



OFFICE OF LABORATORY ANIMAL CARE

Working Instructions

WIN Number:	710	Sample Submission to Charles River Laboratory through LTM system	Revision #:	0
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Author(s):	Kristina Jones	Sign:	<i>Kristina Jones</i>	Date:	9/28/23
	Jennifer Frohlich	Sign:	<i>JF</i>	Date:	9/28/23
Director:	Dr. Gregory Lawson	Sign:	<i>Gregory Lawson</i>	Date:	9-28-2023

PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. If unable to log into CRL LTM system, submission forms are saved on the OLAC Shared drive under SHARED -> VET -> Diagnostic Labs and Results -> CRL
2. Log into CRL LTM website. (<https://ltm.criver.com>)
3. Login into the system using credentials.
 - a. If this is your first time accessing, click "Request Access" to receive credentials.
 - b. The veterinarian and QA/QC technician both have current credentials and access.
4. From the "Home Page", click on the "Catalog" tab.
5. Click on the blue "My Catalog" tab and then click the "My Catalog".
6. On the "My Catalog" page:
 - a. If the desired test is in the menu, click on the "Add to Cart" button next to it.
 - b. If the desired test is not in the menu, use the search field to find it.
7. Multiple tests can be added to the same cart if needed.
8. After adding items to your cart, click on the "View cart" button.

9. From the "My Cart" page, click on the "Create Order" button.
10. On the "ORDER DETAILS" page:
 - a. Select the ship date
 - b. Select the collection date.
 - c. In the notes section
 - If this is a sentinel or quarantine test, enter "PO# VetSenti",
 - Enter Lawson as investigator for sentinel/quarantine samples. (See ii if anything else.)
 - If we are doing testing for a lab i.e. transfer out of LSAB to another facility, enter the PI's name to make rebilling easier.
 - You will also enter the PI's name in the "Investigator" section.
 - d. Hit the "Continue" button.
11. On the "TESTS" page:
 - a. Check to ensure desired test(s) are there.
 - If the test is incorrect or not there, click "Add Tests" to correct.
 - If the test is correct, click the "Continue" button.
12. On the "SAMPLES" page:
 - a. Under "Which Colony are you sending samples from?" Select the proper Colony(ies).
 - Select "Multiple Colonies", if sending multiple samples from multiple rooms.
 - Select "Single Colony", if sending one sample(s) from one room.
 - Select the proper colony.
 - Under "Which Species are you sending?" Select species from the drop down menu.
 - b. Complete information "Sample Code", "Sample Strain", "Sample Age", "Sample Sex" in the fields provided.
 - c. Click on the "Select Colony" and add colony information for the appropriate facility and room from the drop down menus.
 - d. Use the "Add Row" tab for multiple samples.
 - e. Hit the "Save" tab.
 - f. Hit the "Continue" button.
13. On the "TEST SELECTIONS" page
 - a. Select test(s) for each sample.
 - b. Hit the "Continue" button.
14. On the "SAMPLE TYPE SELECTIONS" page
 - a. Select the sample type(s).
 - b. Hit the "Continue" button.
15. On the "BILLING" page
 - a. Ensure the information is correct.
 - b. Hit the "Continue" button.
16. On the "CONFIRMATION" page
 - a. Ensure the information is correct.
 - b. Hit the "Schedule" button.
 - c. Click the "OK" button on the pop-up window.

17. The "Download Form for Order #" a window will pop up.
 - a. Download submission by clicking "Click to download the submission form".
 - b. Print the submission form. **Note:** You do not need to save the download.
 - c. Place the submission form in the bag with the samples.
 - d. Hit the "Close" button on the pop up window.
18. The LTM Order page will come up. The order number created will be at the top of the page.
 - a. Labels are printed from this page.
 - b. Click on the box next to the order number.
 - c. Click on the "Reports" tab drop down menu.
 - d. Click on the "Labels-Order Samples Wrap-Around (Avery 5167)" link.
 - e. Labels-Order Report pop up window will come up.
 - Enter the number of labels needed for each sample.
 - Enter whether notes are needed on the labels or not.
 - Hit the "Generate" button.
 - Hit the "OK" button on the pop up window.
 - Place Avery # 5167 labels in the printer.
 - Print labels for the samples.
19. To schedule the shipment
 - a. Click on the "Sample Shipment" tab
 - b. Click on the box(es) next to the order number(s).
 - c. Click on the "Create Shipment" button.
 - d. Click on the "Country Shipping From" and select United States from the dropdown menu.
 - e. Click on the "Carrier" page.
 - Click on the carrier. Always select FedEx.
 - Select a ship date from the drop down calendar.
 - If not ship live animals or hazardous material, click no on questions.
 - Select the appropriate answer to the "How will the carrier receive your samples?" question from the dropdown menu.- We usually use " I will drop at FedEx box/ drop site "Click on the box next to "I take responsibility ..."
 - Click on the "Continue" button.
 - On the "Sender page"
 - Ensure the information is correct.
 - Click on the "Continue" button.
 - f. On the "Boxes" page
 - Click on the "Select Label Format" menu and select Laser Printer.
 - Click on the "Configure" tab.
 - Select shipping conditions, service (Priority Overnight), and weight on the pop up window.
 - Click on the "Generate Label" button.
 - Print FedEx label.
 - Click the "Finished" button.
20. Package up samples.

21. Drop package off in FedEx box or drop site.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)