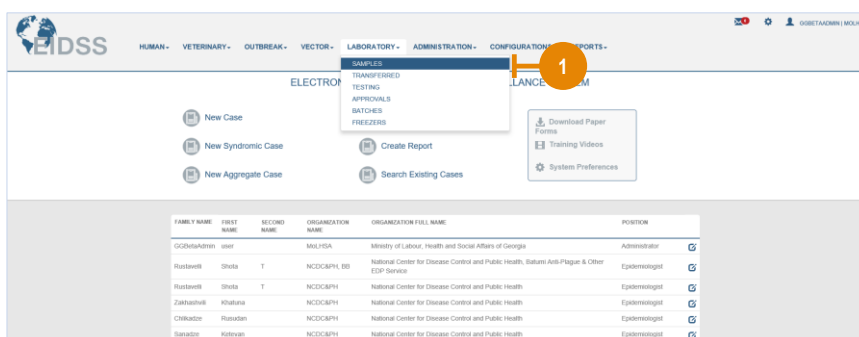


# Destroy a Sample

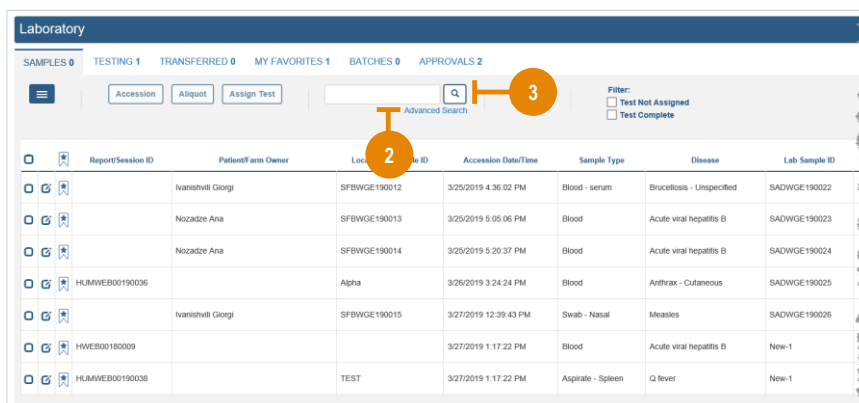
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An EIDSS user with the appropriate permissions can mark samples for destruction in the database. This quick guide presents the steps to destroy a sample.

1. From the **EIDSS Dashboard**, choose **SAMPLES** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **SAMPLES** tab open.

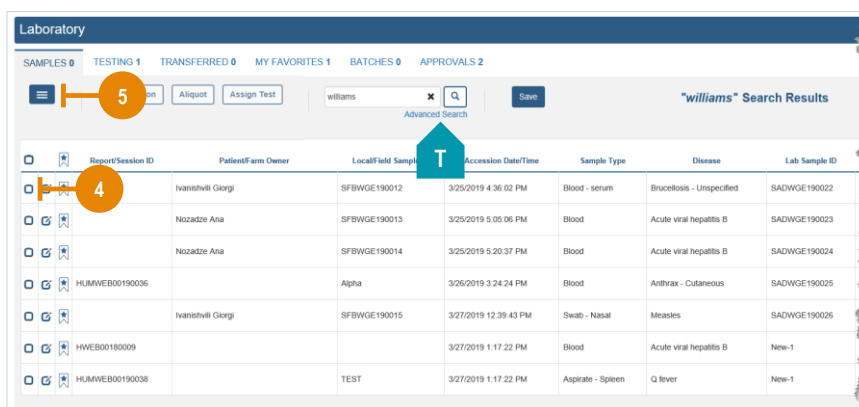


2. Enter a search parameter for the sample you wish to destroy. **Note:** Searching may not be necessary if the desired sample appears in the grid.
3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results**.



**Tip:** If the desired sample does not appear, click **Advanced Search**, enter as much information as possible, and click **Search**.

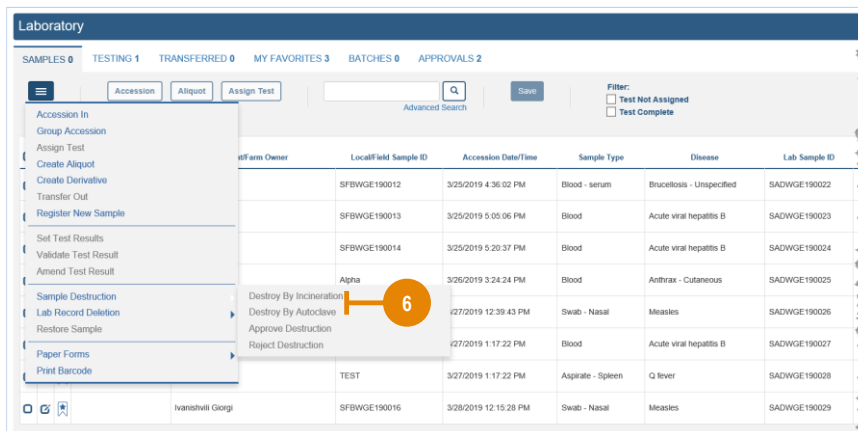
4. Check the box of each desired sample. **Note:** Only accessioned samples can be marked for destruction.
5. Click the **Samples Menu** icon. The **Samples Menu** appears.



## Destroy a Sample

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- Click **Sample Destruction > Destroy By Incineration** or **Destroy By Autoclave**. The **Laboratory** screen refreshes with the modified sample bolded and the **Save** button enabled.



- Click **Save**. A pop-up appears confirming successful marking for destruction.

