Uploading Samples to BioTracer

Document History

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Created By	*Ella Morton*
SUPERSEDED	*Steven Haynes*
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Approved by	*Franco di Giovine*

1.   Background

This is an SOP for use in the University of Sheffield Medical School biorepository. The software used by the facility for logging and tracking all samples stored and accessed is BioTracer – CloudLIMS.

Link: https://app.cloudlims.com/CloudLIMSAppUniversityofSheffield/Login.jsp

2.   Procedure

Samples will need to be transferred to a spreadsheet compatible with upload to Biotracer. The Biotracer compatible spreadsheet must be in the format below, you will need to complete all columns as outlined:

Date Received
Your Bank Number
Tank
Section
Rack
Box
Original Box Number (this can be 0 if you do not have this information)
Position
Unique ID (this is usually the same as bank number)
Specimen Type
Date Sample Collected (this can be left blank if you do not have the information)
Person Responsible
Volume/Quantity (this can be 0)
Quantity Units (this can be 0)
Tube Type (this can be left blank if you do not have the information)
Custodian (use M_Admin)

Biorepository Number	Date received	Your Bank Number	Tank	Section	Rack	Box	Original Bo	Position	Unique ID	Specimen	Date Sample collected	Person Responsible	Volume/ Q	Quantity U	Tube Type	Custodian
1602110001	02/11/2016	AGS P2	2	B	1	3	21	1	AGS P2	Cells	02/03/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110002	02/11/2016	AGS P2	3	B	1	3	21	2	AGS P2	Cells	02/03/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110003	02/11/2016	AGS P3	4	B	1	3	21	3	AGS P3	Cells	05/03/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110004	02/11/2016	AGS P3	5	B	1	3	21	4	AGS P3	Cells	05/03/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110005	02/11/2016	LNCap-LUC	6	B	1	3	21	5	LNCap-LUC	Cells	18/02/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110006	02/11/2016	LNCap-LUC	7	B	1	3	21	6	LNCap-LUC	Cells	18/02/2015	Richard Allen	0	0	2ml nunc	M_ADMIN
1602110007	02/11/2016	LNCap-LUC	8	B	1	3	21	7	LNCap-LUC	Cells	18/02/2015	Richard Allen	0	0	2ml nunc	M_ADMIN

For liquid nitrogen samples, you must add a Biorepository Number to each sample, this is the date followed by a number starting at 0001 in the following format yyddmm0001 i.e. 1631100001

Importing Samples

The following method is used to import these samples once entered into a compatible spreadsheet.

Login to Biotracer using your login details.

Select the SAMPLES tab.

From the drop down menu select the sample type you will be importing.

Select import from file from the menu across the top of the sample list this will bring up a pop up box

Select import new data file then upload file then choose the file you want to upload, click upload files then upload data and this will upload the selected file to Biotracer.

A pop up box will appear click on select import data template and select the sample type you are importing this will fill all the boxes for the information you require.

Click upload data

Your data is now fully uploaded onto Biotracer

Storing Samples

Once imported samples must be stored in an appropriate location:

Select the STORAGE tab.

Select ASSIGN LOCATION.

Select storage unit this will bring up a pop up box containing all possible storage locations, select the location you want to store your samples and press select your chosen location will appear on the right of screen.

To select the samples to store click on import samples on the left of screen.

Select the sample type you are storing from the drop down menu.

From the attributes menu select status and then type received into the 'contains box', this will produce a list of the samples you have just imported.

From the drop down menu select show all entries, this should tally with the number of samples you have imported.

Select these samples then move then across to the selected samples column using the arrow

Click import and these samples will now appear in the table to the left of your chosen storage location.

Select all samples and select assign automatically

Click assign and your samples will be assigned to the storage location you have chosen

3. Associated Documents

	Document	Document Reference
1	Removing Samples from Biotracer	BIO:SOP:38
2		
3		
4		
5		
6		
7		