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Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 1/16/2024	
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INTRODUCTION

WASPLab is an automated system for the incubation of biological culture plates and for the visual inspection of microbial growth. WASPLab WebApp is the main User Interface of the WASPLab System

WASPLab WebApp is the main User Interface of the WASPLab System.

WASPLAB COMPONENTS

The following is an example of a WASPLab Station Set up and component.



- A PC Station
- **B** Monitor
- ${\bf C}$ Barcode scanner
- **D** Stacker
- **E** Label printer

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Symbols

Different type of symbols are used to alert to important information

WARNING	CAUTION	INFORMATION
Alerts the user to the possibility of injury, death, or other serious adverse reactions associated with the use or misuse of a device.	Alerts the user to the possibility of a problem with the device associated with its use or misuse. Such problems include: • Device malfunction • Device failre, • Damage to the device • Damage to other property. Where applicable a caution statement may include a precaution that should be taken to avoid the hazard.	used for hints and useful information and supplies additional information about the topic by clicking on the symbol.

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WASPLab WebApp Workflow



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PROCEDURE

Software Access

- 1. Double click on the WebAPP icon; the login window will appear.
- Enter Username and Password and click on Sign-in to enter the WASPLab Interface (WebApp).
 NOTE: Different user can be logged in at the same time, but from different work.

NOTE: Different user can be logged in at the same time, but from different work stations.

Assigning a password to new users

The first time logging in a password will have to be set

- 1. Enter only Username and click Sign-In
- 2. A pop-up window will open, enter the new password and click Submit.

Fill in new password a	nd confirm it	
New password	New password	
Confirm password	Confirm password	

- 3. A user icon will appear for few seconds with a list of user privileges
- 4. Hover over the logout icon to display the window again.



The following lists roles that can be assigned to a user, with the associated privileges.

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ROLE	PRIVILEGES
WASPLab Screener	Enable the Screening task in the main bar, the user can
	This section describes the WASPLab control system screens.
WASPLab User	This role must be always selected; it enables the basic
	functionalities analyse all the available plate images.
WASPLab Reader	Enable the Reading task in the main bar, the user can analyse
	only the media assigned by the Assigner.
WASPLab Skiller	Enable the Picking task in the main bar, the user can analyse
	only the media assigned by the Assigner
WASPLab Report	Enable the Report task in the main bar; the user can export the
	data in pdf and xls.
WASPLab Media Browser	Enable the Plate Browser in the main bar, to display all the
	pictures stored in the system.
WASPLab Assigner	Enable the Reading Assignment and the Picking Assignment
	in the main bar. These functions allow the assignment of the
	plates to be analyzed in reading and picking. The plates can be
	assigned to different users by protocol.
WASPLab Process	To delete the open processes (ONLY for authorized
Updater	personnel).
WASPLab Unloader	Enable the Unload plates menu and the unload plates function
	in Home.
WASPLab Admin	Enable the menu Administrator: user Workflow and
	Administrator: Historic
	Analysis in the Dashboard menu.
	- Enable the Administrative Configuration in the Settings
	menu.
	- Enable the Protocol Interface menu in the main bar.
WASPLab Engineer	Level reserved for personnel adequately trained for service
	and maintenance operations. Only people designed from
	COPAN is authorized to login using this username

Changing passwords

1. Hover over the **logout icon** display the user window.

(left side in the main page) with the mouse to

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Log-Out

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2. Select New Password. A pop-up window will open.

User1 set the new	v password
Fill in new password and	confirm it
Current password	Current password
New password	New password
Confirm password	Confirm password
Submit	Cancel

3. Enter the current and the new password then click Submit.

Logging Out

1. Click on the LOGOUT button in the main page



2. You will be redirected to the login page with a logout confirmation message

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WEB APPLICATION DISPLAY

Menu Bar

The **Menu bar** is vertically located on the left part of the window is present. The bar displays icons used to access different areas of the application.

ne 1- D				2% (18 / 176	0)	
board Tempe	ingle Incubator rature : 37.0° C - Type : CO2			3% (197880)	-
des Expired	Plates					
C ³⁷	A Media Barcode	Specimen Barcode	Incubator	Position	\$ Status	0
	2399500	23995	2	D1	INCUBATED	1
Ç 🕖	000260510100	0002605101	2	01	INCUBATED	
nment 🕖	605053800502	6050538005	2	G1	INCUBATED	2
D 📍 🕖	605055210102	6050552101	2	M1	INCUBATED	
	605055540200	6050555402	2	N1	INCUBATED	
🚰 🕖	605055210101	6050552101	1	E21	INCUBATED	
2 1 0	605058500102	6050585001	2	C2	INCUBATED	
king 🕖	2401800	24018	1	B20	INCUBATED	
. 🥥	2399502	23995	2	E1	INCUBATED	
Plates	605058500101	6050585001	1	H21	INCUBATED	
Showing 1 to Previous	0 10 of 37 entries Next					
face	Unselect All O Sen	d Media to : UNLOAD TO 101	•			
7 rowser						
ings						

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Icon Functionality

The table below provides a brief description of Menu bar icons. Below the table, a more detailed description is provided below or by clicked the name of the icon.

ICON	NAME	DESCRIPTION
Home	Home	In the HOME page is displayed the filling level of the incubators and the plates in incubation are listed.
Dashboard	DASHBOARD	In DASHBOARD main tab is displayed the timeline of the scheduled recordings. In the other pages the workload distribution are available
Slides	SLIDES (optional)	In SLIDES are displayed the pictures of the slides acquired with the microscope (if integrated).
Screening	<u>SCREENING</u>	In SCREENING is possible to quickly discard the negative plates and precede the analysis of the others.
Reading Assignment	READING ASSIGNMENT	In READING ASSIGNMENT is possible to perform the assignment of plates in READING to one or more users.
Reading	READING	In READING the plates sent from screening are analyzed, then a result is sent to LIS and the plates are unloaded from the incubator.
Picking Assignment	PICKING ASSIGNMENT	PICKING ASSIGNMENT is possible to perform the assignment of plates in PICKING to one or more users.

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Picking	PICKING	In PICKING is possible to perform the picking activities as instructed during the READING phase,
L Unioad Plates	UNLOAD PLATES	In UNLOAD PLATES is possible to unload a plate at any moment of incubation.
Protocol Interface	PROTOCOL INTERFACE	In PROTOCOL INTERFACE is possible to define the incubation protocols, consisting in type of pictures and time of incubation.
Report	REPORT (optional)	In REPORT is possible to create a report listing the results assigned to the plates loaded in the system.
Plate Browser	PLATE BROWSER	In PLATE BROWSER is possible to get information about plates incubated in the system.
Settings	SETTINGS	In SETTINGS is possible to define the users and the Microbiologic System Configuration.
Log-Out	LOGOUT	To LOGOUT from the WebApp software

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HOME



The **HOME** page is visualized after the login to the software. The screen is also available by clicking on the Home button on the Menu bar.

The Home screen provides information for:

- A. Incubator State
- B. Incubated Plates
- C. Access to Unload Plates

	Incubator	state				Sho	w 10 • entries		
WASPLab"	Incubator 1 - Dou Temperatu	uble Incubator			Filling percents 2% (18 / 1760)	ge			A. INCUBATOR STATE
Dasfiloard	2 - Sin Temperati	gle incubator ure : 37.0° G - Type : CO2			3% (197860)				STATE
	Expired Pi Search:	lates Media Barcode	Specimen Barcode	lacubatar.	Position	Status	Astion	$\overline{)}$	
Screening	0	2399500	23995	2	D1	INCUBATED			
28	0	000260510100	0002605101	2	01	INCUBATED			R INCURATED
Reading Assignment	0	605053800502	6050538005	2	61	INCUBATED			D. ATEG
Reading	0	605055210102	6050552101	2	M1	INCUBATED			PLATES
	0	605055540200	6050555402	2	NI	INCUBATED			
Picking	0	605055210101	6050552101	,	E21	INCUBATED			
	0	605056500102	6050585001	2	C2	INCUBATED			
Picking	0	2401800	24018	•	820	INCUBATED			
		2399502	23995	2	E1	INCUBATED			
Call Plates	0	605058500101	6050585001	,	H21	INCUBATED		2	
Ø	Showing 1 to 1 Previous N	0 of 37 entries ext							C. To Unload
Interface	19 Select All	🗅 Unselect All 💿 Send Media I	unload to 101	•				\succ	Plates
Report								\mathcal{I}	
Plate Browser									
tettings									

A. Incubator State

In the HOME page is displayed the filling level and current state of the incubators in the upper central part of the window

B. Incubated Plates

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The plates in incubation are listed in the lower central part of the HOME window.

The displayed list includes:

- Info button to get further information about the plate;
- The plate identification barcode;
- The specimen identification barcode;
- The incubator;
- The position of the plate in the incubator;
- The status of each plate (e.g. INCUBATED);
- A check box to select the plate to unload from the incubator (only for UNLOADER privilege users).

In the **Search** field, it is possible to type the barcode of the plate to be recalled.

Incubat Search	ted Plates	Type the plate to	he barcode of t	he	_		
	Media Barcode	\$	Specimen Barcode	Incubator	Position	Status	Action
	05071100199 MAII the photos of this media have been	n seen	050711001	1	R-B1	INCUBATED	
	7101999 MAII the photos of this media have been see	en	71019	1	R-11	INCUBATED	
	7102099 MAII the photos of this media have been see	en	71020	1	L-156	INCUBATED	
Showing * Previous	I to 3 of 3 entries S 1 Next t All Unselect All S Send Media to : UN	NLOAD TO	101 🔹				
	7						

In the home page are visualized **10** plates per view, the **Previous** and **Next** buttons allows to move from the showing pages.

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By clicking on the icon button it is possible to have more details about the plate (see below).



The **Select All** and the **Unselect All** buttons in the HOME page allow performing the respective operations, to select or unselect all the plates in the list.

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- 1. To select all plates click on **Select All** button and to select individual plate check off **Action** box for that specific plate
- 2. Then select the stacker where to unload the plate by clicking on the drop-down menu on the right side of the on **Send Media To** button
- 3. Lastly, click on UNLOAD TO XXX stacker and confirm the operation by clicking on **Send Media To**.
- 4. The plate unloading is pointed out with the message "Expunged"

608821710101 Expunged

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DASHBOARD



In the upper part of the window a tab menu with all available dashboard screens is present:

Screening	STACKERS' STATE	AUTOMATION AND ROBOTIC	WORKLOAD

By clicking in the Dashboard menu, the **SCREENING** window is the first dashboard displayed.

Dashboard's screening page:

- The current time is shown in the upper part of the window.
- In the screen is shown, as in a Railway Station Departure Table, the list of the upcoming protocols to be screened. For each protocol is reported the number of plates per protocol and when the pictures will be available
- In the lower part, samples already available for the screening are represented in a Chart and shown in the table below in the left; the table and the chart report the total number of available plates listed according to the protocol name. Daily information on planned screenings organized by protocol and days are reported in the table on the right. The samples are divided in time periods of one hour.

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Dashboard's screening page

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STACKERS' STATE:

- The **STACKERS' STATE** dashboard is available by clicking on the corresponding tab in the upper menu.
- For all the stackers configured in the WASPLab system and named with a certain number, the charts show the queue of plates unloaded.
- Under each stacker, the **<u>Available Plates</u>** shows the current barcode list of the plates stacked in the canister.
- The **Expected Plates** indicates the plates that have to be unloaded in the stacker.
- After the unloading of the plates into the stacker, press on the **Reset** button, to clear the list.



STACKERS' STATE dashboard screen example

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AUTOMATION AND ROBOTIC Dashboard:

- The **AUTOMATION AND ROBOTIC** dashboard is available by clicking the correspondent tab in the upper menu
- It shows different information concerning the loading and the recording operations related to each incubator.
- The **Recording Incubator** charts show, in two different colors, the percentages of planned and accomplished recording operations during the day.
- In the **Incubator Load** chart the percentage of the robotic for the next hours and the distribution of the exit requests for each incubator

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WORKLOAD Dashboard:

• The WORKLOAD dashboard represents the activities related to each user

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- In the chart, each assigned activity comes along with the description and the amount
- In the lower part of the window the first pie charts showing the distribution of the protocols concerning the reading activity and the second pie chart showing the distribution of the picking referring to each single activity WORKLOAD Dashboard



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SCREENING



Note: This functionality is accessible only by profiles with Screener privilege.

This page will allow the screening of the acquired images, in order to select the plates to further investigate by submitting them to the reading activity.

Screening flowchart

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Pre-screening page

On this page, the list of the protocols for which are available plate images to analyze is showed, with the number of samples available per protocol.

- 1. Click on the Screening button from the Bar menu
- 2. Pre-screening page will appear
- 3. There will be list of protocols (MRSA, BC, Urine, Stool, etc.) with the number of samples available per protocol
- 4. For each protocol there are 2 or 3 options to choose : Explore, READ ALL and Fast Screening (If available)
- 5. If you click on READ ALL it will send all the samples directly to the reading activity
- 6. If you click on **FAST SCREENING** for specimens with segregation capabilities, plates that are detected as "Not growth" will be segregated here.
- 7. If you click on <u>EXPLORE</u> you can examine the plates to screen for negatives or if positive send samples to the reading activity.

Note: For protocols with Fast Screening, proceed with fast screening before screening using "Explore" for other plates.

MASPLab"	Screening					
Home	Search: Protocol	Specimen Number	Explore	Read All!	Fast Screening	Fast screening column(C)
Deshboard	Tampone Rettale MRSA - BD	4 85	•	*	¥ 85	Fast Screening
٠	Tampone Faringeo	1		*		button (f)
×**						
Screening	Click first (Screening b)				

Pre-Screening page Operator Manual – WASPLab Segregation Software

SEGREGATION MENU:

In the **Segregation page** all specimens' media plates detected by the system as "Not Growth" will be displayed (maximum of 30 media plates images per page will be displayed)

1. To visualize media at different recording times click on the corresponding button on the top (**Timeshifts**). For example you can click on 0 hrs, 16 hrs, 24 hrs & etc.



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Figure 1.2 Segregation page Operator Manual – WASPLab Segregation Software

2. It is possible to display different type of pictures for the same media plate by clicking on the arrow on the left or right side of each plate.



Segregation page: image selection Operator Manual – WASPLab Segregation Software

3. It is possible to zoom on the image by clicking the left mouse button on media plate image.

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Click right

see LIS data

Segregation page: Image zoom *Operator Manual – WASPLab Segregation Software*

4. It is possible to display LIS data by clicking right mouse button. To remove it, click again the same button.



Segregation page: LIS info visualization Operator Manual – WASPLab Segregation Software

5. By default all the plates are set as negative, but it is possible to change the decision by clicking on the decision bar, as instance: "Read", "Hide", "Negative" (*the available results/options could be different).

- By selecting "**Read**" the media plate will be send to the Reading page and in the reading phase, the user can report the sample choosing between different options.

- By selecting "Hide" no decision will be taken on the media plate and after sending all the plates from the fast screening, the remained questionable plates remain in the pre-screening phase.

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Segregation page: Result selection Operator Manual – WASPLab Segregation Software

- 6. Once decisions made at media plate level, click on "**Send**" button, at the bottom left of the page
- 7. By clicking the "**Send**" button all media plates defined as "**Negative**" will be report to LIS and sent to Trash
- 8. The number of remaining samples to be displayed appears in the bottom right counter



Screening page

- In the main screen are displayed the pictures of all the plates for each specimen.
- Different samples are distinguished by a different background color. On the top of each sample is shown the barcode number and if available information from LIS (A)
- For each plate are displayed all the pictures taken at the last recording time (C)
- Clicking on the image is possible to zoom in (by bringing the mouse on the picture and left click)

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- An image elaboration tool menu (B) is available on the right side of the page; by clicking on the tab, the images will be automatically showed as elaborated.
- At the bottom of the plate pictures there is a row of buttons corresponding to the scheduled recording times (D).
- By clicking the button time, the display will be updated so to show the recorded plate images at defined time.
- All the recording time planned for the plate are displayed, if a picture is not already taken the correspondent but- ton cannot be selected and appears dark grey
- If it was not possible to execute a scheduled recording, for example because the system

@12h

©16h

was in the emergency state, the skipped time is visualized in red

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Screening page

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SAMPLES ANALYSIS:

During the Screening activity, it is possible to select a result, typically for each specimen type there are different options which can be selected, for example: *Negative* and *Send to Reader* (A)

- 1. If *Negative* is selected: if the plates are at end of incubation will be unloaded and driven to the trash located at the end of the line, otherwise the plates will stay in the incubator. In case of LIS connection, the Negative result is sent to the LIS.
- 2. If Send to Reader is selected the plates are sent to the Reading assignment and can be analyzed by the user charged.

In screening 10 samples at time are displayed:

- Select the result for all the available samples.
- To apply the decision press **Send** at the bottom of the page (B).
- If other samples are available continue the analysis as just described.



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Segregation page: Send result and samples left



READING ASSIGNMENT:

Note: This functionality is accessible only by profiles with the Assigner privilege.

- Click on the Reading Assignment Button of the bar menu
- A table is displayed, where the rows correspond to the protocols and the columns to the users.
- Near to the user it is shown the current number of plates to read.
- IMPORTANT! It is necessary to assign a protocol at least to one user; otherwise the corresponding plates will not be visible in reading.
- In the column "workload" the protocols for which are available plates, will display the number of available samples.
- For the protocol assignment to a user flag the related box on the protocol line corresponding to the user column.

NOTE: If a protocol is assigned to more than one user the available plates for the protocol will be equally distributed between the users

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8	reading Dist	ribution																	< >	}
WASPLab	Protocol	WorkLoad	admin : 0	eng : 0	MIA1L : 2	MIACC : 0	MIAKY : 0	MICDP : 0	MICLL : 0	MID1C : 0	MID1Z : 2	MIDSA : 0	MIEJC : 0	MIHMN : 0	MIJ1R : 0	MIJCN : 0	MIJCR : 0	MIJIB : 0	MIJKC : 0	1
Home	SCS	-																		Ū,
	UCS	-												O						Ŭ,
Dashboard	Misc	2/2																		ţ,
	IC Screens	1/1																		(
Screening	REFIC	-																		E.
Ka	Urines	3/3																		(
Reading Assignment	Genital	-																		E
@ ²	Resp	-																		£.
Reading	GBS	-																		Ū,
52	CXCS	-																		Ę.
Picking Assignment	UNKNOWN	-																		Ç,
-	BFOAN	-																		C
Picking	NAR	-																	0	i.
,t,																				+

Reading assignment page

- At the end of each protocol there is EXPLORE button Click on *Explore* to display the list of media plates linked to the corresponding protocol including Barcodes, Workup Name, Id and assigned users to that protocol.
- To change the assignment, select the new user from the *Select* menu and click on *Assign*.

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Search:					
Barcode	Workup Name	≑ Id	Select		
A1318	reading	747690	eng	▼ ▲Assign	
		745000			
A1324	reading	/40388	eng	▼ ▲Assign	
A1324	reading	747708	eng	▼ ≛ Assign	
A1325	reading	747698	eng	★Assign	
A1326	reading	747689	eng	▼ &Assian	
A1327	reading	747784	eng	▼ ≔	
44200		747770			
A1520	reading	141113	eng	▼ ▲Assign	
A1335	reading	747764	eng	▼ ≔	
A1335	reading	747764	eng	★Assign	

Reading

To change assignment

READING

Note: This functionality is accessible only by profiles with the Reader privilege.

- Click on the Reading button of the bar menu
- A red circle containing the number of samples to read appears incorrespondence of the reading tab
- In Pre-Reading page, there is the list of samples to be read; one by one the samples can be analyzed.
- It is possible to assign a result or add pick points for workups to be performed. In case a pick point is added the plate picture is sent to picking task. Otherwise, the sample analysis is over.

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Pre Reading flow chart UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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PRE-READING PAGE:

• The samples available for the Reading are showed and listed in the Pre-Reading page



Pre-Reading page

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READING PAGE:

- On this page, the images of the sample plates are shown with maximum level of detail (A).
- To zoom, click on the plate image and rotate the mouse wheel
- The thumbnails of all sample plates are shown at the bottom (B) of the page, click it to display the picture with high resolution.
- NOTE: Click on the arrow on the left of the plate to show the next plate (A)

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Reading page



At the top of the screen there are three menu bars:

- 1. <u>Reading Results Bar</u>: to select a result for the sample in analysis.
- 2. <u>Reading Tool Bar</u>: to add pick points, create comments and other utilities.
- 3. <u>Reading Utility Bar</u>: to display different type of pictures, assign a result at plate level (if available) and create a comment at plate level.

1. Reading Result Bar			Result by Sample					ĺ	Coparia * Konet
	_	Sample Comments	Sample Tools						Process
	+Add [/]		E 0 X						✓ Submit
2. Reading	ø •	. 0	Quick Workup						
Tool Bar		Medium Comments	Select Lighting	Select Time Media Tools					
	+Add [*]		Scattering B1042	© 24 ▼	Info	00	Ŧ		+
	-		Media result						
3. Reading Utility Bar			*						

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READING UTILITY BAR:

- **Media Comments:** Insert a comment at media level, and display the comments added in the previous reading time (if available).
- Select Lighting: drop down menu to display plate pictures with different lighting.
- Select Time: drop down menu to display images taken at different recording time.
- **9**_{© 21} ▼

This symbol is displayed in case of missing recording(s) due to an

error. Click on the symbol, the recording times in error will be marked as: \times ¹⁶.



• This symbol is displayed in case other recording(s) are planned after the displayed picture. Click on the symbol, the next recording times will be marked

with²⁰.

Protocol Information; display the info about the plate streaking.



Video / Image Settings, it is possible to edit the image visualization de- ciding the most suitable Gamma, Gain, Luminosity value. It is also possible to visualize the Negative and rotate the picture through the wheel at the bottom of the window.

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Video Settings	OFF
Gamma : 1	
Cain : 1	
	_
Luminosity : 0	
Negative	
or of the second	
Reset	

- **Download Picture**, click to download the current picture.
- **Grid**: to display a grid over the plate picture, for measurement purposes.
- **Add Measure Tool:** open a circular measurement tool, for inhibition halos or colonies.

READING TOOL BAR:

Result by Sample: List of results that can be assigned to the sample.

Keyboards shortcuts: Clicking on it to display the of the Keyboards shortcuts

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Keyboards shortcuts

Color Codes Help: Click to display the legenda of the colors and symbols associated to each result.



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Sample Comments: possibility to add comments that will be displayed in picking or at the next recording time. Display the comments added at the previous recording times (if available).

• **LIS Panel:** Info about the sample, available from the LIS is displayed (the fields to display can be customized).

	LIS panel		×
		7290049	
ALMONT .	Sample Barcode:	T7290049	
- Alexander	Name:	WOUND	
and the second second	Barcode:	T7290049	
State Street and	SDES:	Misc	
State and a state of the	Gender:	U	
and the second	MRN:		NOF
and the state of the	Test:	GM\WND	RMAL
5	Age:		-
	Ward:		CHR
50		Misc	OMA
400	Soft ID:	T7290049\T7290049	BW

Submit: To submit the analysis result once completed.

NEW WORKUP WINDOW:

By clicking on **o** in the picking bar The New Workup window will open; the page is composed by the following elements:

1. Current Media: The type of agar plate in analysis.

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- 2. Select Isolate: Dropdown menu for the selection of the isolate..
- **3.** Select Load: To select the correct value from the dropdown menu.
- 4. Select Workup: Select the workup from the list in the dropdown menu.
- 5. Add/Cancel: To confirm the selection or exit without add the pick point.

•	This is the Current Isolate!			Quick Workup								
Dashboard		Medium Comme	nts			Select Lighting	Select Time		М	edia Tools	1	
~~ 147	+ New Isolate					ⓓ Scattering B3923 ▼	© 24 ▼	Info	0°	4		÷
		New Wo	orkup			×						
	1 Curr	rent Media : Bloo	d Agar	Plate (BAF	^{>})							
2	Select	Isolate				3						
0	Select an	Isolate	•			•						
4	Select Worku	p		CO ENT2 (EN	LI1 (ECOLI) NTEROKOK	KEN)						
	Select New Wor	rkup				·						
				5	Add	Cancel						

NEW WORKUP WINDOW

PICK POINT CREATION:

- 1. Click on the Plus sign to add new Isolate , then bring your mouse on the media and left click on the selected isolate
- 2. Or To quickly create a pickpoint directly click with the right mouse button on the colony and select **New Pickpoint** The New Workup window will open
- 3. The **New Workup** window will be open UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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- 4. Select the appropriate isolate, quantitation, and work up from the drop down menu, confirm by pressing add.
- 5. The set pick point is represented as a colored circle with an identifier letter
- 6. To quickly delete a pickpoint click with the right mouse button on the pickpoint and select **Delete Pickpoint**, it will be deleted
- 7. After choosing all the Isolates, click on Submit on the right side of the page, it will turn red from green.



2.

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Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 1/16/2024	
Approved by Laboratory Director:	Next Review Date: 1/16/2026	
Microbiologist-in-Chief		

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5&6



Add Comment:

To insert a comment, related to the Sample or to the media plate, that is displayed, click on **Add** button for the corresponding Text Box. A pop up window will be open, type the comment and click on OK to save.

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Add Comment

Selecting Light:

Dashboard	t Growth G:1	Select Lighting	Select Time	Modia T.
+Add [*]		Scattering B1042	0 24 ▼ In	fo 92 .
Select Time:	Me	 Scattering B1042 Scattering B3923 	LIS pan	el Choose lighting from the drop down menu
Dashboard	Scant Growth • • • G:		_	Choose
Medium	Comments	Select Li	ghting	Time from
+Add [*]		D Scattering	B1042 • 0 2	the drop
Screening		Media result	© 24	down menu

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The following page will open: To save the Image, Click on the Image button on the left side, choose "save as", choose the folder and save.

click

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<u>Measure Tool:</u> For disk measurement, not in used currently



It can be deleted: right click

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To see high resolution Image, click on the Image at the bottom of the page



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After choosing all the Isolates, click on Submit, it will turn red from green.



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PICKING ASSIGNMENT

This functionality is accessible only by profiles with Assigner privilege.

- Click on the picking assignment in the bar menu
- A table is displayed, where the rows correspond to the protocols and the columns to the users
- Near to the user it is shown the current number of plates assigned to that user?
- Beside each Protocol it is shown the number of available plates in red to be assigned to the users
- To assign a protocol to a user , flag the related protocol box corresponding to the user column
- At the end of each column it is the "Explore" Button which display the list of media plates linked to the corresponding protocol and the user to which are assigned
- IMPORTANT! It is necessary to assign a protocol at least to one user; otherwise the corresponding plates will not be visible in Picking.
- NOTE: If a protocol is assigned to more than one user the available plates for the protocol will be equally distributed to all the users

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NASPLab [®] Protocol	WorkLoad	admin : 0	eng : 0	MIA1L : 2	MIACC : 0	MIAKY : 0	MICDP : 0	MICLL : 0	MID1C : 0	MID1Z : 2	MIDSA : 0	MIEJC : 0	MIHMN : 0	MIJ1R : 0	MIJCN : 0
Home SCS	-				0	0	0	0			0				
Misc VCS	- 1/1	0				0	0					0			
Dashboard IC Screens	1/1	0											0		
Screening REFIC	-														
	3/3					0	0			0	0	0	0		
Assignment	2/2	0								0		0			
Reading GBS	-	0	0					0			0				
cxcs	-					0		0		0					
	-														
	-														
.t.	-	0													

PICKING ASSIGNMENT

PICKING:

0

Picking

This functionality is accessible only by profiles with Skiller privilege.

- The picking consists in the execution of the workups assigned by the reader through the WASPLab User Interface.
- Click on Picking menu in the bar menu

PRE-PICKING PAGE:

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PRE-PICKING PAGE

PICKING PAGE:

NOTE: The picking activity can be performed under the Table Top Microhood.

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See below for an example of picking page:

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Sample Ba Barcode: Gender: U Tr220039 Ward: Soft ID: T7 Soft ID: T7	rcode : 17290039 17290039 VND 290039117290039	Name: WOUND SDES: Misc MRN: Age: : Misc			Contraction of the second	A: Specimen LIS information
Workup Done To-Do Workup T C GNB1	(space bar) Next 👔) Undo (x) Skip				B: Workup menu
Medium Comments	Select Lighting	Media 1	Fools			
+Add [']	Scattering B1042 *	Info 🧠	¥	B		C: Utility Bar-
	Media result					See reading page

• At the top bar menu the work is divided into **DONE** and **TO-Do Work up**

Y72B0039	Sample Barcode : T7290039 Sarcode: T7290039 Sonder: U Fost: GM\WND Ward: Soft ID: T7290039\T7290039	Name: V SDES: N MRN: Age: : Misc	WOUND Misc		Canari 2 Locar
Workup Done To-Do Worku GNB1	up V > (space)	ar) Next (u) Undo (x	() Skip		6
Medium Comments	Select	Lighting	Media Tools		
+Add ["]	G Scatter	ng B1042 - Info	•5 d.		
	Media result				
Click on drop down menu to see Done work up	Click on drop down to see To-Do work up	nenu p		PICKP	OINTS EDIT

• The first workup of the list is shown in a text note, where the operations to do for the workup completion are listed. The text notes relative to the other workup associated to the plate are reported at the bottom of the page.

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PICKING PROCESS:

1. Before to start the picking activity the plate to be processed must be aligned as suggested in the picture; the Blue arrows indicate the center of the barcode.



- 2. Manually select the workup to perform in the To-Do Workup menu, or use the keyboard shortcuts < and >.
- 3. Pick the selected colony

(space bar) Next (u) Undo (x) Skip

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- ✓ When you picked the colony, click on Green button (Space bar) next. The picking activity highlighted in the text note is confirmed; and the next workup operation is highlighted
- ✓ For the next work up (Picking other selected colonies) follow the same procedure and press (Space bar) next.



✓ If picking not possible press the Red button (X) SKIP which is defined as NON COLLECTABLE / NOT COLLECTED.

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- ✓ Clicking on (u) Undo or pressing the U key: last operation is cancelled and it can be performed again
- 4. When the last operation associated to the plate is performed, a confirmation window appears. Clicking on **Yes, Picking Done** or pressing the **Y Next Picking** key the picking activities of the plate are completed



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PICKPOINTS EDIT AND ADDITION:

Note: This option is available only during the picking. After Clicking Picking Done, you are not able to edit.

• To edit of the existing Pick points or the creation of new one click on the Blue locker on the top right of the screen to unlock it



- To move a pick point select it with the mouse, move it in the desired position and release the mouse.
- To create a new pick point, right click the mouse, choose New Pick point or click on +, select the isolate and the associated workup.

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THE WASPLAB SEGREGATION MODULE

DESCRIPTION

The WASPLAb Segregation Module is an optional Software plugin of the WASPLab User Interface. The software performs the automatic separation of the samples that are presumptive negative based on advanced image analysis algorithms that are automatically applied to the plate pictures. The applied algorithms are specific for the agar plate type; the result is as instance defined on the base of the colonies growth in case of chromogenic media.

SOFTWARE USER INTERFACE:

SCREENING MENU

- a. Login in the WASPLab User Interface
- b. In the left bar select the **Screening** menu to go to the pre-screening page
- c. The plates that the software detects as "Not growth" and "NSG" are added to the segregation page
- d. The number of "Not Growth" and "NSG" detected specimens is displayed in the relative button
- e. Click on "**Segregation**" button of the relative protocol to enter the Segregation page.

Note: always make sure you do segregation first, and then start screening; otherwise you will have all the ones that were segregated by WASPLAB in your screening list.

Note: There are 2 separate Protocol has been made for **sterile urines** (Double plates 1:100 & 1:1000) and other Urines (one plate 1:1000). Refer to sterile Urine section **IMPORTANT**: For **sterile urines** if by default any plates are set as "NSG", you must change to "**SEND TO READER**" since sterile urines you need to work on.

URINE:

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1 172.20.216.31/Wasp ×							
< > C	172.20.216.31/Was	pLab/screening		7			Q 🖒 🗄
🔛 Apps 🚦	WaspLab	1 P	re-Screening				
	Pre-Screening	p	age				
WASPLab	Search:			1			
Home	Protocol			Specimen Number	Explore	Segregation	Segregation
	Urines			1	•	button	¥1
Dashboard	IC Screens			1			2 0
	Bloods		1	5	►		7 0
Screening 7	Cli	ick Screening st					

Pre-Screening page *Operator Manual – WASPLab Segregation Software*

SEGREGATION MENU:

In the **Segregation page** all specimens' media plates detected by the system as "Not Growth" and "NSG" will be displayed (maximum of 30 media plates images per page will be displayed)

9. To visualize media at different recording times click on the corresponding button on the top (**Timeshifts**). For example you can click on 0 hrs, 16 hrs, 24 hrs & etc.

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Figure 1.2 Segregation page Operator Manual

10. It is possible to display different type of pictures (Backlight and white panel Lighting) for the same media plate by clicking on the arrow on the left or right side of each plate, or scroll up and down.

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Segregation page: image selection *Operator Manual – WASPLab Segregation Software*

11. It is possible to zoom on the image by clicking the left mouse button on media plate image.



Segregation page: Image zoom *Operator Manual – WASPLab Segregation Software*

12. It is possible to display LIS data by clicking right mouse button. To remove it, click again the same button.



Segregation page: LIS info visualization *Operator Manual – WASPLab* Segregation Software

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13. By default all the plates are set as "Not growth" or "NSG", but it is possible to change the decision by clicking on the decision bar to change "Not growth" to "NSG", or viceversa.

- By selecting "SEND TO READER" the media plate will be send to the Reading page and in the reading phase, the user can report the sample choosing between different options.





- 14. Once decisions made at media plate level, click on "**Send**" button, at the bottom left of the page
- 15. By clicking the "Send" button all media plates defined as "Not growth" or "NSG" will be report to LIS and sent to Trash
- 16. The number of remaining samples to be displayed appears in the bottom right counter

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Sterile urines

Note: There are 2 separate Protocol has been made for **sterile urines** (Double plates 1:100 & 1:1000) and other Urines (one plate 1:1000).

All steps are same as other urine above, EXCEPT:

- 1. In pre-screening page click on Sterile Urine or Double Urine segregation button
- 2. There are 2 sets of plates (1:100 & 1:1000)
- 3. **IMPORTANT:** If by default any plates are set as "NSG", you must change to "**SEND TO READER**" since sterile urines you need to work on.

Search:		
Protocol	Specimen Number Explore	Segregation
Urines	1	* 0
Double Urines	11 D B	egregation
IC Screens	24	¥ 0
UNKNOWN	1	¥ 0
Bloods	10	*0

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QUALITY CONTROL: N/A

TROUBLESHOOTING:

LIS COMMUNICATION ERRORS

In case of communication error with the LIS an error message will be generated, to display the error select WASPLab icon at the top of the menu bar.

1	Allarmi				
WASPLab	Allarmi	attivi			
11	Icona	Timestamp	Indirizzo	Descrizione	
H	50	23/3/2017 @ 12:33:56		LIS Server has 80 unreported results due to communication Errort	

LIS communication error

In case of error during the sending of results to the LIS a pop-up message will appear, click on **Retry Submit** to resend

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Pending results pop-up message

A pop-up with the list of the Pending Results is displayed, it is possible to re-send them all or individually

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Resending of Pending results

REFERENCE: COPAN Operator manual –Software Webapp

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Record of Edited Revisions

Manual Section Name: Standard Operation Procedure Template

Page Number / Item	Date of Revision	Signature of Approval
Segregation Fast Reading added to Pre-Screening instructions	February 26, 2018	Dr. T. Mazzulli
Minor format change	September 14, 2018	Dr. T. Mazzulli
Annual Review	November 06, 2019	Dr. T. Mazzulli

Full document review included in all updates. Bi-annual review conducted when no

revision had been made within 2 years.

Page Number / Item	Date of Revision	Edited by:
Minor formatting change	April 11, 2021	Jessica Bourke
Biennial Review with no change	February 27, 2023	Jamaal Pratt
Minor formatting change	November 22, 2023	Jamaal Pratt

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