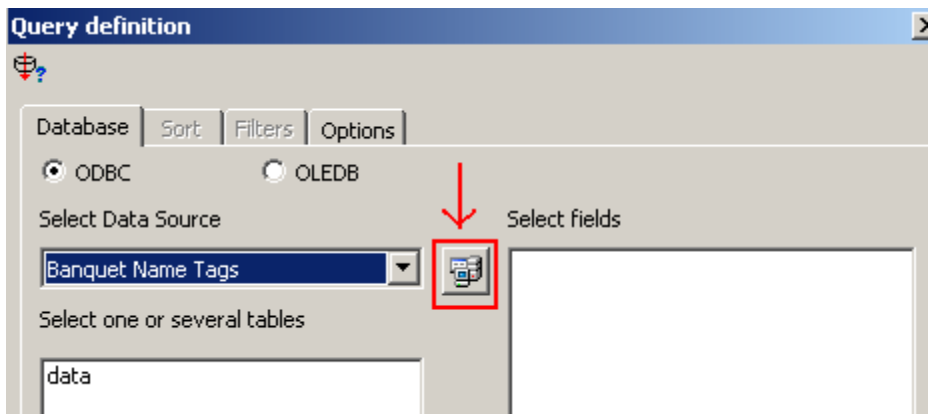
- Standard\_Non\_DNA\_Label\_Report



## 10. IMPORTING AN EXCEL DATABASE INTO BRADYSOFT 8

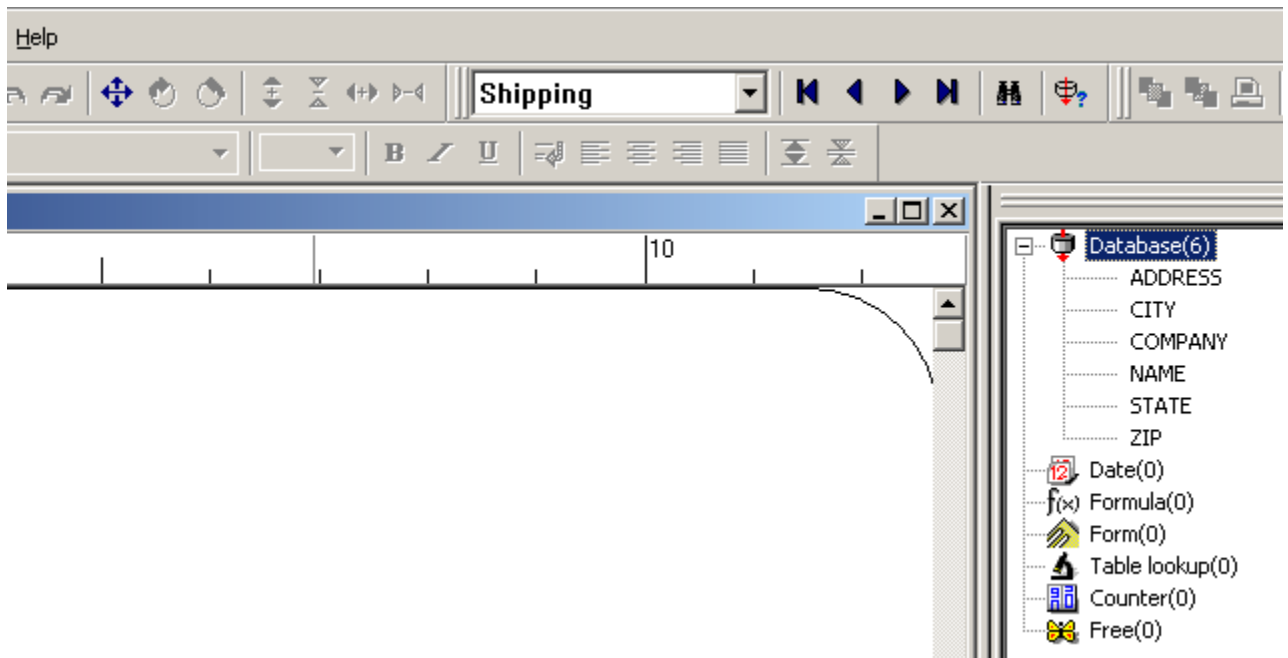
When working with an Excel spreadsheet, formatting needs to be set as text to ensure the data is imported into Bradysoft correctly. Follow the instructions below.

1. Create your Excel file as usual, or open an existing Excel file
2. Highlight all of the records to be imported into Bradysoft. Click on **Format** then **Cells** and click on **Text** in the Category field on the General tab. Click **OK**. This will format all of the highlighted cells as text cells.
3. With all of the records still highlighted, click on **File, Print Area**, then **Set Print Area** to range of data to be imported. Then click on **OK**.
4. Click on **File, Save As** and save to a directory or folder that you will easily find in the future.
5. Close Excel
6. Open Bradysoft
7. From the Bradysoft menu, click on **Datasource**, then **Database**, then **Create/Edit Query**.
8. Click on the button in the middle of the screen (see below).



9. Click on Add, Select the Microsoft Excel driver (.xls), click on Finish.
10. Now give it a Data Source Name that you will recognize later so you will know which file this datasource will link to.
11. Click on the Select Workbook button and select your Excel file (you may need to change the driver or directory to find where your Excel file resides), click OK.
12. You are now back to the ODBC setup screen Click OK again. Click Close.
13. You are now at the Query Definition menu. In the Data Source box is a down arrow, click on it and select the name of your data source.
14. In the Tables area will appear the name of the table, print area, or data-from-the-first-cell in your Excel file. Select it and your field names will appear in the field box. Select any or all of the fields you wish to use on your label. Click OK.

15. The variables (your Excel file's fields) will now be listed under Database.



16. Click and drag the fields to your label. The default display is field name. Click on View, Mode, then content to see the actual data from your Excel file. When you print, the first label will contain the data from the first row or record of your Excel file, then the second label will contain the data from your second row or record, and so on.

17. There are several ways to print your data.

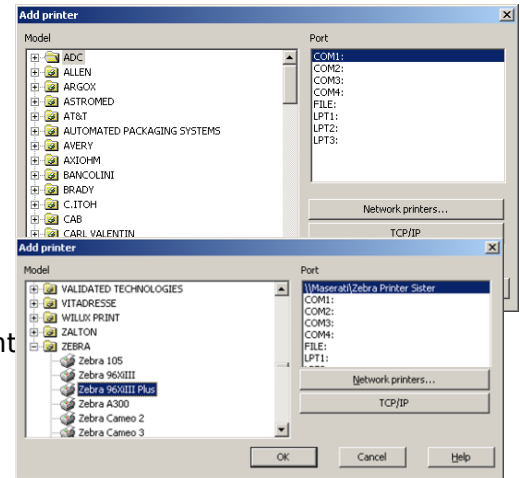
- a. Click on File then Print, then More. If you have the option (Ultimate does, Standard will only print all records), then you can select Current Record, All Records, or Records (where you can specify records, for example: 1-8, 11, 27).
- b. Click on Tools, Database then View The Query Resulting Data. You can enter the quantity for specific labels then click the printer icon on the screen to print.

Quantity	NAME	COMPANY	ADDRESS	CITY	STATE	ZIP
1	GEORGE BUSH	United States of	1600 PENNSYLV	WASHINGTON	DC	20201
2	1 JOHN SMITH	ABC Corp	123 MAIN ST	SPRINGDALE	WA	99173
3	JOHN NORQUIS	City of Milwaukee	4721 WISCONSII	MILWAUKEE	WI	53223
4	2 RICHARD DALY	City of Chicago	2600 LAKESHORI	CHICAGO	IL	60156
5	RUDY GUILIANI	City of New York	3642 TRIBECA R	NEW YORK	NY	02379
6	WILLIE BROWN	City of San Francisco	1 CARLTON GOC	SAN FRANCISCO	CA	94101
7	RON KIRK	City of Dallas	44 LONESTAR BE	DALLAS	TX	75211
8	ROBERT JONES	Widgets Inc	2461 UNION PLA	DAVENPORT	IA	52805
9	RICHARD HEAD	Tools R Us	421 OAK HILL LA	STREAMWOOD	IL	
10	1 JANICE COLLINS	C&C Heating	7835 LINDSTROF	HOMER	AK	99603
11	FREDDY KRUEGE	Sweet Dreams	123 ELM ST	NEW ORLEANS	LA	70122

## 11. NETWORKED ZEBRA PRINTER INSTALLATION

To install a Zebra Printer that will be used over the network, follow the following steps:

1. Open BradySoft
2. Click on File
3. Click on Select Printer...
4. The Printer popup window will appear. If the Zebra 90XiIII Printer is listed, click on the printer name, then click on Remove...
5. Click on Add...
6. Click on TCP/IP
7. Enter the TCP/IP address for the corresponding printer
  - Brother (Stratford) 10.20.57.36
  - Cousin (Stratford) 10.20.57.35
  - Uncle (Chelsea) 10.20.57.34
  - Sister (Chelsea) 10.20.57.37



8. Under Model in the popup window, select **Zebra / Zebra 96XiIII Plus**, then click on OK.
9. Select the name of the printer you just installed and change the name to **Zebra 96XiIII Plus (Sister/Brother/Uncle/Cousin)** by clicking twice on the name in the printer box.

## 12. INSERTING GRAPHICS IN LABELS USING CODESOFT/BRADYSOFT

You can use BradySoft to insert graphic images (e.g. logos, Chinese characters) onto labels.

1. Save the graphic files (.bmp files only) that you want to place on the label in C:/Program Files/BradySoft 8/Libraries/Images on the computer that you are going to use to print the labels. These images can't be stored on the server. They must be stored on the local machine.
2. In the Excel file that you are using to create the label txt file, enter the name of the file (e.g. picture.bmp) in the cell.

Example: Your Excel spreadsheet would look like this:

3. Once the link has been made, the variable (image) needs to be placed on the label as an IMAGE, not as text or barcode.

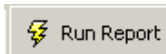
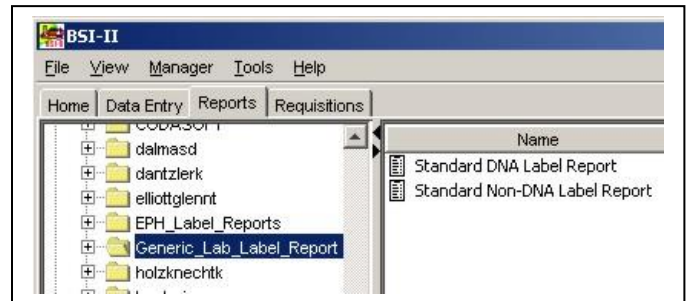
Logo
company1logo.bmp
company2logo.bmp
company3logo.bmp

## 13. CREATING LABELS USING BATCH ID

### 13.1 Creating a Batch Id Report





A standardized report has been set up in BSI that will generate reports that are set up to be automatically formatted for the Standardized Labels Descriptor Files (.dsc).

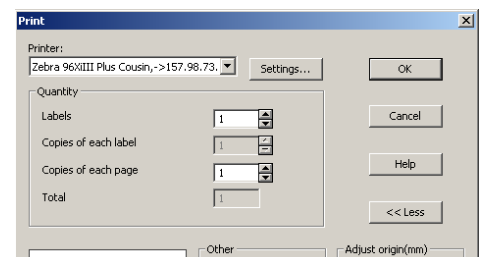
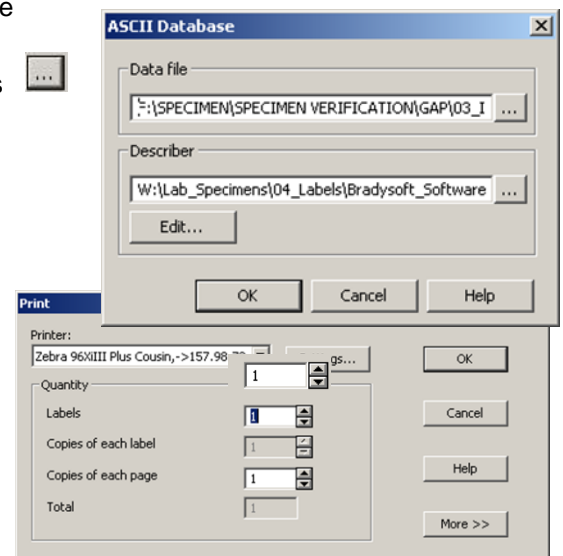
- Open BSI
- Click on the **Reports Tab**
- Click on **Your Folder**
- Click on **Standard Batch-Id Label Report**
- Click on **Search**
- Click on **Entry Batch** in the **Search 1 field at the bottom of the screen**
- Enter the **Entry Batch Id #** in the **Value(s) field** and click on **Add to Search Criteria**.
- Click on **Run Report**



- Delete the first two line of the report.
- Click on **Save As** and save the report in the appropriate label folder
- Close Report.

### 13.2 Print Labels Using a Batch Id Report

1. **Open BradySoft**
2. File / Open / Lab / Standard labels / Standard Sample Label 1x1.lab
3. **Data source\Database\Open ASCII Table** and press  under Data File
4. Locate and open the .txt Label file you just created.
5. Under Descriptor press 
6. Locate and select the descriptor file.
7. Click on OK
8. Click on the right Arrow button  in the toolbar to preview the label.
9. Click on **printer icon** in toolbar. 
10. Under Printers select **Zebra Plus XIII Cousin**
11. Click on OK
12. Pull the label off of the printer and make sure it looks good. Scan to make sure the barcode is scannable. If there are breaks in the lines of the barcode do the following:
  - a. Right click on the label and click on **Page Setup**
  - b. Click on **Settings...** on the lower left-hand corner of the pop-up window
  - c. Set the **Temperature to 13** and click on **OK**
  - d. Click on **OK** when the Settings... window reappears

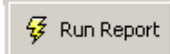


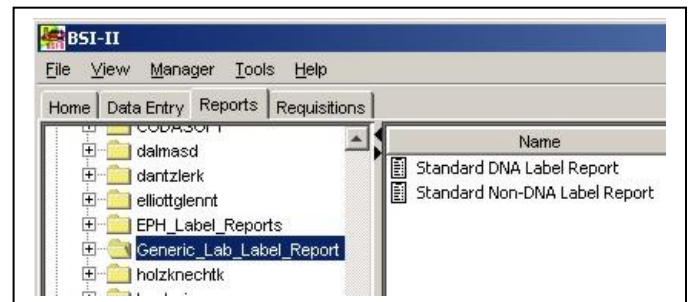
13. Under Quantity / Labels select **1** (For EDC labels select 2)
14. Click on **More>>**
15. Click on **All Records** and then **OK**
16. Pick up labels in the lab from the Zebra Cousin printer
17. Close label and do not save.

## 14. CREATING LABELS USING REQUISITION #





### 14.1 Creating a Requisition # Report from BSI

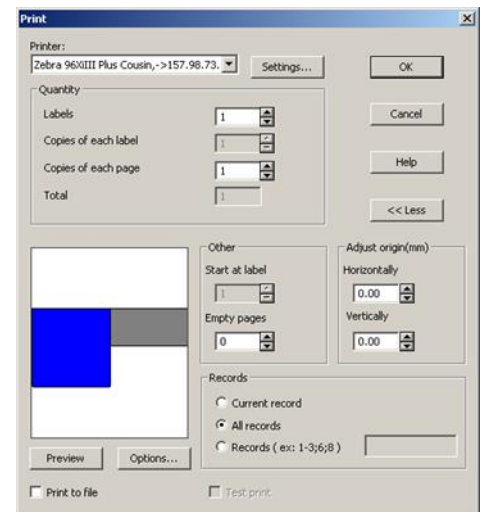
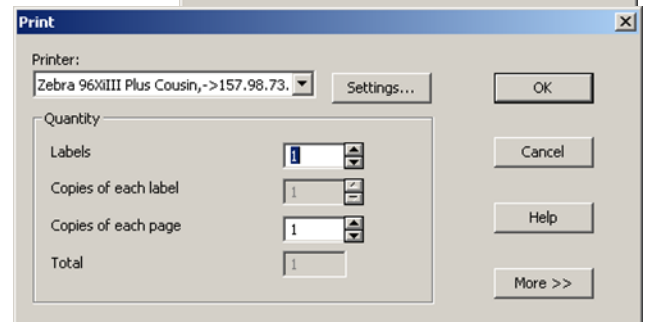
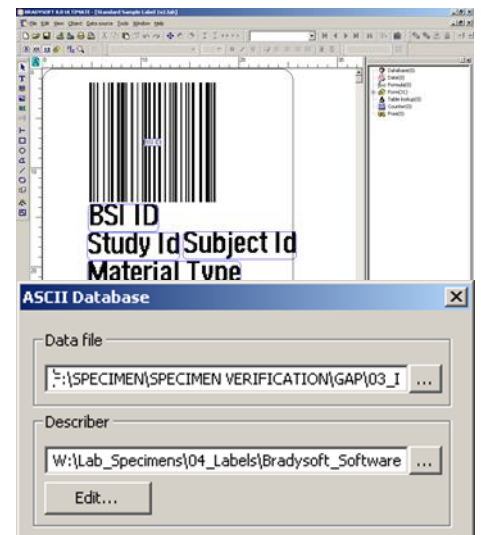
A standardized report has been set up in BSI that will generate reports that are set up to be automatically formatted for the Standardized Labels Descriptor Files (.dsc).

- Open BSI
- Click on the **Reports Tab**
- Click on **Your Folder** (ex. smithc)
- Click on **Standard Requisition # Label Report**
- Click on **Search**
- Click on **Requisition in the Search 1 field at the bottom of the screen**
- Enter the **Entr... Requisition #** in the Value(s) field click on **Add to Search Criteria**.
- Click on Run Report 
- Delete the first two line of the report.
- Click on **Save As** and save the report in the appropriate label folder.
- Close Report.



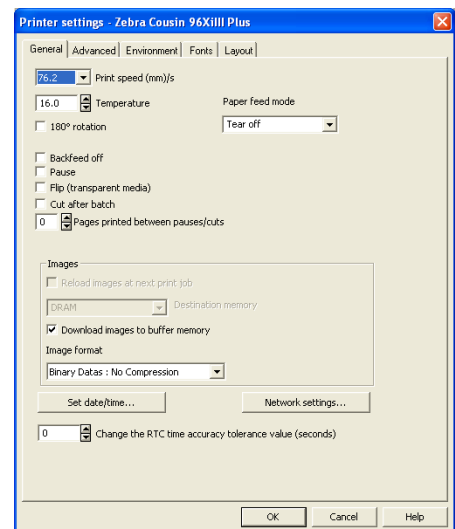
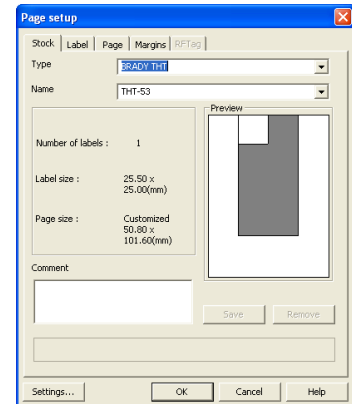
## 14.2 Print Labels Using a Requisition Report from BradySoft

1. Open BradySoft
2. **File / Open / Lab / Standard labels / Standard Sample Label 1x1.lab**
3. **Data source\Database\Open ASCII Table**  press under Data File
4. Locate and open the .txt Label file you just created
5. Under Describer press 
6. Locate and select the describer file
7. Click on OK
8. Click on the right Arrow button  in the toolbar to preview the label.
9. Click on **printer icon** in toolbar. 
10. Under Printers select **Zebra Plus XIII Cousin**
11. Click on OK
12. Pull the label off of the printer and make sure it looks good. Scan to make sure the barcode is scannable. If there are breaks in the lines of the barcode do the following:
  - a. Right click on the label and click on **Page Setup**
  - b. Click on **Settings...** on the lower left-hand corner of the pop-up window
  - c. Set the **Temperature to 13** and click on **OK**
  - d. Click on **OK** when the Settings... window reappears
13. Under Quantity / Labels select **1** (For EDC labels select 2)
14. Click on **More>>**
15. Click on **All Records** and then **OK**
16. Pick up labels in the lab from the Zebra Cousin printer
17. Close label and do not save.



## 15. CHANGING SETTINGS ON A LABEL

1. Open the label that you are using
2. **Right click** on a white area of the label. Click on **Page Setup**. The Page Setup popup will appear.
3. Click on the **Settings...** button in the lower left corner.
4. Enter the following settings:
  - a. **Brady 1x1 Label on BradySoft (Cousin)**
    - i. Print Speed = 76.2
    - ii. Temperature = 16.0
  - b. **Brady 1x1 Label on CodeSoft (Uncle)**
    - i. Print Speed = 3
    - ii. Temperature = 13.0
  - c. **PPS Half White Label on CodeSoft (Brother)**
    - i. Print Speed = 4
    - ii. Temperature = 9
5. Click on OK, then OK again
6. Save the label before printing labels.



## 16. SSS STANDARD LABEL LAYOUT

This details the standard label layout used by SSS for study specimens.

### 16.1 Label Description

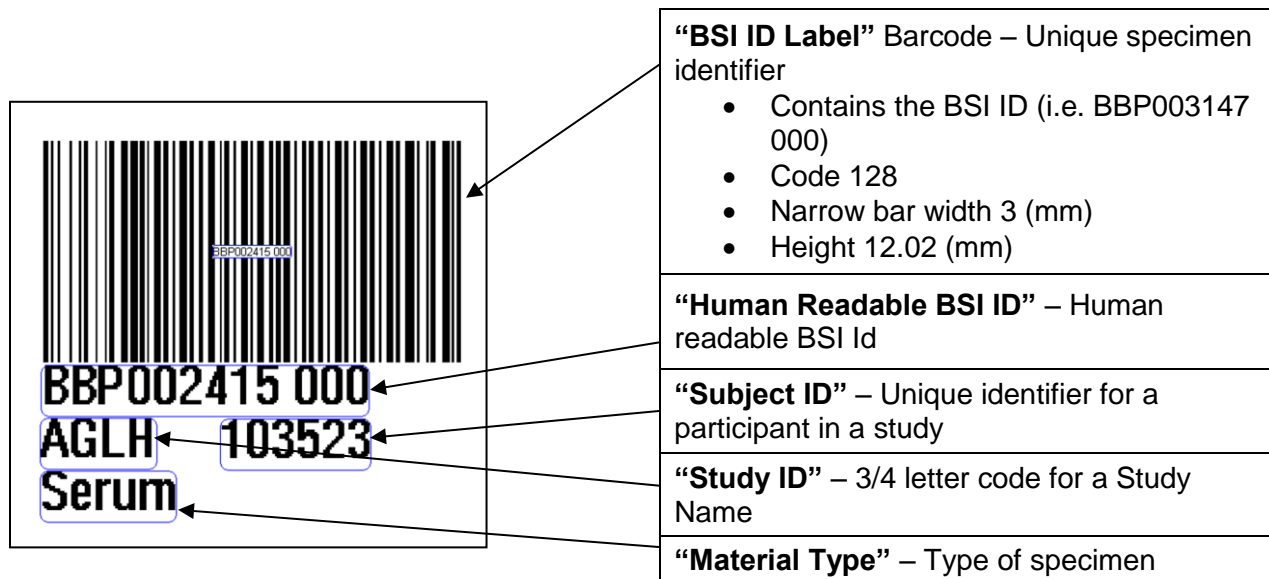
- Label Manufacturer: Brady
- Catalog #: THT-179-492-3
- Description: Freezerbondz Thermal Transfer
- Size: 1" W x 1" H

### 16.2 Printer

- Manufacturer: Zebra
- Model: 96XiIII Plus

### 16.3 Standard Label using "BSI ID"

"BSI ID" labels are used to provide a unique identifier for each sample that arrives in the lab and every subsequent aliquot created. The BSI ID is the identifier used to track specimens in the NIEHS specimen database.



## 17. RELABELING PROCEDURE

Whenever a new label is being applied over an existing label follow these steps.

1. The BSI administrator will create a label file (use this to print labels) and a relabeling Excel file (see below).

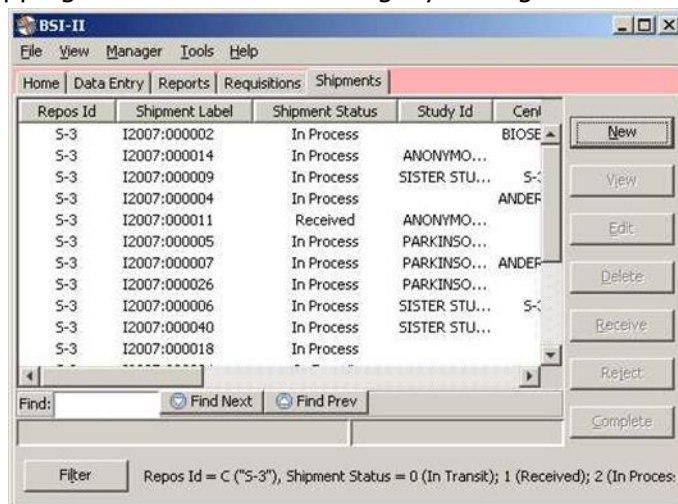
Current label	BSI Id	Scanned Vial	Scanned Label	Current Label Match?	BSI Match	Box	Row	Col
ACBD1234	BCA001150 001	ACBD1234	BCA001150 001	Yes	Yes	1	1	1
ACBD1235	BCA001150 002			No	No	1	1	2
ACBD1236	BCA001150 003			No	No	1	1	3
ACBD1237	BCA001150 004			No	No	1	1	4
ACBD1238	BCA001150 005			No	No	1	1	5

2. Print the labels using the Standard Label Template unless otherwise instructed.
3. Scan the original label on the vial. The Current Label Match field should change from No to Yes (the color will also change).
4. Scan the new label that you have printed. The BSI Match field should change from No to Yes (the color will also change).
5. If both fields have changed to Yes, wipe off the frost from the vial and apply the new label.

## 18. USING THE BSI SHIPPING MODULE FOR RELABELING

This procedure describes how to use the BSI Shipping Module to ensure integrity during relabeling projects.

1. Click on the Shipments tab in BSI and select the New Button
2. The open screen will pop up. Fill in the following information:
  - a. **Created By:** Who is doing the relabeling
  - b. **Repos Id:** S-3
  - c. **Shipment Type:** NA
  - d. **Internal Id:** Enter the Squish Issue
  - e. **Tracking Id:** NA
  - f. **Est Specimens:** # of specimens expected
  - g. **Temp Loc:** Where are the samples stored
  - h. **Internal Containers:** # of internal boxes
  - i. **Access Level:** Anyone
  - j. **Authorized By:** Name of supervisor



- k. **Study Id:** Name of study
- l. **Suggested Temp:** How should it be stored?
- m. **Courier:** NA
- n. **Date Shipped:** NA
- o. **Estimated Volume:** NA
- p. **External Containers:** NA
- q. **Requisition Id:** Enter if available
- r. **Template Path:** If a predetermined template has been created for this shipment, select the template here.
- s. **Notes:** Write in that this is a relabeling project.

- 3. Click on OK
- 4. Adding vials from a requisition (Use this when you are scanning two different field on the two labels that are both in BSI – For example scanning on BSI Id and Current Label

- a. Click on the Vial Import Button



- b. Select Requisition Id and enter the requisition number. Click on OK.

- c. Sort the shipment by Box Row Column. Set up a sequential scan and select 2 fields. Select the fields that will be scanned on the old/new label. Scan the old and the new label as you relabel. Save the shipment.

- d. When you have completed the relabeling, select all vials and under Status select "Mark Vials as Received in Requisition". Save the shipment.

	Status	Sample Id	Sequence	Subject Id	Date Drawn	Pa
1	In Transit	BB3003110	000	9899	02/22/2007 09...	
2	In Transit	BB3003101	000	9656	02/21/2007 13...	
3	In Transit	BB3003092	000	9595	02/22/2007 13...	
4	In Transit	BB3003083	000	9224	02/21/2007 12...	
5	In Transit	BB3003074	000	8923	02/22/2007 09...	
6	In Transit	BB3003065	000	8732	02/28/2007 13...	
7	In Transit	BB3003056	000	8628	02/22/2007 09...	

## 5. Adding vials from an Excel File

- a. Create a file that has the following Columns:
  - Barcode item to be scanned on old label (ex. BSI Id)
  - Barcode item to be scanned on new label (ex. Current Label)
  - Box/Row/Col
  
- b. Click on File, Import Vials
- c. Click on Browse and select the file you want to import.
  
- d. Complete the import as you would with BSI
  
- e. Sort the shipment by Box Row Column. Set up a sequential scan and select 2 fields. Select the fields that will be scanned on the old/new label. Scan the old and the new label as you relabel. Save the shipment.
- f. When you have completed the relabeling, select all vials and under Status select "Mark Vials as Received in Requisition". Save the shipment

