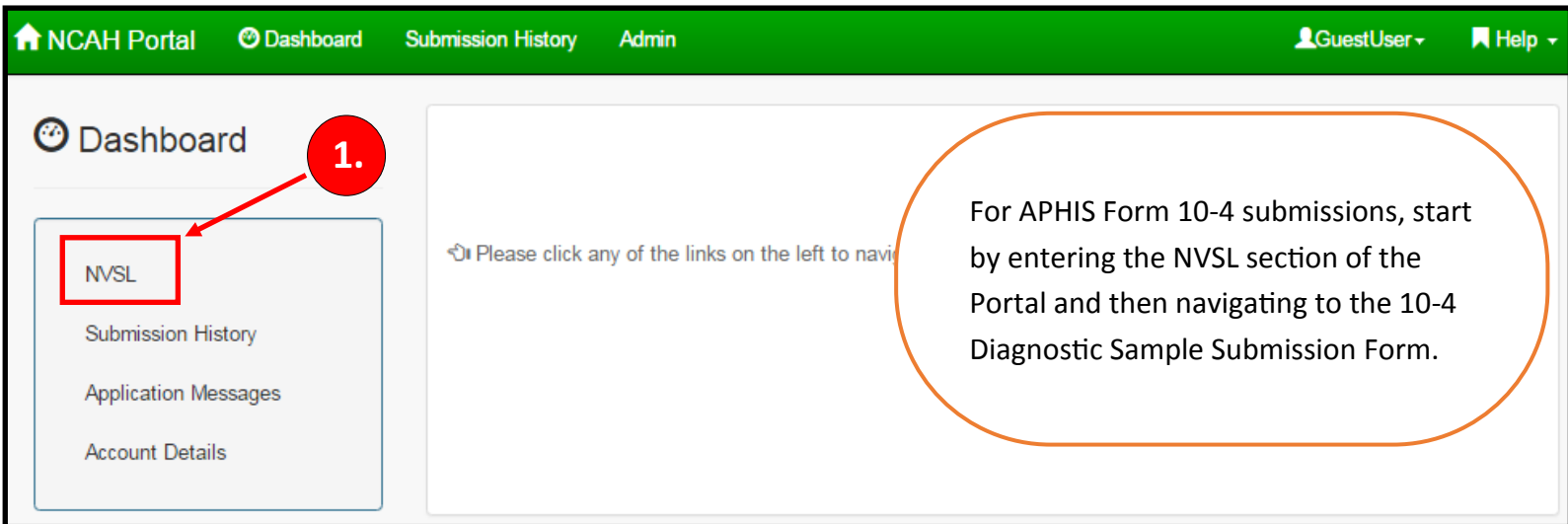


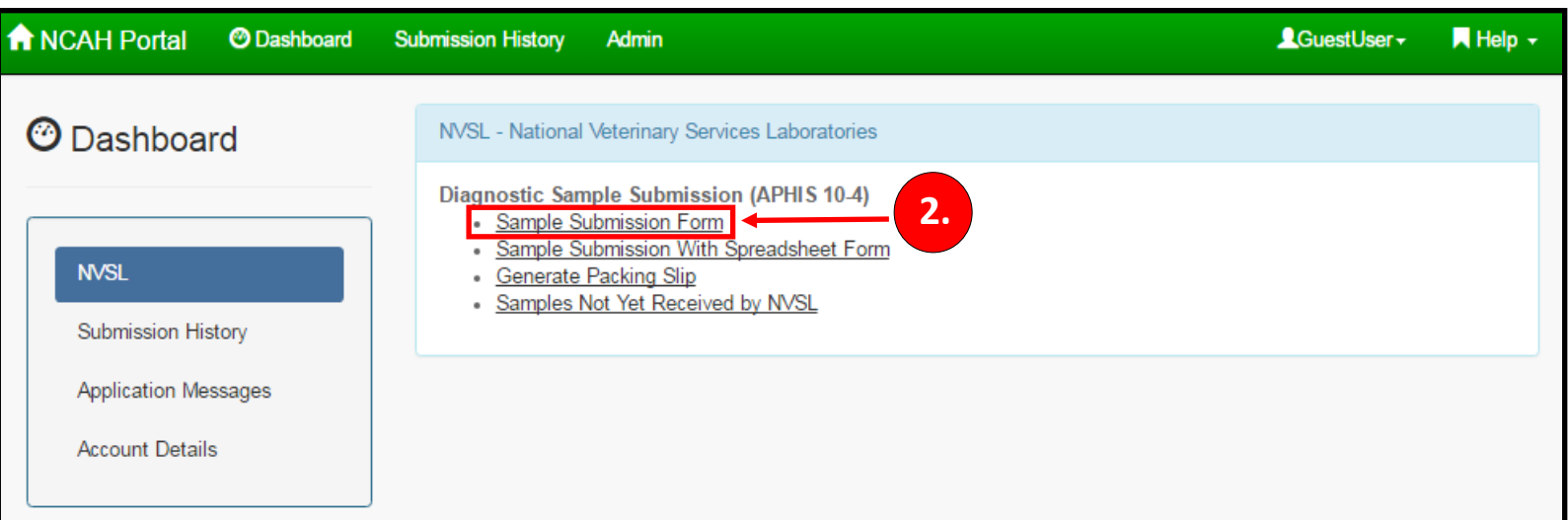
NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)



The screenshot shows the NCAH Portal dashboard. The top navigation bar includes "NCAH Portal", "Dashboard", "Submission History", and "Admin". The user is logged in as "GuestUser". On the left sidebar, the "NVSL" link is highlighted with a red box and a red circle containing the number "1.". A red arrow points from this circle to the "NVSL" link. The main content area contains a message: "Please click any of the links on the left to navigate to the page you want." To the right of this message, a large orange oval contains the following text:

For APHIS Form 10-4 submissions, start by entering the NVSL section of the Portal and then navigating to the 10-4 Diagnostic Sample Submission Form.



The screenshot shows the NCAH Portal dashboard with the "NVSL" link selected in the left sidebar. The main content area displays the "NVSL - National Veterinary Services Laboratories" section. Under the heading "Diagnostic Sample Submission (APHIS 10-4)", there is a list of links: "Sample Submission Form", "Sample Submission With Spreadsheet Form", "Generate Packing Slip", and "Samples Not Yet Received by NVSL". The "Sample Submission Form" link is highlighted with a red box and a red circle containing the number "2.". A red arrow points from this circle to the "Sample Submission Form" link.

You will be taken to the Diagnostic Sample Submission Form.

NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

Submitter Information

Fields with a red asterisk (*) are required.

Submitter Information

Submitting To* Ames Plum Island (FADDL) -----> *Select location to send submission.*
 Note: If unsure, please visit the [Diagnostic Testing at NVSL](#) website.

NVSL Submitter ID -----> *Select from drop-down.*

Submitter Name
 Last* First* Middle -----> *New submitters enter name.*

Business Name -----> *New submitters enter business name.*

Submitter Address*
 Street*
 -----> *New submitters enter address information.*

Country* **State*** **City*** **Postal Code***

Contact Information*
 Email* + Fax + Telephone* -----> *Enter contact information.*
 Note: Please add all email addresses and fax numbers to which the report should be sent to. At least one email is required.

Payment Information
 User Fee Account Number -----> *Enter NVSL Account Number.*
 Note: Final report not released until payment secured. Do NOT enter credit card number; credit card information should be entered on packing slip.

Purpose* -----> *Select from drop-down.*

Reference Numbers
 Referral # FAD # -----> *Enter Reference Numbers.*
 Note: For your records only. Not assigned by NVSL. Note: Only required for FAD cases. Contact Assistant District Director and emergency program staff for authorization.

Preservation During Shipping* -----> *Select from drop-down.*

Click [HERE](#) to update your name, address, email, phone, or other information.

Submitting To – If unsure, please visit the [Diagnostic Testing at NVSL](#) website.

NVSL Submitter ID – Submitter ids are assigned to specific submitter information to prepopulate name and location fields for you. First time submitters will be assigned a submitter id after the submission is received.

Contact Information – Use the “Plus” sign icon to add additional entries and the “Negative” sign icon to delete entries.

Purpose – Select “Purpose Definitions” for a list of descriptions for each purpose.

NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

Owner Information

Owner Information

Wildlife Submission* Yes No -----> *Select submission type.*

Owner Copy Submitter Info

Owner Name* -----> *Enter owner name if different from submitter.*

Owner Address

<u>Country</u>	<u>State</u>	<u>City</u>	<u>Postal Code</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

-----> *Enter owner address if different from submitter.*

Save As New Owner for later use?

Wildlife Submission – If submission is not wildlife, owner information is required.

Owner – Select “**Copy Submitter Info**” to prepopulate the submitter information into the owner information fields.

Save As New Owner For Later Use? – Select this check-box to save the entered owner information for future submissions.

Animal Information

Animal Information

Premises ID -----> *Enter premises id.*

Note: Only required for FAD cases/National Animal Identification System (NAIS).

Address:*

<u>Country*</u>	<u>State*</u>	<u>County*</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

-----> *Enter address information.*

Herd/Flock

<u>Number of Animals</u>	<u>Number Affected</u>	<u>Number Dead</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

-----> *Enter herd/flock numbers.*

Country

<u>Origin</u>	<u>Destination</u>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

-----> *Select Origin/Destination countries.*

Note: Country Origin and Destination are required when import/export is selected as Purpose.

Address – If country is United States, state and county are required.

NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

Specimen and Testing Information

Specimen and Testing Information

Total Number Of*	<u>Specimens*</u> <input type="text"/>	<u>Animals*</u> <input type="text"/>	<i>-----> Enter total number of specimen/animals.</i>
	<u>Collected By*</u> <input type="text"/>	<u>Date Collected*</u> <input type="text"/>	<i>-----> Select collected by and enter the date collected.</i>

Collected By "Other" – If collected by is other, please use additional field to specify.

Specimen

<u>Search All Sources</u> <input type="button" value="Q"/>	<u>Animal or Source*</u> <input type="text" value="Cattle"/>	<u>Subspecies or Breed*</u> <input type="text" value="Not Listed (please specify)"/>	<u>Other Animal or Source Information*</u> <input type="text"/>	<i>-----> Select animal/source and subspecies/breed.</i>		
<u>Animal ID*</u> <input type="text"/>	<u>Gender*</u> <input type="text"/>	<u>Age Number</u> <input type="text"/>	<u>Age Unit</u> <input type="text"/>	<u>Age Class</u> <input type="text"/>	<i>-----> Enter/select animal information.</i>	
<small>Note: Age Class required if not entering Age Number & Age Unit.</small>						
<u>Specimen ID #*</u> <input type="text"/>	<u>Specimen*</u> <input type="text"/>	<u>Additional Specimen Information</u> <input type="text"/>				<i>-----> Enter/select animal information.</i>
<u>Search All Tests</u> <input type="button" value="Q"/>	<u>Category</u> <input type="text"/>	<u>Disease or Causative Agent*</u> <input type="text"/>	<u>Laboratory Test*</u> <input type="text"/>	<u>Additional Test Information</u> <input type="text"/>	<input type="button" value="Add Test"/> <i>-----> Enter test information.</i>	
<input type="button" value="+ Add More Specimens"/> <i>-----> Select to add more specimens.</i>						

Search All Sources – Select magnify glass to search for a specific animal/breed which will prepopulate the Animal or Source and Subspecies Breed for you.

Other Animal or Source Information – If animal/source or subspecies/breed is other or not listed please specify in the other field.

Additional Specimen Information – Enter additional information pertaining to the specimen here.

Search All Tests – Select magnify glass to search for a specific disease category/disease or causative agent/and or laboratory test which will prepopulate the disease category, disease or causative agent and laboratory test fields for you.

Add Test – Select to add additional tests. **Note:** There is not limit to how many tests you can add.

Add More Specimens– Select to add more specimens. **Note:** You can add up to 100 specimens.

NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

Additional Information/Submit Form

Additional Submission Information

I agree that I've looked over this information and everything entered is true to my knowledge.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0090, 0101, and 0212. The time required to complete this information collection is estimated to average .5 hours per response for 0579-0090, 1 hour per response for 0579-0101, and .333 hours per response for 0579-0212, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved
0579-0090
0579-0101
0579-0212

-----> Enter any additional information here.

-----> Select check-box after reviewing the form.

-----> Select to save/review form.

Submission Information

Submissions are only available to be edited up to 14 days after completion or upon receipt of samples by NVSL. If after 14 days no samples have been received by NVSL, the submission will be removed by the system and you must start a new entry.

Select to make a clone of the submission.

Diagnostic Sample Submission Information

NVSL Home / Create - Diagnostic Sample Submission Form / Diagnostic Sample Submission Information

Select to add attachments to the submission.

Select to delete submission.


Select to generate packing slip.

Submission of APHIS 10-4 Complete

NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

Generate Packing Slip



United States Department of Agriculture
National Centers for Animal Health
Ames, IA

🏠 NCAH Portal
📊 Dashboard
👤 Guest User -
📖 Help -

Dashboard

CVB

NVSL

Application Messages

Account Details

NVSL - National Veterinary Services Laboratories

Diagnostic Sample Submission (APHIS 10-4)

- [Sample Submission Form](#)
- [Sample Submission With Spreadsheet Form](#)
- [Generate Packing Slip](#) ← 1.
- [Processed Samples](#)

Diagnostic Sample Submission Packing Slip

[NVSL Home](#) / Diagnostic Sample Submission Packing Slip

Select to view submissions details. →

Select submission to generate a packing slip

Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
<input checked="" type="radio"/> WILDLIFE	05/01/2017	12	12	Other (please specify), Turtle (not otherwise specified)	More Info...

📄 Generate Packing Slip ← 3.

2.

3.


NCAH PORTAL NVSL QUICK REFERENCE GUIDE

Diagnostic Sample Submission - (APHIS 10-4)

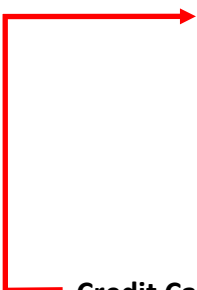
Print Packing Slip

05/24/2017 - FOR OFFICIAL USE ONLY

National Veterinary Services Laboratories
Diagnostic Sample Submission (APHIS 10-4) Packing Slip


13868

Submitting To	Submitter(Including Business)	Contact Information	
Attachments	Purpose	Country	
Owner	Location Of Animals	Collected	
Number	Herd/Flock	Preservation	Total Number Of
Additional Data		Submitted By	
Specimens :			
Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information
User Fee Account Number:			
Credit Card Number:		Exp Date:	
CONDITION	PRIORITY	DISTRIBUTION	RECEIVED BY



Credit Card Information – If submitting payment along with the packing slip please enter credit card information here along with the cards expiration date.— Please do **NOT** send cash.

Print - Print the packing slip and ship specimens.

Generating/Printing packing slip complete