

## Database instructions Feed monitoring Laboratories





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#### Explanation of symbols/buttons in the database



**Please note:** Do not click on the browser's "back" button and do not click another button until one page has been fully loaded (note your browser's progress bar).

**Please note**: If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.





### 1 Registration

#### 1.1 Login to the database

https://www.gs-plattform.de/QSSoftware/start/do?SPRACHE ID.User=1



Click database login

**Database** 

er=1

https://www.qsplattform.de/OSS oftware/start/do ?SPRACHE\_ID.Us







Enter user-ID

ICRT-Database (Transport for Feed)

- Enter password
- Click

Enter user-ID and password

OK

#### 1.2 Forgot your password?

- Click forgot password?
- Enter User-ID

A new password will be sent to the email address that was entered for the user.

**Click forgot** password?

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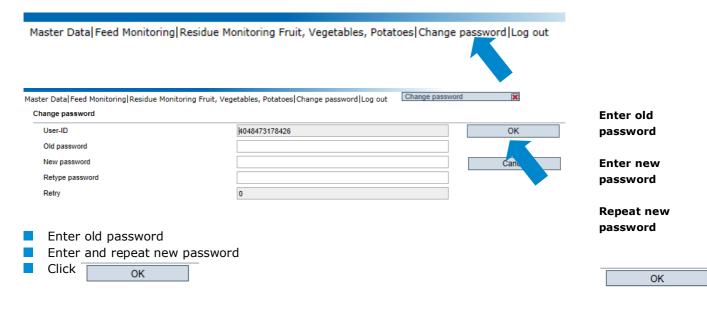


#### 1.3 Change password

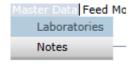
For reasons of safety, please change your password immediately and regularly.

#### Click change password

#### Click change password



#### Menu Master data

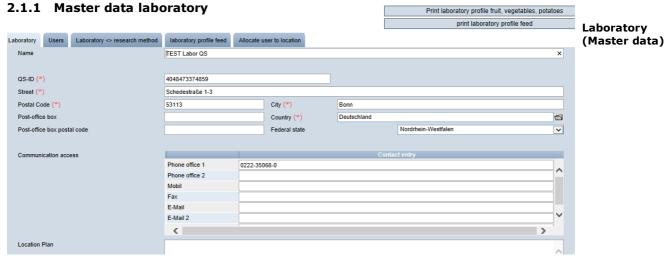


#### Master data

#### 2.1 Menu item Laboratories

You can find your laboratory's master data here, set up your laboratory's profile and create new users.

**Laboratories** 



Edit master data, if necessary, and save with

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Users

#### 2.1.2 Users

Laboratory

Jens

Claudia Claudia

Heinz

Users

0

You can find an overview of your laboratory's users here.

Laboratory <> research method

Schäfer

Rotter

Probe

Allocate user to location

Type of contact

Labor-Administrator

Labor-Analytiker

Labor-Probenehmer

#### Types of users:

#### Laboratory-administrator:

Users

- Can create analysts (s. chapter 2.1.3) and samplers (s. chapter 3.1.2)
- Can edit master data
- Can view all sample related data and laboratory related data and enter analysis results
- Cannot create sample related data
- The administrator is created by QS

#### Laboratory-analyst:

- Can create new sample related data for the locations that are allocated to him/her
- Can enter the related sample related data and analysis results

#### Laboratory-sampler:

- Can enter sample related data for the locations that are allocated to him/her
- Can view analysis results

## Analyst

Laboratory-

Laboratory-

**Administrator** 

#### Laboratorysampler

#### 2.1.3 Create analyst

Create new analyst with 📳



- Please enter analyst's data completely and correctly
- Contact data: **Telephone number** and **email address** are mandatory
- Log-in data will be sent to the email address that was entered for the analyst
- Save with 👢

Create new analyst with



Save with

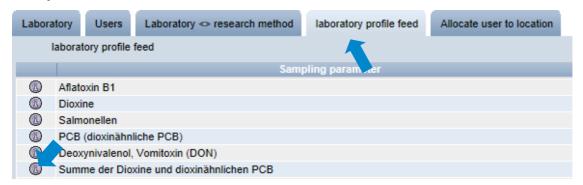


#### 2.1.4 Laboratory profile feed

Laboratory profile feed

Overview of parameters which can be analysed by your laboratory.

**Note:** Laboratories cannot add or change parameters on their own, but have to ask QS to change the parameters. Laboratories are obliged to keep their laboratory profiles **complete** and **up-to-date**.



Open detailed information with



Click to open a detailed information with subparmeters (i.e. heavy metals: Arsenic, lead, etc.)

Subpa	rameter						
	Subparameter						
	Sampling parameter	Subparameter	CAS number	active	Research method L	imit of determination (mg/kg) U	Jnit  .
D)*	Schwermetalle	Arsen (As)	7440-38-2	<b>✓</b>	DIN 38405-35- Ausgabe: 2004-09 Deutsche Einheitsverfahren zur Wasser-, Abwasser und Schlammuntersuchung - Annoen (Gruppe D) - Teil 35: Bestimmung von Arsen. Verfahren mittels Graphitrohofen-Atomabso		mg/kg
D)*	Schwermetalle	Blei (PB)	7439-92-1	V	DIN EN ISO 11885, Ausgabe: 1998-04 Wasserbeschaffenheit - Bestimmung von 33 Elementen durch induktiv gekoppette Plasma- Atom-Emissionsspektrometrie (ISO 11885:1996); Deutsche Fassung EN ISO 11885:1997		mg/kg
D)*	Schwermetalle	Cadmium (Cd)	7440-43-9	V	DIN EN ISO 11885, Ausgabe: 1998-04 Wasserbeschaffenheit - Bestimmung von 33 Elementen durch induktiv gekoppette Plasma- Atom-Emissionsspektrometrie (ISO 11885:1996); Deutsche Fassung EN ISO 11885:1997		mg/kg
D)*	Schwermetalle	Quecksilber (Hg)	7439-97-6	✓	DIN EN 1483 (E12)- (Norm-Entwurf) DIN EN 1483, Ausgabe: 2004-12 Wasserbeschaffenheit - Bestimmung von Quecksilber; Deutsche Fassung prEN 1483:2004		mg/kg

Subparameters active

A tick in the box "active" shows for which subparameters your laboratory is recognized by QS.

active	Research method	Limit of determination (mg/kg)	Unit	analysis range
✓	DIN 38405-35- Ausgabe: 2004-09 Deutsche Einheitsverfahren zur Wasser-, Abwasser- und Schlammuntersuchung - Anionen (Gruppe D) - Teil 35: Bestimmung von Arsen. Verfahren mittels Graphitrohofen-Atomabso		mg/kg	
<b>✓</b>	DIN EN ISO 11885, Ausgabe: 1998-04 Wasserbeschaffenheit - Bestimmung von 33 Elementen durch induktiv gekoppelte Plasma- Atom-Emissionsspektrometrie (ISO 11885:1996); Deutsche Fassung EN ISO 11885:1997		mg/kg	

Enter analysis range and limit of determination

Save with



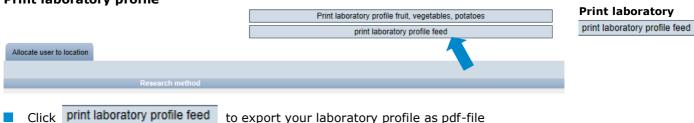
If necessary, add analysis range and limit of determination

Save changes with









#### 2.1.5 Allocate user to location

Overview of locations for which your laboratory is allowed to create new sample related data. The allocation is done by the wholesaler or coordinator.

Allocate user to location



#### Open detailed information

Open detailed information with

## Open detailed information with



Allocate user to location			
Location	276124578462514, Test Schwein		
Bündler	-	7	
		4	
principal	TEST Bündler QS	Location number	276124578462514
QSID	4565453656442	Name	Test Schwein
First name	Paul	First name	ast
Last name	Mustermann	Last name	gzugvzu
Street	Schedestr. 1	Street	blaweg 4
Postal Code	53113	Postal Code	53113
City	Bonn	City	Bonn
Telephone	+49 (0) 123456	Telephone	4546
Fax		Fax	
Email		Email	

#### 2.2 Menu item notes

In specific hazardous situations, i.e. during crises, banned scheme participants can be displayed for you immediately upon log-in to the QS-database under the menu item "master data/notes" The notification is provided by QS within the system.

Notes





#### 3 Menu feed monitoring

In the menu feed monitoring, you can administer sample related data and analysis results.

Feed monitoring

# Administrator Feed Monitoring Residue Monitoring Sampler Sample related data Analysis Results

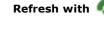


#### 3.1 Menu item sampler

It is useful to create a sampler, if the laboratory was authorized by a wholesaler or coordinator to create sample related data (Functions of samplers see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**.).

#### 3.1.1 Overview of samplers

Click to display a list of all samplers

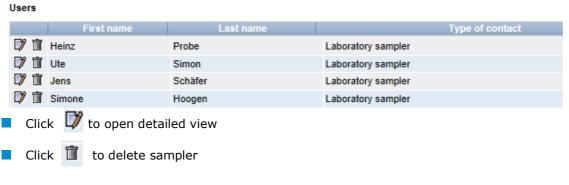


Open detailed view with

Delete with

Create new

Sampler

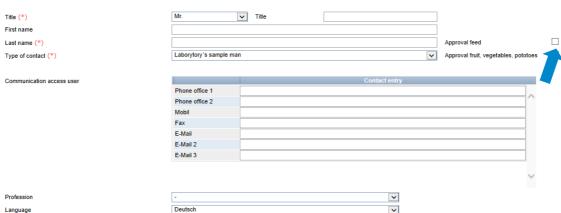




Click to create new sampler







Enter sampler's data and save with

1

- Please enter sampler's data completely and correctly
- Tick checkbox "Approval feed"
- Contact data: Telephone number and email address are mandatory



Quality Assurance. From farm to shop.



- Log-in data will be sent to the email address that was entered for the sampler
- Save with W
- Close with 🗶

Note: A sampler can only create sample related data for locations which have been allocated to the laboratory by the scheme participant or certification body (for small scale feed material producers and mobile milling and mixing plants).

#### 3.2 Menu item sample related data

You can create and edit sample related data here. Sample related data can be in three different states:

Sample related data

#### Sample related data created:

The sample has been entered into the database.

#### Sampler commissioned:

The sample has been commissioned with taking the sample and with entering the missing information.

Sampler commissioned

#### Laboratory commissioned:

The sampler has entered all relevant data and has forwarded the data to the laboratory.

## **Analysis completed:**

The analysis results were entered. Sample related data in this state can be found under the menu item analysis results. (s. chapter Fehler! Verweisquelle konnte nicht g efunden werden.)

**Analysis** 

completed

commissioned

Laboratory

#### 3.2.1 Overview of sample related data

Click to display a list of all sample related data which are not in the state "analysis completed"





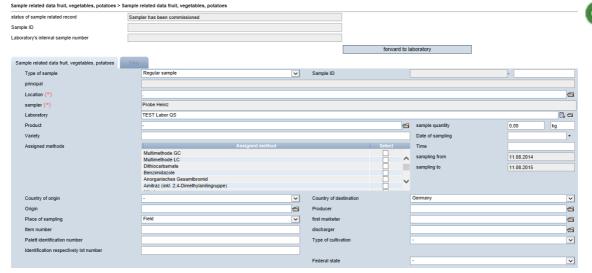
If necessary, narrow search results with filtering options

Sample related data fruit, vegetables, potatoes

	Deadli	Sample ID	status of sample related	Held	Location	principal	Product
<b>**</b>		GH00000233-00123456	Sampler has been commissioned		Muster	Qualität und Sicherheit GmbH	Basilikum
<b>□</b> *		GH00000233-97581317	Sampler has been commissioned		QS Fachgesellschaft Obst-Gemüse-Kartoffeln GmbH	QS Fachgesellschaft Obst-Gemüse-Kartoffeln	Bearbeitung
<b>□</b> *		OGK123456789101-100682538	Sampler has been commissioned		Test1	TEST Bündler QS	Aubergine

#### 3.2.2 Create new sample related data

Click 🚺 to create new sample related data Create new sample related data with



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Sample type

#### Select one of the following sample types:

- Regular sample
- Gate-Keeping
- Poitive release sampling
- Special release
- Additional control plan
- Ad-hoc monitoring plan

#### Select location

- click <a> cli
- 🦢 to display a list of all locations
- Select location with

Note: The first part of the sample ID resembles the location number. The second part of the sample ID can be freely selectable or is automatically generated by the data base.

Sample ID

Location



#### Sampler:

- Is commissioned by the client
- As soon as a sampler opens the data set, his user name will be entered here

#### Select laboratory:

- Click 🖼
- Select laboratory with

Laboratory

Sampler

Note: As long as the check mark "favourites" is ticked, only the prefered laboratories will 

#### Select feed material:

Date of sampling:

Click to select favoured feed material (see chapter 3.5) or

afterwards to display a list of all feed materials

select feed material with

Feed material

Select date of sampling in the form "dd.mm.yyyy"

#### Production date/ internal sampling description:

One of the fields must be filled in

#### Sample quantity (optional):

Enter quantity of sample

Date of sampling

**Production date** 

Sample quantity





**Country of origin** 

Federal state

Sele	ct country	of o	origin:
------	------------	------	---------

Click and select the country of origin

#### Federal state:

Click and select the federal state

#### Item number (optional):

For internal traceability only

#### Trade name (optional):

Free text

#### Sampling parameter:

Tick checkbox to select parameters ("Screening" = Screening-Method)

 If only certain subparameters of a parameter shall be analysed, click and choose subparameters

	Sampling parameter	Select	screening
<b>(A)</b>	Aflatoxine B1		
<b>(A)</b>	Antibiotic performance promoters		
<b>(A)</b>	Deoxynivalenol / Vomitoxin (DON)		
<b>(B)</b>	Dioxin		

#### Particularities and noticeable problems (optional):

Free text, e.g. notes for the laboratory

Save with

## Forward to laboratory

- Click forward to laboratory when all relevant data have been entered
- Data are forwarded to the selected laboratory
- The sample is in the status "laboratory commissioned" and cannot be edited anymore.

#### Print sample related data

Print sample related data as pdf-file with



#### 3.2.3 Reset request (after forwarding sample related data)

For changes, click Reset request and give the reason for the reset request as free text. QS can then reset the data set. You will be informed when the data set can be edited by you. After the necessary changes have been made, click "forward to laboratory" again.

Item number

Trade name

Sampling parameter

Notes

Save with

Forward to laboratory



Reset request



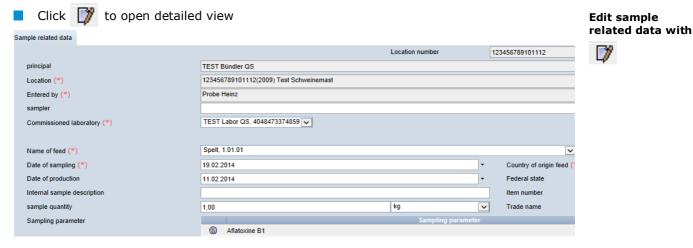


Upload sample related data

release sample

Upload with

#### 3.2.4 Edit sample related data



Note: Fields shaded in grey cannot be edited

#### 3.2.5 Upload sample related data

Click at to upload the file

Sample related data fruit, vegetables, potatoes > release sample

Durchsuchen... Keine Datei ausgewählt.

You have the option to upload several sample related data simultaneously using a csv file, instead of entering them separately into the database.

Please use the template csv-upload sample related data-

Sorting

Product

Held

release sample

Select the csv file by clicking the button "Durchsuchen" (Browse)

Sample related data fruit, vegetables, potatoes > release sample

File

Durchsuchen

Keine Datei ausgewahlt.

**Note:** The upload is only worthwhile for a larger number of assigned samples (e.g. 10 samples).

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#### 3.2.6 Export functions

#### **Export of sample related data**

Click | to export a list of all sample related data as csv file. The file contains additional information, which are not displayed in the web view, such as sampling time.

#### **Export functions**

Export sample related data with



#### Export allocation sampler (only administrators and samplers)

- By clicking the button Allocation sampler a list of the sample related data including the allocated samplers can be downloaded
- The list contains the telephone numbers of the locations at which the samples need to be taken to make contacting the locations easier.

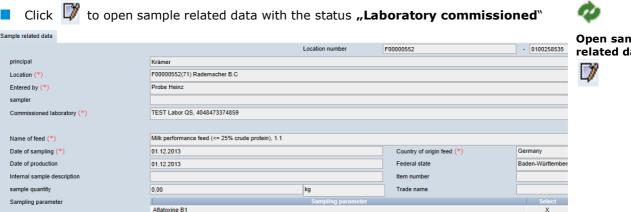
Note: If necessary, narrow search results by using filtering options. It is not necessary to click if you want to export a list with all data.

**Export allocation** of samplers with

Allocation sampler

#### 3.2.7 Enter analysis results

- Click to display a list of all sample related data.
- Click to open sample related data with the status "Laboratory commissioned"



**Enter analysis** results

Refresh with

Open sample related data with

Click tab "Laboratory related data" and enter the following data:

Antibiotic performance promoters Deoxynivalenol / Vomitoxin (DON)

- Laboratory's internal sample number(optional)
- Date of sample reception
- Start of analysis
- End of analysis
- Particularities and noticeable problems (optional)
- Evaluation (optional)
- Assign sub-license to (optional): Fill in if the analysis of a certain paramter was subcontracted to an other laboratory

Note: The analysis results fort he subcontracted parameters need to be filled in by the originally commissioned laboratory.

**Enter laboratory** related data







Sample related data	Laboratory related data	analysis result	
Analyst	Analyst		
Laboratory's internal sample number			
Date of sample red	eipt		•
start of analysis (d	d.mm.yyyy)		•
end of analysis (do	l.mm.yyyy)		•
Particularities and	noticeable problems		
evaluation			
assign sub-licence	assign sub-licence		
assign sub-licence to:			

Enter analysis results

- Click on tab "Analysis result" and enter result values oft he analysed parameters:
  - Result value (Only real values are allowed and "n.n." for "not detectable", "n.a." for "not analysed", "n.b." for "not determinable", "negative" and "positive")
  - Analysis range (percentage value)
  - Maximum level
  - Guiding value
  - Action threshold
  - Limit of determination
  - Clarification necessary (s. chapter 3.2.10)



**Note:** If a screening method was used instead oft he commissioned analysis method, the analysts can tick the "Screening" box or vice versa.

#### 3.2.8 Complete analysis

- Click complete analysis when the entry of data was completed
- Data are forwarded to the client
- The data set is in the state "analysis completed" and cannot be edited anymore
- If you only want to save the date to edit them again later, click

**Note:** If there is more than one laboratory-analyst, every analyst can view all sample related data at first. Only when an analyst opens and edits a data set, his user name will be saved in the data set. From this moment on, the data set cannot be viewed or edited by other analysts of the laboratory anymore.

Complete analysis

complete analysis





#### **Reset request**

Reset request

Clarification necessary

Enter analysis results if exceedance is accepted

Tick "clarification necessary" if exceedance is not accepted

Contact client

#### 3.2.9 Reset request (after completing analysis)

For changes, click Reset request and give the reason for the reset request as free text. QS can then reset the data set. You will be informed when the data set can be edited by you. After the necessary changes have been made, click complete analysis

#### 3.2.10 Limit value exceedance: "Clarification necessary"

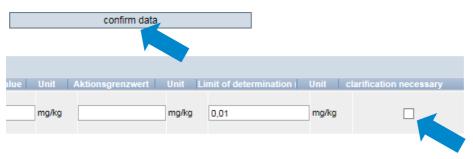
If the laboratory detects a limit value exceedance in a parameter, it has to contact the client on short notice to inform him about the results. This must take place before the analysis results are entered into the database.

#### If the client accepts the results:

■ The analyst enterst he analysis results (including the exceedance) in the data base.

#### If the client does not accept the exceedance:

- The analyst may not enter the results for the parameter in question into the database
- The analyst has to tick the checkbox "clarification necessary"
- The results for the other parameters must be entered directly into the database by the analyst
- Click confirm data



- The client commissions a **second laboratory** with analysing the parameters in question again (follow-up analysis). The second laboratory can view the result values of the parameter in question under the tab "Analysis results", but it cannot view the results of the other parameters.
- The data set has the status "Laboratory commissioned (follow-up analysis)"
- When the second laboratory has entered its results, the data set has the status "Result available"
- QS enters an averaged value. The data set has the status "Completed by QS".

#### 3.2.11 Follow-up analyses

- If there are sample related data with the status "Laboratory commissioned (follow-up analysis)", the laboratory was commissioned with the follow-up analysis of a parameter (s. chapter 3.2.10).
- Click to open detailed view
- Open tab "Laboratory related data" and enter all relevant data. (s. chapter 3.2.73.2.7)

Laboratory commissioned (follow-up analysis)

Open detailed view with



Enter analysis results

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Open tab "Analysis results" and enter results for the parameter in question

confirm data

- Tick box "Result available" and click confirm data
- The laboratory has to contact the client immediately afterwards to inform him about the result.

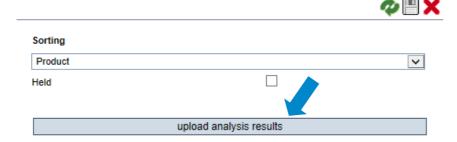
Upload analysis results

upload analysis results

#### 3.2.12 Upload analysis results

You can upload several analysis results at once by using a csv-file. .

Click upload analysis results



Select csv-file

Click "Durchsuchen" (Browse) and select csv-file

Sample related data > upload analysis results

File

Durchsuchen...





Click 📥 to upload file

Sample related data > upload analysis results

File Durchsuchen...

- Analysis results can only be entered for sample related data which have been created before
- To make sure that the csv-file is properly uploaded, it has to comply with the QS template.
- Please use the csv-template upload analysis results

Menu item analysis results

View analysis results

Refresh with



#### 3.3 Menu item analysis results

You can view nalysis results here.

#### 3.3.1 View analysis results

- Click to display a list of all sample related data which are in one of the following conditions:
  - "Analysis completed"
  - "Clarification necessary"
  - "Laboratory commissioned (Follow-up analysis)"

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#### Quality Assurance. From farm to shop.



- "Result available"
- "Completed by QS"
- If necessary, narrow search results with filtering options

#### Sample related data

	Location	Status	Blocked	Production scop	Sample ID
<b>)</b>	Testbetrieb Versuch ute	analysis completed		1008	00000030300000-0096080867
7	Geflügelhof Lück	analysis completed		2004	012121212121212-0096106895
<b>7</b>	Musterfrau	analysis completed		1020	123456789123456-0090697638
D)*	Musterfrau	analysis completed		1020	123456789123456-0090698414
7	Meiks Stall	analysis completed		3009	145478457412456-0096079330
7	Geflügelhof Lück	analysis completed		1031	27600000001111-0000123456
7	Geflügelhof Lück	analysis completed		1031	276000000001111-0096106881
7		analysis completed		0	276124578462514-0064402873
7		clarification necessary		0	F00001680-0071215852

Open detailed information with



Click to open detailed information

**Note:** Samples shaded in yellow: Missing analysis result Samples shaded in orange: QS guidance value exceeded

Samples shaded in red: Samples with a maximum level exceedance or samples with

an active substance that was marked as not approved by the laboratory

Reset request

#### 3.3.2 Reset request

For changes, click Reset request and enter the reason for the reset request as free text. QS can then reset the data set. You will be informed when the data set can be edited by you.

#### **Export functions**

received test reports

#### 3.3.3 Export functions (only administrators)

#### **Export received test reports**

Click received test reports to export an excel file with all analysis results. The list contains additional information which are not displayed in the web view, i.e. sampling date.

parameter/feed

#### Export parameter/feed

- Click parameter/feed to export an excel file with all analysed feed materials and the related parameters.
- The list provides you with an overview of how many times a certain parameter was analysed and what values and exceedances were detected.

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#### **Export allocation sampler**

Click Allocation sampler to export a list of sample related data with the allocated samplers as excel file. The list contains additional information which are not displayed in the web view, i.e. the address of the location where the sample was taken.