

SAMPLE SHARING WITH EAZA BIOBANK

Contact support@Species360.org

Sharing Samples (single record sharing) was created so when you ship a sample to the EAZA Biobank you can share a single sample record with them, and they can record storage details for it. You only need to share samples that are being shipped to one of the four Biobank hubs. The Biobank will not be able to change any of the sample collection information. At this time, this functionality is intended only for use by institutions contributing samples to the EAZA Biobank project. You can only share a parent sample; no subsamples can be shared.

To share the Sample, highlight it in the Medical dashboard and select Share This Record above the preview pane.

The screenshot shows the 'Medical Records' interface. At the top, there are navigation buttons: New, Edit, Delete, Manage Animal Lists, Reload medical list, Export medical list, Medical Reports, Medical Apps, and Sample Storage. Below this is a 'Dashboard' section with a search bar and a list of record types: Records, Clinical notes, Diagnoses & Procedures, Prescriptions/Treatments, Samples (3), Tests & Results, and Anesthesia. The main area displays a table of records for '01/11/2021' with columns for Animal, Date, Details, and Responsible Staff. Three records are listed, all for '12345 / Quagga (extinct 1872) / ZRS21-14270'. A red arrow points from the 'Details' column of the first record to the 'Share This Record' button in the toolbar below the table.

The 'Share this record' dialog box contains the following information:

- Entity Name:** Plasma/01 Nov 2021/S-ZRS21-036010
- Animal:** 12345/Quagga (extinct 1872)/ZRS21-14270
- Existing Shares:** ~
- BioBank Institution:** EAZA BANK

Red circles with numbers 1, 2, and 3 are placed over the Animal, Existing Shares, and BioBank Institution fields respectively.

1) The sample type, date collected, and Sample ID will display in addition to the animal Local ID, common name, and GAN. This information is not editable.

2) Any existing shares, if any, of this Sample will display.

3) Record the BioBank Institution. You can set EAZA Biobank as the default institution from your Institution Preferences > Medical Preferences > Single

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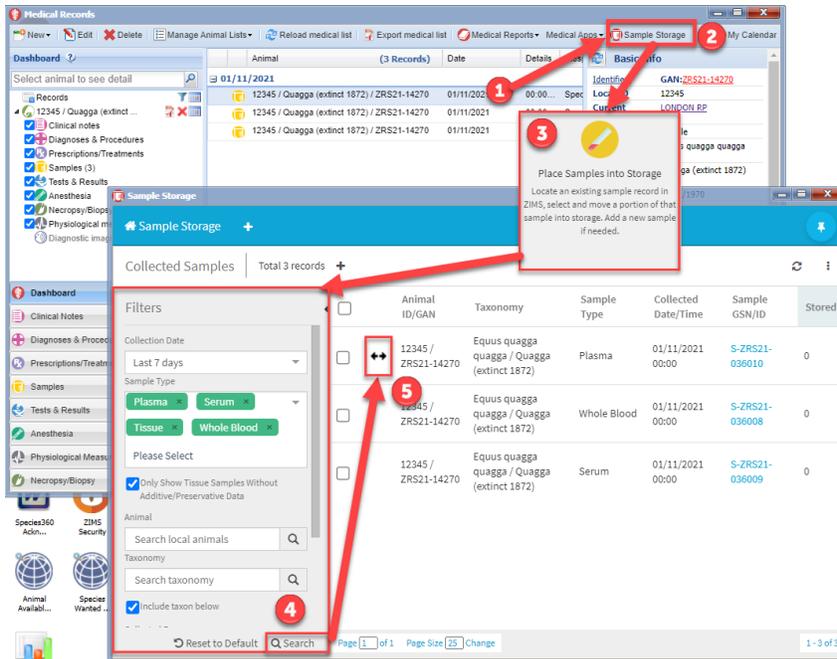
The shared sample will display in the External Sharing grid in My Institution.

Institution	Animal	Taxonomy	Record Type	Details	Created Date	Created By
EAZA_BANK			Single Sample	Plasma/01 Nov 2021/S-ZRS21-036010; 12345/Quagga (extinct 1872)/ZRS21-14270	01/11/2021	Species360 Member Support

In the Sample Storage search results, records previously shared will be marked with “↔”.

<input type="checkbox"/>	Animal ID/GAN	Taxonomy	Sample Type
<input type="checkbox"/>	↔ 12345 / ZRS21-14270	Equus quagga quagga / Quagga (extinct 1872)	Plasma

To determine if a record is already shared:



- 1) From a sample record in the medical dashboard
- 2) Open Sample Storage module
- 3) Choose 'Place Samples into storage' on the Sample Storage Dashboard
- 4) Search for samples by type, animal or taxonomy, and click Search
- 5) When viewing the samples in the search results grid, rows marked with a ↔ icon have already been shared

The EAZA BioBank can now find the record in ZIMS and record storage information. If you have entered the sample collection details into your ZIMS for Medical records and shared

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with EAZA Biobank as described above, then you are done (of course you need to send the sample to them!).

For members not using ZIMS for Medical or Sample Storage, you may opt to have EAZA Biobank staff enter the sample collection data on your behalf using information found on the sample submission form. In this situation you will see that information in your local ZIMS medical records and listed in your External Sharing grid. For EAZA Biobank to enter data on your behalf your institution must be on Biobank’s “Authorizing Institution” list. You may view this list by searching for the EAZA Biobank in ZIMS and viewing institution details. By default, all EAZA members are Authorizing Institutions. If you use ZIMS and would like to be added to or removed from the Authorizing Institution list, or if you need more information, please contact support@species360.org. Opting out means EAZA Biobank cannot enter sample records on your behalf. Those samples will then be created as an Incomplete Accession.

To set the preference for the EAZA Biobank to prefill as the default when sharing a sample go to Start > Institution > Institution Preferences > Medical Preferences > Single Record Sharing.



Enter EAZA_BANK (EAZA Biobank) and Save & Apply for All Users. When sharing a sample, the Institution will now default to this.

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