**Information Sheet: MyUSGS page**

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Background: The Kentucky Sediment Laboratory serves the sediment analysis needs of 28 USGS Water Science Centers handling roughly 14,000 samples per year. A wide variety of analyses are performed that can take between two and eight weeks to complete. The need exists to track each individual sample as it moves through the lab operation. The Kentucky Laboratory operates an extensive internal tracking system that allows every bottle to be accounted for from arrival to the return of the clean bottles and data to the customer. What the lab has not provided in the past is a way for the customer to easily know the status of their samples.

Issue:

1. Provide a mechanism for laboratory customers to track the status of samples submitted to the lab.
2. The mechanism needs to be centrally located, easy to access and maintain, and kept current.

Solution:

USGS provides an internet networking service called MyUSGS. MyUSGS is a collaborative information management system, ideal for communities of practice within USGS and between USGS and USGS partners. It provides a suite of collaboration tools that are able to meet the most common team needs. One feature provided is a place to store and easily update documents and make them available to users – both internal and external to USGS through a WIKI page. A WIKI is a [website](http://en.wikipedia.org/wiki/Website) that allows the creation and editing of any number of [interlinked](http://en.wikipedia.org/wiki/Free_links) [web pages](http://en.wikipedia.org/wiki/Web_page) via a [web browser](http://en.wikipedia.org/wiki/Web_browser) using a simplified [markup language](http://en.wikipedia.org/wiki/Markup_language).

 Kentucky Sediment Laboratory implementation of MyUSGS:

* The Kentucky Sediment Laboratory has a community called KY\_SED\_LAB on the MyUSGS server. The main feature of the community is the Queue Tracker.
* Using the Queue Tracker, customers can track when their samples were received in the lab, where they stand in the queue, an estimate of the cost, and when the samples have been uploaded to the QWDX. An MSExcel tracking spread sheet documenting this information is maintained and uploaded once a week.
* General information like services provided, prices, shipping address/information, and a proposal library are also presented.
* Access is controlled by the community manager. At this time, only USGS employees and WSC’s who are customers of the Kentucky lab have access to the WIKI.

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To access the Kentucky Sediment Laboratory WIKI page:

1. click on the attached link

2. enter your full USGS email address (*Including the* @usgs.gov)

3. enter your lotus internet password\*

<https://my.usgs.gov/KY_SED_LABWiki/>

\**At this time, only USGS employees and WSC’s who are current Laboratory customers have access to this tool. To request access,*

*please email* *acdowns@usgs.gov**.*

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