




INSTRUCTION ON HOW TO FILL IN IMPORT TEMPLATE FOR MIGRATION OF DATA INTO FREEZERPRO



Dennis Hellgren, Jeannette Lundblad Magnusson, Boris Schubert
STOCKHOLMS MEDICINSKA BIOBANK, FOU KAROLINSKA

Instruction on how to use the import template for data import into FreezerPro

There are some point you need to think about when data is migrated into FreezerPro.

You will be given a template where you should fill in data for samples, box name etc. We have prefilled the sheet with data for freezers, racks, rack type, rack position in freezer and barcodes for boxes. 70% of your allocated racks will be of the type 5x5 (2 ml tubes) and the rest will be 2x5 (15/50 ml tubes). 5x5 racks will hold 25 boxes and 2x5 will hold 10 boxes. Racks will have predetermined positions in the freezers.

Please note! The physical position for a box must be equal the position stated in the template.

The box is unstructured (BAG in FreezerPro), the position of the sample in the box has no value when BAG is used for import. If you in the future wish to change from an unstructured box (BAG) to a structured box (for example 10x10) then you must do the following in FreezerPro; move the samples to another box (that is virtually), copy and save the barcode for the old box, create a new box, move the samples to this box (that is virtually), remove the old box and update the barcode for the new box with the barcode from the old box.

When the template has been filled in and you are satisfied that all relevant data is in place, send us a note by email.

Continue working using the template until we send you a note that it is time to import your data into FreezerPro. More information on import of your data will be given later.

When your data is under import into FreezerPro and you need access to the samples, any change in the template due to this is your responsibility to correct in FreezerPro after import of data.

NOTE! Under no circumstances should you send templates via email with sensitive information (Person data, Human samples).

Encrypted USB-stick can be borrowed from us for handing over human samples. Order the USB-stick when you are ready to send the templates to us. Since we have limited number of USB sticks, they need to be returned with templates to us as soon as possible.

FreezerPro import template

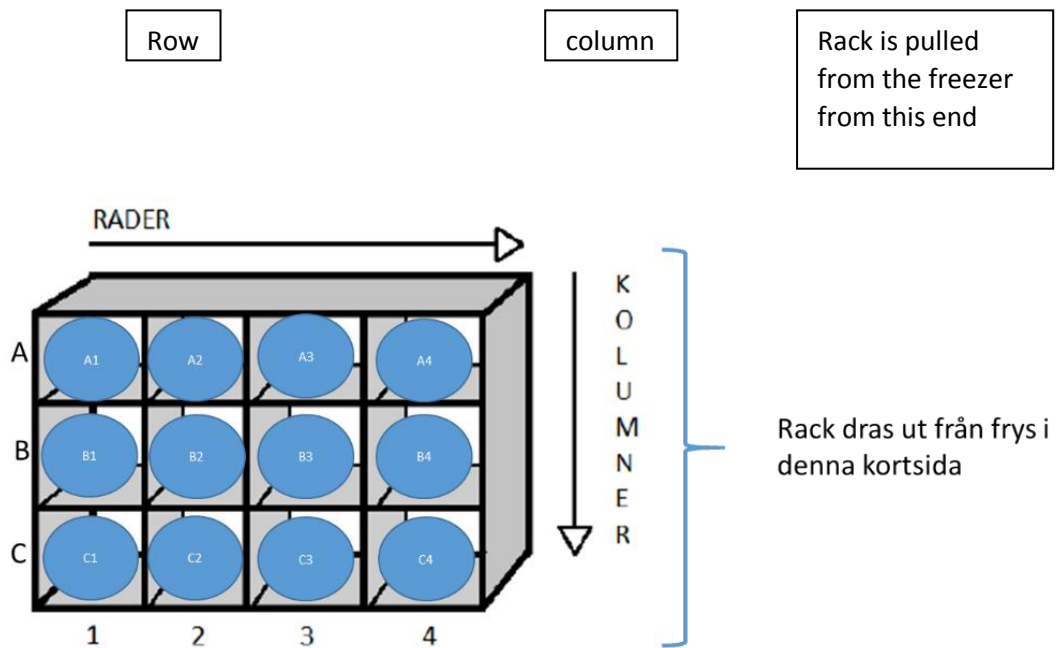
You have been allocated space in freezers. The next step is to mark your boxes with a barcode. This barcode points to a specific position in the freezer structure and can therefore **not be changed**.

We have built an import template where you will fill in data for your samples for Stockholm medical biobank to import data into FreezerPro. The template will be prefilled with data for freezer, rack name, and box barcode.

It is very important that data pointing to box location in the template **is not changed**. This will cause unnecessary problems.

NOTE! The import template's cell formatting in the excel file cannot be changed. It is and should be set to "General". The first row is column header and cannot be changed.

Columns can be hidden, lock the top row, and line-level filtering in the import template to simplify use. Formulas, macros, functions, comments or similar are not allowed to be used in the import template. Addition of new columns is not allowed. Changing worksheet name is not allowed.



Illustrationen visar ett rack med 4 kolumner och 3 rader.

Once you have put a label on a box and filled in data over the box content into the template, it is very important that the box is inserted into correct position in correct rack in correct freezer. If you have any questions, please contact SMB!

Description of template fields

All fields in import template can contain **max 255 characters**. If content is longer that, content will be cut at 255 characters. Import template will contain 100 positions/box. Fields can be left blank (unless otherwise stated). Ex. **(Mandatory)** that may be changed or filled in with data (the green columns down the document). Field with **Possible values** is the values to be used if the field is to be used.

Use A-Z, a-z, 0-9 character. Some other characters are allowed (e.g - ! ?).

DO NOT USE SPECIAL CHARACTER

Please note: Not allowed characters in fields: " ' & # + ; : , (Special character)

Freezer – Prefilled and cannot be changed

Shelf – Prefilled and cannot be changed

Rack – Prefilled and cannot be changed

RackPosition – Position for box in rack, from A:1 to E:5, where letter indicates row and number indicates column. **Prefilled and cannot be changed**

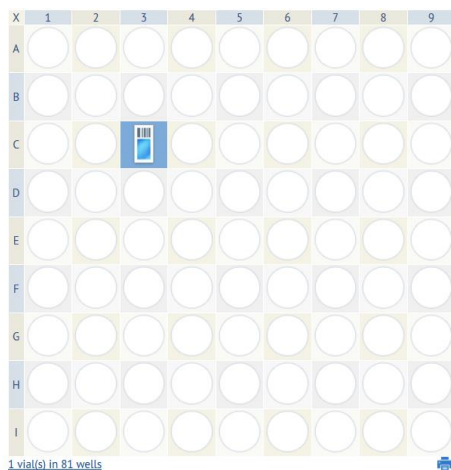
RackStructure – 5x5 or 5x2. **Prefilled and cannot be changed**

BOXBARCODE – Barcode for box, generated by system - **Prefilled and cannot be changed**

BoxType (mandatory) – Type of box e.g. BAG which is an unstructured box or a structured box (e.g. 10x10). **Possible values:** BAG, 4x4 (50ml), 5x5, 6x6 (15ml), 6x8, 7x7, 8x8, 9x9, 10x10 (2ml), 96 (12x8) well plate. If your box type is not present write BAG. Below is a list of box types available in the system.

Box Type Name ▲	Width	Height
10 x 10	10	10
384 (24 x 16) Well Plate	24	16
4 x 4	4	4
5 x 5	5	5
6 x 6	6	6
6 x 8	8	6
7 x 7	7	7
8 x 8	8	8
9 x 9	9	9
96 (12 x 8) Well Plate	12	8
BAG	100	1
Mini Pie	10	11
Pie Shaped	12	11
Wedge	14	13

Position (Box position) (mandatory) – If you chose a box type other than BAG you have the possibility to select where in the box a sample is located using Box position. If this is case, then indicate position in box numerically. For example, positions A/1 = 1, A/3 = 3, B/1 = 10 etc. in for example a 9x9 box, see figure below. You start from the left (A/1) and goes to the right (horizontal) in the matrix. A position number in a box cannot be doublet, they need to be unique per box. If you are using BoxType BAG then no position number exists since it is unstructured. Leave positions number as is if you select BoxType BAG(unstructured). It is needed during import.



In the example in the figure above, in a 9x9 box, position C/3 equals position 21

BoxName (mandatory) – Name of the box. To fit on printed Box labels, do not use longer box name than 19 characters. Replace "Fyll i BoxName" with new text.

SampleName (Mandatory) – Specific name of the sample; name, number or ID. To fit on printed sample labels, do not use longer sample name than 18 characters. Replace "Fyll i SampleName" with new text.

SampleGroup - Prefilled and cannot be changed – Used for grouping of samples, e.g. studyname/lab group. SMB has already created groups in FreezerPro.

SampleSource (Donor) (Mandatory) – **Possible values:** Human, Deidentified human, Animal, Other. "Deidentified human" means: sample has no trace to a patient or person data.

PersonNumber (Mandatory for human samples) – Fill in using format YYYYMMDD-XXXX for human samples alternatively with a code number (for traceability of human biobank samples). Optional when "Deidentified human" or other SampleSource than "Human" is used. Recommended to use only on Human Sample Types. **NOTE! If this field is not filled with data for human samples, import of data into Freezerpro will be aborted immediately by the system.** If this field contains value, the file cannot be sent via email. Shipment of file, has to be done via encrypted USB-Stick provided by SMB. Contact SMB to get an USB-Stick when the import template files are ready to import to production.

PersonName – Name or optional name/number. If this field is left empty for a human sample, a value consisting of 10 characters will be inserted automatically (e.g. F8B8C2C9-9). The reason for this is that the name is used for sample source in FreezerPro and a name for a sample source is a mandatory field in FreezerPro.

Gender (Mandatory for human samples) – **Possible values for human samples:** Male, Female, Other. Optional when "Deidentified human" or other SampleSource than "Human" is used. **NOTE! If this field is not filled with data for human samples, import of data into Freezerpro will be aborted immediately by the system.**

SampleType – **Possible values:** Blood, Biopsy, Cell/Cell Line, Citrate Plasma, EDTA Plasma, Faeces, Heparin Plasma, Organ, Plasma, Saliva, Serum, Tissue, Urine, Other, gDNA, CSF, DNA, RNA

BarcodeSample – If you already have a bar code for your samples, you can enter this here. **NOTE! MUST BE UNIQUE VALUE.**

Volume – Sample volume, i.e. 7.0 **Please note: use dot (.) not comma sign (,)!**

Units – **Possible values:** mL, uL, mg, ug, g, pieces

CollectionDate – Fill in date if there is a start date for the sample (**date format YYYY-M-DD**)

ExpirationDate (Expiration date) – Fill in date if there is an expiration date for the sample (**date format YYYY-MM-DD**)

AnatomicalSite - Fill in if you want to incorporate anatomical site for sample, standard codes can be used.

Comment – free text field (**Max 255 characters**). No Person source info allowed.

Consent (Mandatory for human samples) – Patients consent. Prefilled with YES. **Possible values:** YES or NO

Fields in import template

LabGroupName	Freezer	Shelf	Rack	RackPosition	RackStructur	BOXBARCODE	BoxName	BoxType	Position	SampleName	SampleGroup
EfternamnLab	K-S_U220_10_3200_Freezer_10B	Shelf 04	Rack 10B22	A:01	5x5	11770637776	Fyll i BoxName	10 x 10	1	Fyll i SampleName	Cancer EfternamnLab
EfternamnLab	K-S_U220_10_3200_Freezer_10B	Shelf 04	Rack 10B22	A:01	5x5	11770637776	Fyll i BoxName	10 x 10	2	Fyll i SampleName	Cancer EfternamnLab
EfternamnLab	K-S_U220_10_3200_Freezer_10B	Shelf 04	Rack 10B22	A:01	5x5	11770637776	Fyll i BoxName	10 x 10	3	Fyll i SampleName	Cancer EfternamnLab

Fields marked in blue should not be changed. The only exceptions are **Boxtype** and **Position** where you can change **Boxtype** and **Position** for samples per rack position.

Please NOTE! Position for a sample in a box must have a unique number per rack position, se point **Box position** above.

BoxName	BoxType	Position	SampleName	SampleGroup	SampleSource	PersonNumber	PersonName	Gender	SampleType	BarcodeSar	Volume	Units	CollectionDate	ExpirationDate	AnatomicalSite	Comment	Consent
Fyll i BoxName	10 x 10	1	Fyll i SampleName	Cancer Efternamnlab	Human Sample Types												Yes
Fyll i BoxName	10 x 10	2	Fyll i SampleName	Cancer Efternamnlab	Human Sample Types												Yes
Fyll i BoxName	10 x 10	3	Fyll i SampleName	Cancer Efternamnlab	Human Sample Types												Yes
Fyll i BoxName	10 x 10	4	Fyll i SampleName	Cancer Efternamnlab	Human Sample Types												Yes
Fyll i BoxName	10 x 10	5	Fyll i SampleName	Cancer Efternamnlab	Human Sample Types												Yes

Fields marked in green are fields used for data for box name and samples.

Example of a populated template is shown below

BoxName	BoxType	Position	SampleName	SampleGroup	SampleSource	PersonNumber	PersonName	Gender	SampleType	BarcodeSar	Volume	Units	CollectionDate	ExpirationDate	AnatomicalSite	Comment	Consent
Hem 1	9x9	1	1500001	Cancer Efternamnlab	Human Sample Types	115584		other	faeces		12.2	ml	2018-01-01	2018-07-30		Lysing box 1_1A-DNA/RNA shield	Yes
Hem 1	9x9	2	1500003	Cancer Efternamnlab	Human Sample Types	115585		other	faeces	arb1	12.2	ml	2018-01-01	2018-07-30		Lysing box 1_1A-DNA/RNA shield	Yes

Questions regarding the import template can be sent to Freezerpro.lsf@sll.se

Log on to FreezerPro

- 1) To be able to log on to FreezerPro you need to have access to an SLL computer connected to SLL-net.
- 2) Have your eTjänstekort inserted in the computer.
- 3) Start a browser and go to <https://resurs.sll.se>
- 4) Login with your eTjänstekort pin.
- 5) Click on the icon for Freezerpro at the netscaler dashboard
- 6) Type you user name and password at Freezerpro login page to login to Freezerpro

We will return with more information about this later.