



User Guide

**For using LIMS-Direct to View
Laboratory Sample Information**

November 2015

LIMS-Direct User Guide

This guide provides users with step-by-step instructions for using LIMS-Direct to view samples submitted to the FSIS Laboratories

Table of Contents

A. How to Access LIMS-Direct	3
B. How to Create a LIMS-Direct Shortcut on Your Desktop	3
C. LIMS-Direct Homepage	3
D. How to Contact FSIS Laboratories in LIMS-Direct	5
E. How to Look Up a Single Sample Result	6
F. How to look up Results by Establishment	10
G. How to Save Sample Results in an Acrobat PDF file	12
H. LIMS-Direct Reports	16
I. Supplement Sampling Info.....	17

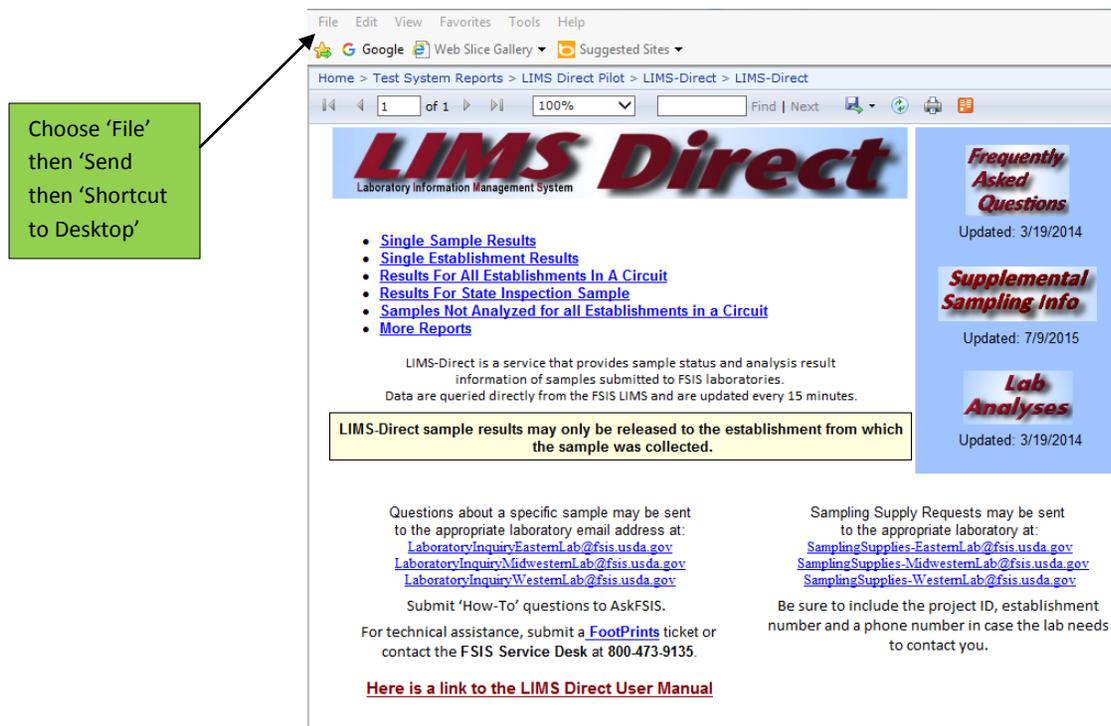
LIMS-Direct User Guide

A. How to Access LIMS-Direct

LIMS-Direct may be accessed from this link (the only supported browsers are Internet Explorer and Firefox): [LIMS-Direct](#)

B. How to Create a LIMS-Direct Shortcut on Your Desktop

After accessing the LIMS-Direct page, users may save a shortcut to their desktop for LIMS-Direct by clicking on 'File -> Send -> Shortcut to Desktop':



The screenshot shows a browser window displaying the LIMS-Direct website. A green callout box on the left contains the text: "Choose 'File' then 'Send' then 'Shortcut to Desktop'". An arrow points from this box to the 'File' menu in the browser's menu bar. The website content includes the LIMS Direct logo, a list of report types, a frequently asked questions section, and a supplemental sampling info section. A yellow box highlights a disclaimer: "LIMS-Direct sample results may only be released to the establishment from which the sample was collected." At the bottom, there are contact instructions for laboratory inquiries and sampling supply requests, along with a link to the LIMS Direct User Manual.

Choose 'File' then 'Send' then 'Shortcut to Desktop'

File Edit View Favorites Tools Help

Google Web Slice Gallery Suggested Sites

Home > Test System Reports > LIMS Direct Pilot > LIMS-Direct > LIMS-Direct

1 of 1 100% Find | Next

LIMS Direct

Laboratory Information Management System

- [Single Sample Results](#)
- [Single Establishment Results](#)
- [Results For All Establishments In A Circuit](#)
- [Results For State Inspection Sample](#)
- [Samples Not Analyzed for all Establishments in a Circuit](#)
- [More Reports](#)

LIMS-Direct is a service that provides sample status and analysis result information of samples submitted to FSIS laboratories. Data are queried directly from the FSIS LIMS and are updated every 15 minutes.

LIMS-Direct sample results may only be released to the establishment from which the sample was collected.

Frequently Asked Questions
Updated: 3/19/2014

Supplemental Sampling Info
Updated: 7/9/2015

Lab Analyses
Updated: 3/19/2014

Questions about a specific sample may be sent to the appropriate laboratory email address at:
LaboratoryInquiryEasteml.ab@fsis.usda.gov
LaboratoryInquiryMidwesteml.ab@fsis.usda.gov
LaboratoryInquiryWesteml.ab@fsis.usda.gov

Submit 'How-To' questions to AskFSIS.

For technical assistance, submit a [FootPrints](#) ticket or contact the FSIS Service Desk at 800-473-9135.

[Here is a link to the LIMS Direct User Manual](#)

Sampling Supply Requests may be sent to the appropriate laboratory at:
SamplingSupplies-Easteml.ab@fsis.usda.gov
SamplingSupplies-Midwesteml.ab@fsis.usda.gov
SamplingSupplies-Westeml.ab@fsis.usda.gov

Be sure to include the project ID, establishment number and a phone number in case the lab needs to contact you.

LIMS-Direct User Guide

C. LIMS-Direct Homepage

All samples received by an FSIS laboratory will be available for viewing via this application (with a few exceptions such as investigative samples or baseline samples being analyzed by a non-FSIS laboratory). FSIS Personnel may use LIMS-Direct to access laboratory data for samples submitted to FSIS laboratories. Laboratory data is available back to June 10, 2010.

Homepage – This is the opening page when accessing LIMS-Direct. Users may select from several lookup options including various reports:

The screenshot shows the LIMS-Direct homepage in a browser window. The browser address bar shows the path: Home > Test System Reports > LIMS Direct Pilot > LIMS-Direct > LIMS-Direct. The page features the LIMS Direct logo (Laboratory Information Management System) and a navigation menu with the following links:

- [Single Sample Results](#)
- [Single Establishment Results](#)
- [Results For All Establishments In A Circuit](#)
- [Results For State Inspection Sample](#)
- [Samples Not Analyzed for all Establishments in a Circuit](#)
- [More Reports](#)

Below the menu, a text box states: "LIMS-Direct is a service that provides sample status and analysis result information of samples submitted to FSIS laboratories. Data are queried directly from the FSIS LIMS and are updated every 15 minutes." A yellow warning box below that reads: "LIMS-Direct sample results may only be released to the establishment from which the sample was collected."

On the right side, there are three featured sections:

- Frequently Asked Questions** (Updated: 3/19/2014)
- Supplemental Sampling Info** (Updated: 7/9/2015) - An arrow points to this section from a callout box labeled "New link to access supplemental sampling info".
- Lab Analyses** (Updated: 3/19/2014)

At the bottom, there are two columns of text:

- Left column: "Questions about a specific sample may be sent to the appropriate laboratory email address at: LaboratoryInquiryEasternLab@fsis.usda.gov, LaboratoryInquiryMidwesternLab@fsis.usda.gov, LaboratoryInquiryWesternLab@fsis.usda.gov. Submit 'How-To' questions to AskFSIS. For technical assistance, submit a [FootPrints](#) ticket or contact the FSIS Service Desk at 800-473-9135. **Here is a link to the LIMS Direct User Manual**
- Right column: "Sampling Supply Requests may be sent to the appropriate laboratory at: SamplingSupplies-EasternLab@fsis.usda.gov, SamplingSupplies-MidwesternLab@fsis.usda.gov, SamplingSupplies-WesternLab@fsis.usda.gov. Be sure to include the project ID, establishment number and a phone number in case the lab needs to contact you."

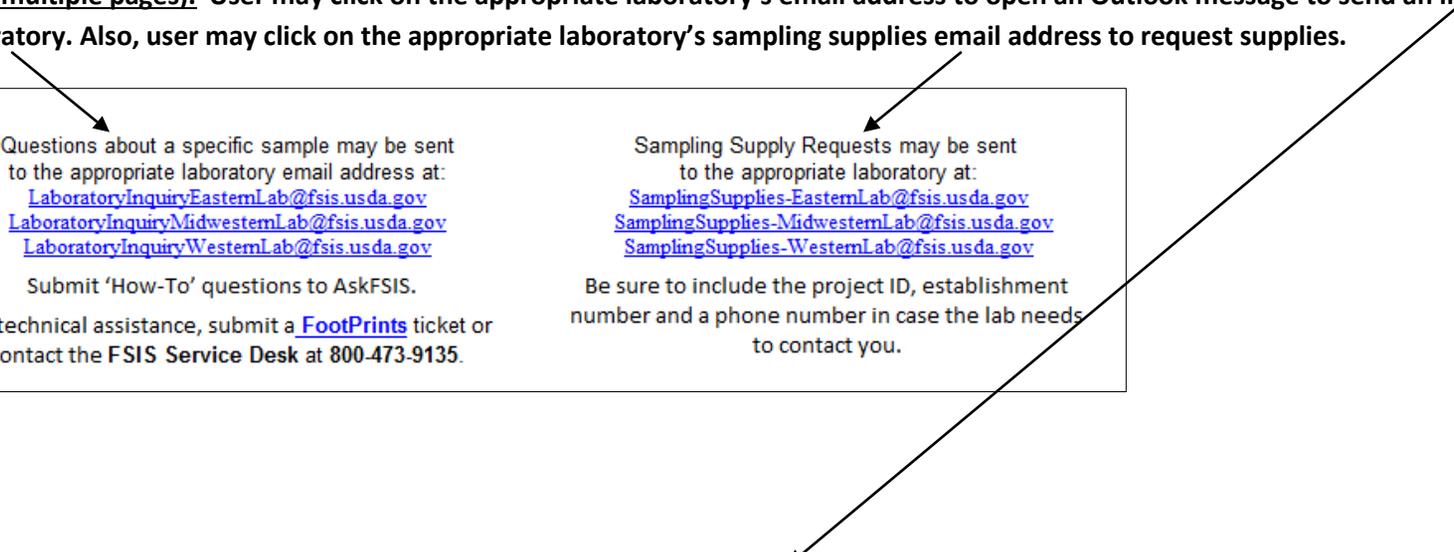
Callouts on the page:

- A green box on the left labeled "Select from these options" with a bracket pointing to the navigation menu.
- A green box on the right labeled "New link to access supplemental sampling info" with an arrow pointing to the "Supplemental Sampling Info" section.

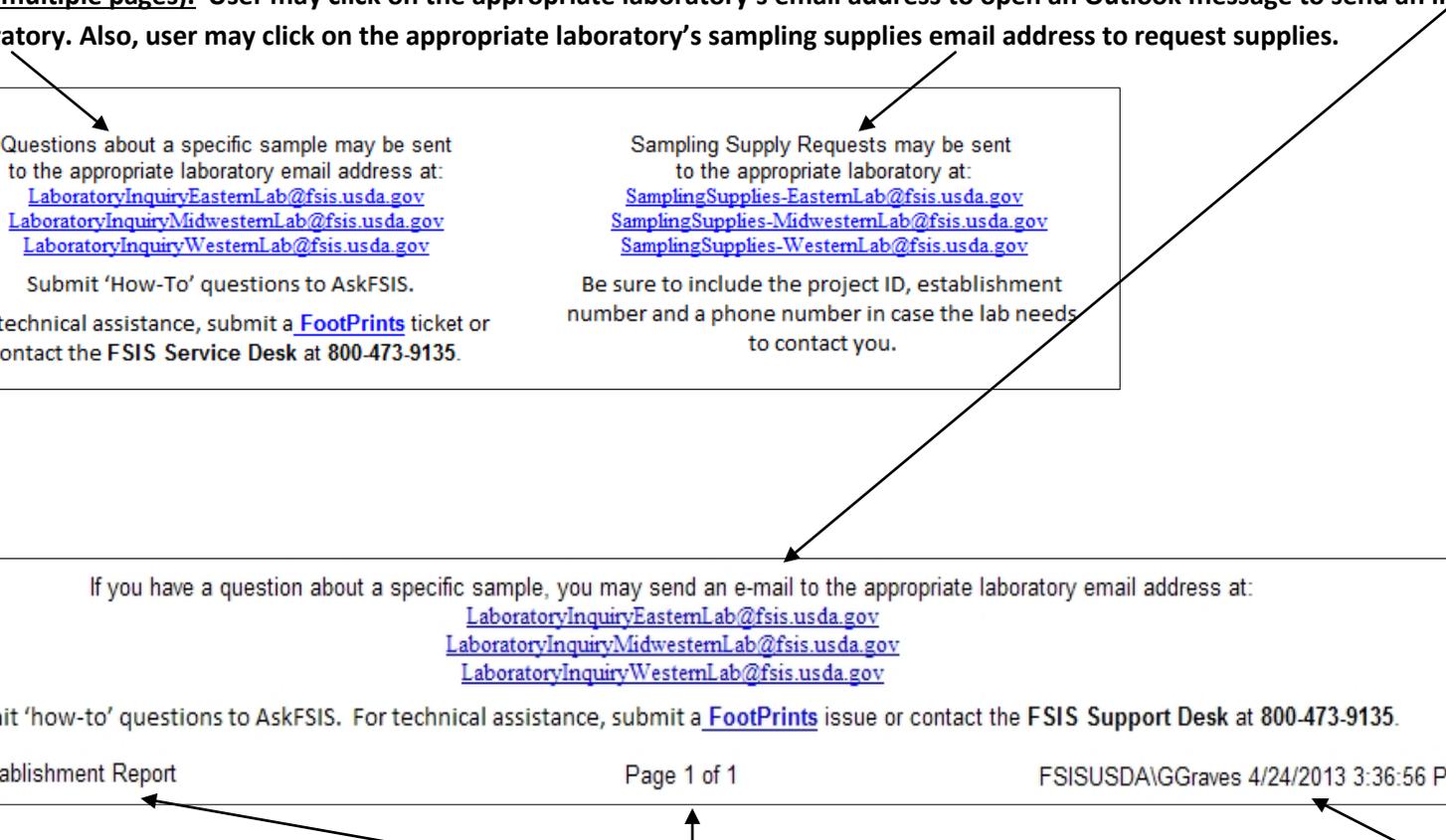
LIMS-Direct User Guide

How to Contact FSIS Laboratories in LIMS-Direct

Page Footer on the home page (first image below) and on Sample Summary Pages (second image below ; appears on the last page of searches returning multiple pages). User may click on the appropriate laboratory's email address to open an Outlook message to send an inquiry to that laboratory. Also, user may click on the appropriate laboratory's sampling supplies email address to request supplies.



<p>Questions about a specific sample may be sent to the appropriate laboratory email address at: LaboratoryInquiryEasternLab@fsis.usda.gov LaboratoryInquiryMidwesternLab@fsis.usda.gov LaboratoryInquiryWesternLab@fsis.usda.gov</p> <p>Submit 'How-To' questions to AskFSIS. For technical assistance, submit a FootPrints ticket or contact the FSIS Service Desk at 800-473-9135.</p>	<p>Sampling Supply Requests may be sent to the appropriate laboratory at: SamplingSupplies-EasternLab@fsis.usda.gov SamplingSupplies-MidwesternLab@fsis.usda.gov SamplingSupplies-WesternLab@fsis.usda.gov</p> <p>Be sure to include the project ID, establishment number and a phone number in case the lab needs to contact you.</p>
---	--



<p>If you have a question about a specific sample, you may send an e-mail to the appropriate laboratory email address at: LaboratoryInquiryEasternLab@fsis.usda.gov LaboratoryInquiryMidwesternLab@fsis.usda.gov LaboratoryInquiryWesternLab@fsis.usda.gov</p> <p>Submit 'how-to' questions to AskFSIS. For technical assistance, submit a FootPrints issue or contact the FSIS Support Desk at 800-473-9135.</p>		
Single Establishment Report	Page 1 of 1	FSISUSDA\GGraves 4/24/2013 3:36:56 PM

The footer also provides what the report represents, number of pages in the search results and identifying information of who generated the search and the date and time.

LIMS-Direct User Guide

D. How to Look Up a Single Sample Results

Step 1: From the LIMS-Direct homepage, click *Single Sample Results*.

Step 2: Single Sample Results: Enter the form ID (Sample Request Form Number) for the required sample and click *View Report*:

The screenshot shows a light blue horizontal bar containing a search form. On the left, the text "Type In Sample Request Form Number" is followed by a white text input field containing the number "101206832". To the right of the input field is a grey button labeled "View Report". Below the input field, a green callout box with a black border contains the text "Enter form number of sample to view" and has a black arrow pointing to the input field. Below the "View Report" button, another green callout box with a black border contains the text "Press 'Enter' on the keyboard or click on 'View Report'" and has a black arrow pointing to the button.

LIMS-Direct User Guide

View of requested form number: The screen will display a summary view of the requested Form ID with a column indicating the status of the selected sample .

Type In Sample Request Form Number

1 of 1 100% Find | Next

LIMS Direct

Laboratory Information Management System

Release specific establishment results only to the establishment from which they were collected.

[Home](#)

Form No(s) matching: 101206832

Establishment: M9400

Collection Date	Form No.	LIMS No.	Product Held	Project No.	Status	Result	Last Update
10/20/2015	<u>101206832</u>	853227027	Yes	<u>NRP_BC</u>	In Progress		10/26/2015 10:05:29 AM

Click on underlined Form No. or Project No. to view details of selected sample.

Results are listed in order by date posted starting with the most recent.

For more information about the sample and the analysis result, click the Project No (underlined) of the desired sample.

If you have a question about a specific sample, you may send an e-mail to the appropriate laboratory email address at:

- LaboratoryInquiryEasternLab@fsis.usda.gov
- LaboratoryInquiryMidwesternLab@fsis.usda.gov
- LaboratoryInquiryWesternLab@fsis.usda.gov

Submit 'how-to' questions to AskFSIS. For technical assistance, submit a [FootPrints](#) issue or contact the FSIS Support Desk at 800-473-9135.

LIMS-Direct User Guide

Details of received/in progress sample.

1 of 1 100% Find | Next

LIMS Direct
Laboratory Information Management System

Release specific establishment results only to the establishment from which they were collected.

Home Back

Date Posted: 10/26/2015 Establishment: M0000
 Form No: 1012068 District/Circuit: 60/6014
 LIMS No: 8532270 Producer:
 Collection Date: 10/20/2015 Producer State: PA
 Date Received At Lab: 10/23/2015 Production Lot No:
 Project: National Residue Program Sampling - Beef Cows
 Slaughter Class or Product: Animal-Cattle-Beef Cow
 Product Held: Yes Retain Tag No:
 Tags: Bangle Tag: 657
 Other Tag: T 189
 Ear Tag: 21MU9722
 Estab. Contact Name: Contact Phone:
 Collector Name: Frank Hoffmann Lab: Western Lab

Click on underlined establishment number to view all samples for establishment

Analysis Result: **Analysis is in Progress**

Tissue	Test	Result	Units
--------	------	--------	-------

Copy of Received Report sent to est. management at: on 10/23/2015 1:10:14 PM
 Lab Result Report xys@abc.com Page 1 of 1 USDA\GGraves 10/26/2015 12:46:43 PM

Information on when and where an establishment email was sent is provided in the footer of the page

If there is no establishment email to receive laboratory results in the profile in PHIS, there will be no email address listed here

LIMS-Direct User Guide

E. How to look up Results by Establishment

The screenshot shows the 'Report Manager' interface. At the top, there is a navigation bar with 'New Subscription' and a dropdown arrow. Below this, a search area contains the text 'Collected On: Default is 90 days. Enter an alternative Collected On date if desired:' followed by a date input field containing '4/10/2013'. To the right is the text 'Enter Establishment Number:' followed by an input field containing 'M00000'. A 'View Report' button is located to the right of the establishment number field. Two green callout boxes with arrows point to the date and establishment number fields. The first callout box contains the text: 'Default search date is 90 days prior to current date. User may select search date (data available back to June 10, 2010)'. The second callout box contains the text: 'Enter establishment number then click on 'View Report''.

Step 1: From the LIMS-Direct homepage, click *Single Establishment Results*.

Step 2: Enter Establishment number and collection date, and then click *View Report*.

Lookup by Establishment: to view samples for a specific establishment the user enters the primary establishment number. For searches by establishment number use the format Mxxx (e.g., M9400, M245E) or Pxxx (e.g. P1801, P772).

The default search date is 90 days prior to the current date (based on sample collection date). The user may select a date back to 6/10/2010 or select a more recent date than the 90 days prior to the current date.

LIMS-Direct User Guide

Summary page – lookup by establishment number: User may view the status of samples for the selected establishment. The data may also be sorted by some of the various column headers.

Collected On: Default is 90 days. Enter an alternative Collected On date if desired:

Enter Establishment Number:

1 of 1 | 100% | Find | Next

LIMS Direct
Laboratory Information Management System

[Home](#) [Back](#)

Establishment ID: M00000

Release specific establishment results only to the establishment from which they were collected.

Collection Date	Form No.	LIMS No.	Product Held	Project No.	Status	Result	Last Update
10/23/15	101206	210184	Yes	MT43	Analysis Complete	Acceptable	10/25/2015 10:48:00 AM
10/21/15	101206	853226	Yes	MT60	Analysis Complete	Acceptable	10/23/2015 2:12:06 PM
10/20/15	101206	853227	Yes	NRP_BC	In Progress		10/26/2015 10:05:29 AM
10/20/15	101206	210184	Yes	NRP_BC	In Progress		10/26/2015 11:40:17 AM
10/20/15	101212	590288	Yes	KIS	Delayed		10/26/2015 12:29:58 PM
10/20/15	101212	590288	Yes	KIS	Delayed		10/26/2015 12:31:29 PM
10/20/15	101212	590288	Yes	KIS	Delayed		10/26/2015 12:30:01 PM
10/20/15	101213	590288	Yes	KIS	Delayed		10/26/2015 12:30:03 PM
10/20/15	101213	590288	Yes	KIS	In Progress		10/26/2015 12:30:05 PM

Results are listed in order Collection Date starting with the most recent.

For more detailed information about the sample and the analysis result, click on the Project No. (underlined) of the desired sample.

If you have a question about a specific sample, you may send an e-mail to the appropriate laboratory email address at:

LaboratoryInquiryEasternLab@fsis.usda.gov
LaboratoryInquiryMidwesternLab@fsis.usda.gov
LaboratoryInquiryWesternLab@fsis.usda.gov

Submit 'how-to' questions to AskFSIS. For technical assistance, submit a [FootPrints](#) issue or contact the FSIS Support Desk at 800-473-9135.

Single Establishment Report
Page 1 of 1
USDA\GGraves 10/26/2015 2:20:20 PM

Multiple pages may be available; click on forward or back arrows to navigate.

Data may be sorted by clicking the up or down arrows on columns that have these available; default sort is by Collection Date

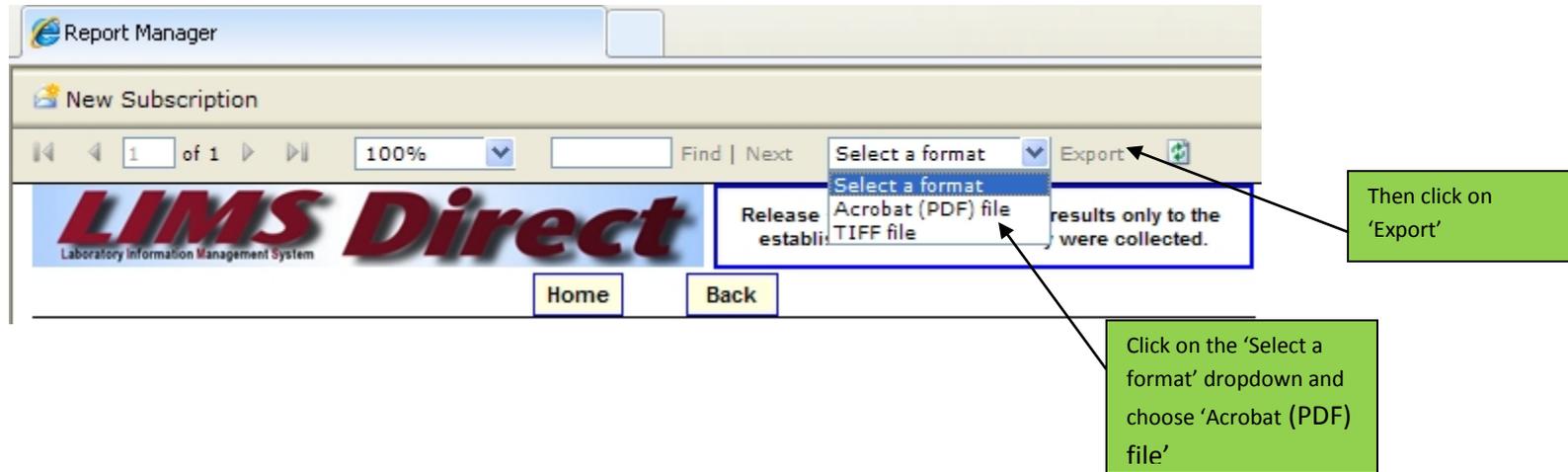
LIMS-Direct User Guide

F. How to Save Sample Results in an Acrobat PDF file

Users may save the screen as an Acrobat PDF file to be used for emailing or future reference:

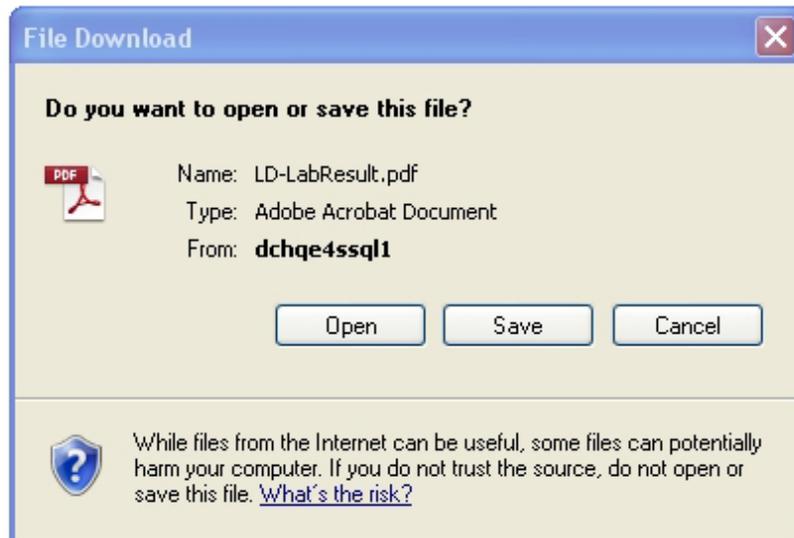
Step 1: From the menu bar located at the top of any sample result or reports displayed in LIMS-Direct, click on *Select a format*.

Step 2: Select *Acrobat (PDF) file* from the menu and click *Export*



Step 3: Click on *Save* once the popup screen below appears:

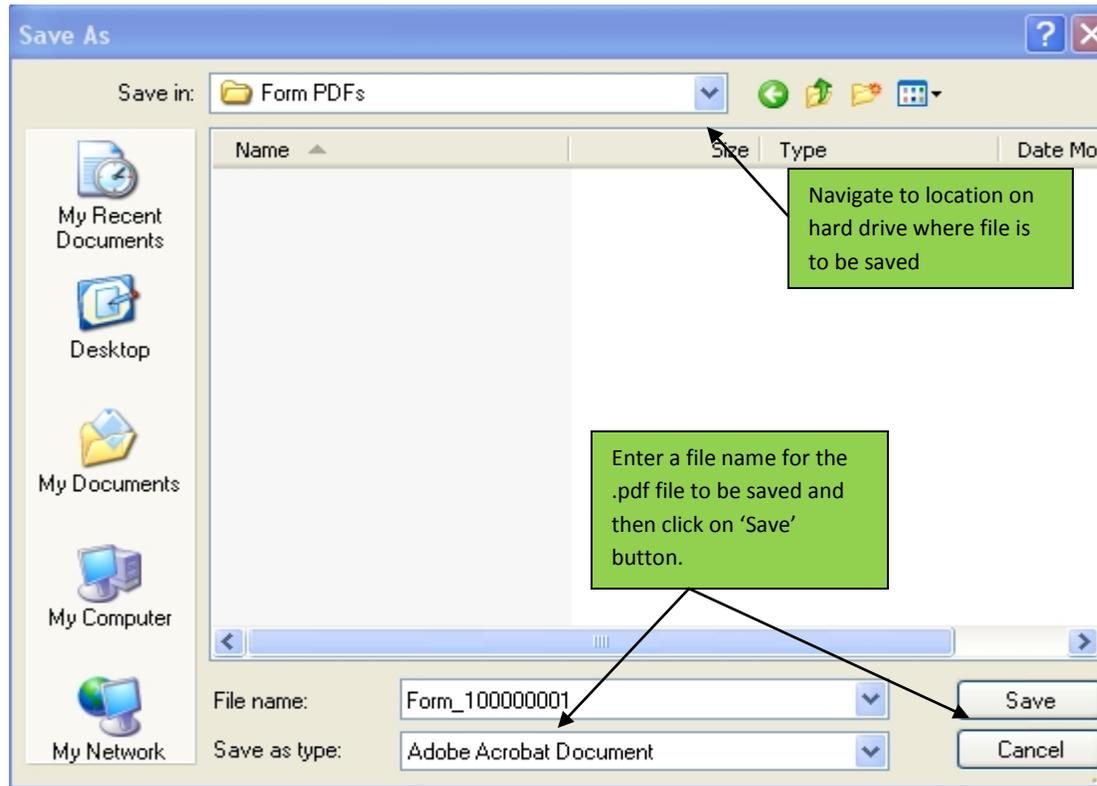
LIMS-Direct User Guide



LIMS-Direct User Guide

Step 4: Navigate to the desired file location on your computer's hard drive

Step 5: Enter a file name (optional) and click Save:



LIMS-Direct User Guide

This is a view of the saved .pdf file that may be printed and/or emailed:



Laboratory Information Management System

Release specific establishment results only to the establishment from which they were collected.

Home
Back

Date Posted: 4/10/2013

Form No: 100000001

LIMS No: 590135443

Collection Date: 3/26/2013

Date Received At Lab: 3/29/2013

Project: Kidney Inhibition Swab-In-plant Positive Samples

Slaughter Class or Product: Animal-Cattle-Dairy Cow

Product Held: Condemned

Tags: BackTag: 51FS4085

Estab. Contact Name:

Lab: Midwestern Lab

Establishment: M00000

District/Circuit: 00/0000

Producer: XYZ Processing

Producer State: PA

Production Lot No:

Retain Tag No:

Contact Phone:

Analysis Result: Residue Not Detected

Tissue	Test	Result	Units
Kidney	Aminoglycosides	Not Detected	
Kidney	Analgesics/Anti-Inflammatory	Not Detected	
Kidney	Beta Agonists	Not Detected	
Kidney	Beta Lactams/Cephalosporins	Not Detected	
Kidney	Fluoroquinolones	Not Detected	
Kidney	Hormones	Not Detected	
Kidney	Macrolides	Not Detected	
Kidney	Phenicol	Not Detected	
Kidney	Sulfas	Not Detected	
Kidney	Tetracyclines	Not Detected	

Copy of Final Results sent to est. management at:
xyzprocessing@mymail.com

NOTE: This screenshot is an example of the report displayed in section F of this document.

LIMS-Direct User Guide

G. LIMS-Direct Reports

Step 1: From the LIMS-Direct homepage, click on *More Reports*.

More reports – this page provides quick reporting of specific sample groups. Each screen has a ‘search by’ date option.

Home > Test System Reports > LIMS Direct Pilot > LIMS-Direct > MNG-Main

1 of 1 100% Find | Next



- [All Results](#)
- [All Results By Project](#)
- [All Results By Project-Results](#)
- [All Results By District](#)
- [All Microbiology Results](#)
 - [Raw Ground Micro Products](#)
 - [Ready-To-Eat Products](#)
 - [Potential Positive Micro Results](#)
 - [Presumptive Positive Micro Results](#)
 - [Positive Microbiology Results](#)
- [All Residue Results](#)
 - [Import Residue Results](#)
 - [Import Residue Violations](#)
 - [Positive and Violative Residue Results](#)
- [Species Identification Results](#)
- [Pathology Results](#)
- [Samples Not Analyzed](#)

LIMS-Direct sample results may only be released to the establishment from which the sample was collected.

If you have a question about a specific sample, you may send an e-mail to the appropriate laboratory email address at:
LaboratoryInquiryEasternLab@fsis.usda.gov
LaboratoryInquiryMidwesternLab@fsis.usda.gov
LaboratoryInquiryWesternLab@fsis.usda.gov

Submit ‘how-to’ questions to AskFSIS. For technical assistance, submit a [FootPrints](#) issue or contact the FSIS Service Desk at 800-473-9135.

LIMS-Direct User Guide

H. LIMS-Direct Supplemental Sampling Info

Various sampling fliers previously included in the sampling boxes provided by the labs are now available on LIMS-Direct by clicking on the Supplemental Sampling Info item on the home page. There is also a new FSIS Sampling Projects and Supplies chart available.

