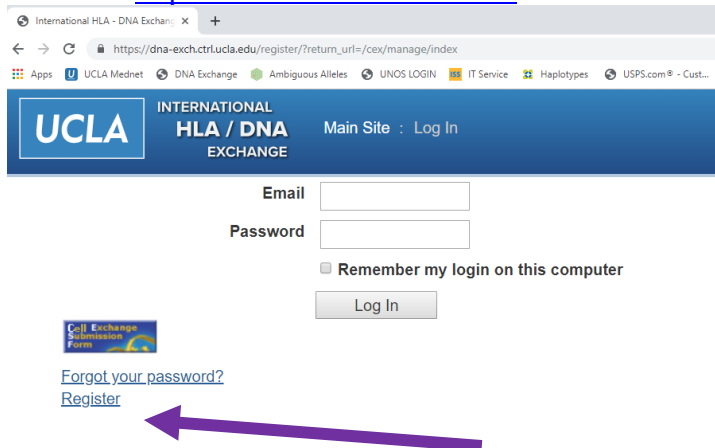


Instructions for online reporting of DNA Exchange results

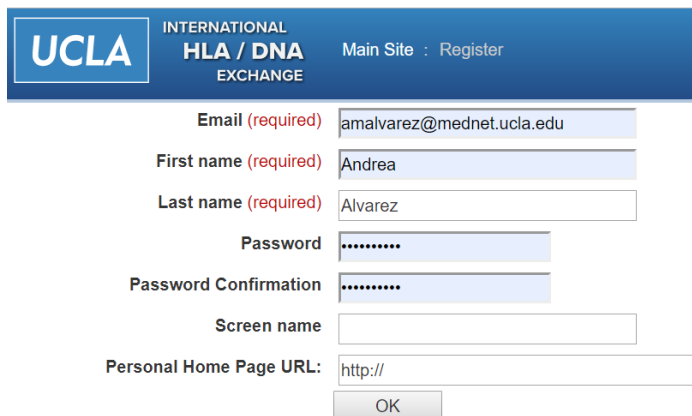
Please note the website, <https://dna-exch.ctrl.ucla.edu>, works best in the **Firefox** browser or **Google Chrome** browser. Please make sure your browser is up to date and refreshed. You must have Windows 7 operating system or higher.

All samples in the mailing must be tested. An “unacceptable” composite grade will be assigned to any untested sample. If the sample was untested due to sample issues, please provide an explanation under “Center Comments” to avoid a penalty.

1. Go to <https://dna-exch.ctrl.ucla.edu/>



2. Click [Register](#) and enter required information to register as a new user.
 - a. Password should be at least 12 in length and a combination of letters, numbers, and one of the following special characters: !@#\$\$%^*
Passwords expire every 90 days



IMPORTANT: Your email address and log-in must be activated by us, the administrators, before you can begin entering results. Email Andrea at Amalvarez@mednet.ucla.edu or Arlene at Alocke@mednet.ucla.edu when you have

finished registering and we will activate your account. There will be a limit of three activated users per center.

After your email address is activated:

1. Go to <https://dna-exch.ctrl.ucla.edu> and log in.
2. The next window will be your laboratory's Main Page, which lists the current Exchange.

UCLA

INTERNATIONAL
HLA / DNA
EXCHANGE

Welcome, Andrea Alvarez Your Account Logout Contact Us DX Help Attestation Cell Exch

Main Site : DNA Exchange

Center #

- Lab Name:
- Institution:

Recent Batches

Show entries Search:

Batch #	Batch Type	Status	Due Date	Date Received
155	DNA	Submitted Results	2019-04-24	2019-03-13
153	DNA	Submitted Results	2019-04-09	2018-11-14
154	DNA	Center Received	2019-02-27	2019-01-18
152	DNA	Submitted Results	2018-10-24	2018-09-12
151	DNA	Submitted Results	2018-08-29	2018-07-19

Showing 1 to 5 of 6 entries Previous **1** 2 Next

3. The next screen will have details for the Exchange, shipment date, and due date.
 - a. Acknowledge shipment received (in lower left corner). In the next screen, enter date of shipment received, and then hit OK.
 - b. If you have entered an incorrect date, contact us. Only the administrator can make a change to the date.
 - c. There is an option to “Edit Comments and Test Date”. You may use this feature to enter in your test date and add comments regarding shipment condition, problems, etc. You do not have to use this option.
 - d. “Results Submitted By” and “Date Results Submitted” will be automatically filled with your email address and date once you hit “Done with Entering Results”.
4. Please choose the resolution at which you will report your results. Low resolution for group level, High resolution for results reported to the allele level or higher, and both High & Low resolution to report results at High & Low resolution.
 - a. Low Resolution example: DRB1*04, DRB1*11
 - b. High Resolution example: DRB1*04:07, DRB1*11:01:01

- c. High & Low Resolution examples:
1. DRB1*04, DRB1*11 *and* DRB1*04:07, DRB1*11:01.
 2. DRB1*04, DRB1*11:01.
5. Select a DNA # to enter results (e.g. 705)
6. Click the box next to a locus to enter results, e.g. A. You may scroll through the list or type the allele (colons must be included).
- a. Tips for using the drop down list:
 - a. Single click on the box
 - b. Single click on the now “popped out” box – this should keep the dropdown list from closing and you can now easily scroll or type until an allele is clicked.
 - c. Should you get close to the targeted allele when typing, but not right on top of it, you can use the up and down arrows until it is highlighted. Hit ENTER to select the allele.
 1. This is helpful when trying to choose 01:01, but have accidentally highlighted 01:01:02. When 01:01:02 is highlighted, press the up arrow a few times until 01:01 is highlighted.
 - b. Multiple alleles will *not* be considered for grading purposes; ‘G’ and ‘P’ groups are accepted.
 - a. Slashes (e.g. A*02:01/02) are not accepted. If an allele cannot be distinguished, report at low resolution or as a ‘G’ or ‘P’ group.
 - b. Alleles that cannot be excluded may be entered in the “Other Alleles Found” field. **These will not be graded**

[Back to Exchange Center Information Page](#)
[Print This Page](#)

DNA #: 969 | 970 | 971 | 972 | 973 | 974

Class: I / II

- DNA #: 970 Race: Hispanic OD: 1.84
- DNA Exchange #: 158
- Center #: 147
- Center Name: CHU de Saint Louis Hospital Robert Debre / Pole de Biologie Territoriale
- Due Date: [REDACTED] October 30, 2019

[Set All High and Low Res. Alleles to NT](#)

Locus	Low Res.	Method	Method Comments	High Res.	Method	Method Comments	Other Alleles Found	Additional Comments
A	Field 1: 03 Field 2: 30	Other SSO SSP rtPCR ✓		Field 1: NT Field 2: NT	NGS Other SBT SSO SSP rtPCR		Field 1: Add Field 2: Add	
B	Field 1: 08 Field 2: 18	Other SSO SSP rtPCR ✓		Field 1: NT Field 2: NT	NGS Other SBT SSO SSP rtPCR		Field 1: Add Field 2: Add	
C	Field 1: 05 Field 2: 07	Other SSO SSP rtPCR ✓		Field 1: NT Field 2: NT	NGS Other SBT SSO SSP rtPCR		Field 1: Add Field 2: Add	

Graded

Graded

Not Graded

- c. Homozygous results: enter the same allele AGAIN in the second field.
- d. Results entered in “Low Res” and “High Res” fields should be entered in numerical order. Alleles entered in the “Other Alleles Found” field will NOT be graded.
 - a. E.g. A*02, A*24 *not* A*24, A*02; C*03:55, C*08:22 *not* C*08:22, C*03:55.

Class I/ [Class II](#)

[Set all Class I loci to NT](#)

Locus	Low Res	High Res	Other Alleles Found	Method	Method Comments	Additional Comments
A	02	02:01:01	Others found delete	Other		
				SBT		
A	24	24:10	24:02 delete	SSO		
			24:07 delete	SSP		
B	07	07:02	Others found delete	Other		
				SBT		
B	07	07:02	Others found delete	SSO		
				SSP		
C	03	03:55	03:03 delete	Other		
			03:13 delete	SBT		
			03:69 delete	SSO		
				SSP		
C	08	08:22	08:16 delete			
			Others found delete			

Recognizing that some special handling may be required, we have performed the testing and analysis on these specimens in the same manner as routine patient samples.

[Install locales](#)

- e. Allele entry includes NEW (for allele variants), FTA (failed to amplify), and NP (Not Present for DRB3/4/5 fields).
- f. Entering Results for DRB3/4/5:
 - a. If homozygosity is confirmed, the allele must be entered twice.
 - b. If homozygosity cannot be confirmed, do not enter the allele twice. Enter “NT” to indicate only one copy of the allele was typed; this will be scored as NG – not graded.
 - c. NP should ONLY be entered if it is known that the DRB1 haplotype lacks the DRB3/4/5 allele

- g. **All allele entry fields must be filled** or they will be graded as Unsatisfactory. Enter 'NT' for Not Tested if your lab did not type or does not wish to submit results for an allele.

- a. Select [Set all Class I/II loci to NT](#) to fill all fields with NT (be aware it will also set already filled fields to NT).

[Back to Exchange Center Information Page](#)

DNA # 705 | [706](#) | [707](#) | [708](#) | [709](#) | [710](#)

Center # [REDACTED]

Center Name UCLA Immunogenetics Center

DNA Exchange# 114
Due Monday , December 31, 2012
DNA # 705 Race Black OD 1.9

Class I/ Class II
[Set all Class I loci to NT](#)

Locus	Low Res	High Res	Other Alleles Found	Method	Method Comments	Additional Comments
A	11	11:01:01G	Other	SSO BT		
		11:01:01	SBT			
		11:01:01	SSO			
A	24	11:01:02	Other	SSP		
		11:01:03	SBT			
		11:01:04	SSP			
B	15	11:01:05	Other	SSO BT		
		11:01:06	SBT			
		11:01:07	SSO			
B	48	11:01:08	Other	SSP		
		11:01:09	SBT			
		11:01:10	SSP			
C	01	11:01:11	Other	SSO BT		
		11:01:12	SBT			
		11:01:13	SSO			
C	08	11:01:14	Other	SSP		
		11:01:15	SBT			
		11:01:16	SSP			

Recognizing that some special handling may be required, we have performed the testing and analysis on these specimens in the same manner as routine patient samples.

- h. Toggle between Class I and Class II entries by clicking Class I or Class II in the green box located on the top of the screen.
- i. Toggle between DNA samples by clicking on the sample numbers on the top right of the screen.

DNA Exchange# 114
Due Monday , December 31, 2012
DNA # 705 **Race** Black **OD** 1.9

[Back to Exchange Center Information Page](#)
DNA # 705 | [706](#) | [707](#) | [708](#) | [709](#) | [710](#)
Center# XXXX
Center Name UCLA Immunogenetics Center

Class I / Class II
[Set all Class I loci to NT](#)

Locus	Low Res	High Res	Other Alleles Found	Method	Method Comments	Additional Comments
A	11	11:01:01G	Other	Other		
		11:01:01	SBT			
		11:01:01	SSO BT			
		11:01:01G	SSP			
A	24	11:01:02	Other	Other		
		11:01:03	SBT			
		11:01:04	SSO BT			
		11:01:05	SSP			
B	15	11:01:06	Other	Other		
		11:01:07	SBT			
		11:01:08	SSO BT			
		11:01:09	SSP			
B	48	11:01:10	Other	Other		
		11:01:11	SBT			
		11:01:12	SSO BT			
		11:01:13	SSP			
C	01	11:01:14	Other	Other		
		11:01:15	SBT			
		11:01:16	SSO BT			
		11:01:17	SSP			
C	08	11:01:18	Other	Other		
			SBT			

Recognizing that some special handling may be required, we have performed the testing and analysis on these specimens in the same manner as routine patient samples.

- j. Enter Methods by clicking the space next to the method type: Other, SBT, SSO, or SSP. Click check box of kit used (see last page for kit abbreviations). Multiple methods may be selected. Text box “Method Comments” can be used to include lot information or other kit data.

[Back to Exchange Center Information Page](#)

DNA # 705 | [706](#) | [707](#) | [708](#) | [709](#) | [710](#)

Center# XXXX

Center Name UCLA Immunogenetics Center

DNA Exchange# 114
 Due Monday , December 31, 2012
 DNA # 705 Race Black OD 1.9

Class I/ Class II
[Set all Class I loci to NT](#)

Locus	Low Res	High Res	Other Alleles Found	Method	Method Comments	Additional Comments	
A	11	NT	Others found delete	Other	☐ ACT ☐ BS ☐ CG ☐ GD ☒ INH ☐ INV ☐ LT ☐ OLE ☐ PRO ☐ QIA ☐ SC Save Cancel		
				SBT			
				SSO			
A	24	NT	Others found delete	SSP			
B	15	NT	Others found delete	Other			
				SBT			
				SSO BT			
B	48	NT	Others found delete	SSP			
C	01	NT	Others found delete	Other			
				SBT			
				SSO BT			
C	08	NT	Others found delete	SSP			

Recognizing that some special handling may be required, we have performed the testing and analysis on these specimens in the same manner as routine patient samples.

- k. “Additional Comments” text box can be used to include any other information (e.g. presence of background noise).
- l. All information entered will be saved automatically.
- m. Click [Back to Exchange Center Information Page](#) to return to your center’s Exchange submission main page.

DNA

Please select the resolution of your results

☐ High Resolution ☐ Low Resolution ☒ Both High & Low Resolution

Ok

Alleles entry for DNA #

| [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#)

To submit ,please complete the following fields:

DNA #	Resolution	Locus Name
17	High	A,B,C
	Low	A,B,C
18	High	DRB1,DRB3/4/5,DQA1,DQB1,DPA1,DPB1
	Low	DRB1,DRB3/4/5,DQA1,DQB1,DPA1,DPB1
19	High	A,B,C,DRB1,DRB3/4/5,DQA1,DQB1,DPA1,DPB1
	Low	A,B,C,DRB1,DRB3/4/5,DQA1,DQB1,DPA1,DPB1

Actions: [Done With Entering Results](#)

7. If you see these red bars on your center's Exchange main page, please complete the highlighted fields (E.g. Please enter HLA-A, B, and C results for DNA #17 for both high and low resolution).
8. Once all results are filled in, please click [Done With Entering Results](#)
 - a. Results may be modified until the due date.
 - b. At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.
 - c. Please print copies of your submitted results for your records.

Kit	Abbrev.
BAG	BAG
Biorad	BR
Biosewoom	BS
Biotest	BT
BioWithUs	BWU
CapitalBio	CB
CareDx Alloseq Tx17	Tx17
CareDX Alloseq Tx8	Tx8
CareDX Qtype	CQ
GenDx Illumina	GIL
GenDx Oxford Nanopore	GONT
Genome Diagnostics	GD
Genovision	GV
Gen-Probe	GP
GTI	GTI
HistoSpot	HS
HistoType	HT
Histo Type Rainbow	HTR
HLAssure	HA
Illumina	IL
Immucor	IMM
In-house	INH
Innogenetics	INN
Innotrain	INT
Invitrogen	INV
Linkage Biosciences	LB
LifeCodes	LC
Life Technologies	LT
LinkSeq	LS
Luminex	LUM
Olerup	OLE
Omixon	OMX
One Lambda	OL
Protrans	PRO
Qiagen	QIA
Rose	RO
SeCore	SC
Scisco Genetics	SG
Texas BioGen	TBG
Unitray	UNI
WakFlow	WAK