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These instructions will show you how to log into the Portal.

Access the Portal with this hyperlink:

-> https://ncahappspub.aphis.usda.gov/NCAHPortal/auth/home

- You will be directed to the NCAH Portal log in screen. (See Picture Below)

1. Select “Log In”.

If you do not have an account please select the “Sign up now” hyperlink.

Level 1 Authentication Required for NVSL. ???
You will be directed to the eAuthentication Login page. (See Picture Below)

2. Log In

- There are two ways to log into the Port (LincPass or User ID & Password) please see below instructions for examples of each.

**LincPass**

A. Select the picture hyperlink under “LincPass (PIV)” to log into the Portal with your LincPass.
• An on screen dialog box will appear asking for confirmation of your certificate.

B. Confirm the Certificate and select “OK”.

C. Enter LincPass Pin. Select “OK”.
You will be directed to the Portal home screen. (See Picture Below)

Complete

User ID & Password

A. Enter eAuthentication User ID & Password. (See Picture Below)
B. Select “Login”.

- You will be directed to the Portal home screen. *(See Picture Below)*

![User ID & Password](image.png)

Complete
These instructions will show you how to navigate to the frequently asked questions page and how to view questions and answers asked by other users.

1. Select “FAQs”.
2. Select the hyperlink on the desired question you would like to view in the questions section. This will link you to the answer on the page.

Complete
These instructions will show you how to access the account details page to view user information.

1. **Accessing the Account Details Page**

   A. Click your account name located at the top right-hand side of the screen to open a drop-down menu and select **Account Details**. You can also select **Account Details** on the side menu bar.
Do you need to update your name, address, email, phone, or other information? Click HERE.
1. Accessing the Diagnostics Sample Submission Form: 10-4

A. Once logged into the Portal select “NVSL”.

![Dashboard Image]

- Please click any of the links on the left to navigate to the section you would like.
B. Select **Sample Submission Form** under Diagnostics Sample Submission.
• You will be directed the “Diagnostics Sample Submission Form 10-4”.

Instructions for Diagnostics Sample Submission Form: 10-4

Note: Required fields are indicated by a red asterisk *

2. **Submitter Information**

Note: Updating your submitter information here will not change what's on file at NVSL. Click [HERE](#) to update your information.
A. **Submitting To** - Select Ames (IA) or FADDL (Plum Island, NY) to send the submission to.

B. **NVSL Submitter ID** - Select Submitter ID from list if available.

**Note:** This will prepopulate Submitter Information in designated fields for you. New users will be assigned a Submitter ID once the submitted form is received by NVSL/FADDL.

C. **Submitter Name:**
   
   I. **Last** - Enter submitter’s last name.
   
   II. **First** - Enter submitter’s first name.
   
   III. **Middle** - Enter submitter’s middle name.

D. **Business Name** - Enter submitter’s business name.

E. **Submitter Address:**
   
   I. **Street Address** - Enter submitter’s street address.
   
   II. **Country** - Select submitter’s country from available list.
   
   III. **State** - Select submitter’s state from available list.

**Note:** Only required if country is United States.

IV. **City** - Enter submitter’s city name.

V. **Postal Code** - Enter submitter’s postal code.

F. **Contact Information:**

**Note:** To add additional Email/Fax - Select the **BLUE** plus sign box.

**Note:** To remove Email/Fax - Select the **RED** minus sign box.
I. Email*- Enter email address.

**Note**: A maximum of 10 emails may be entered. All emails listed will receive a report on the submitted samples.

II. Fax - Enter fax number.

**Note**: A maximum of 10 fax numbers may be entered. All fax numbers listed will receive a report on the submitted samples. North American Numbering Plan (NANP).

III. Telephone*- Enter submitters telephone number.

G. Payment Information (User Fee Account Number) - Enter User Fee Account Number.

**Note**: The final report is not released until payment is secured. Do **NOT** enter credit card number here. Please do **NOT** send cash. Credit card information may be entered on the packing slip.

H. Purpose*- Select purpose from available list.

**Note**: Select purpose definitions to get a description for each purpose. 

I. Reference Numbers:

   I. Referral # - Enter referral number.

   **Note**: For your records only. Not assigned by NVSL.

   II. FAD #*- Enter FAD number.

   **Note**: Only required for FAD cases. Contact Assistant District Director and emergency program staff for authorization.

   J. Preservation during shipping*- Select preservation type from available list.

   **Note**: If preservation type is other please use additional field to specify.
3. Owner Information

A. Is Wildlife* - Select Yes/No.

Note: If not wildlife owner information is required.

I. Owner - Select Copy Submitter Info to prepopulate the owner information section with the information filled out in the submitter information section.

II. Owner Name* – Enter owner’s name.

III. Owner Address:

1. Country - Select owner’s country from available list.

2. State - Select owner’s state from available list.

3. City - Enter owner’s city.

4. Postal Code - Enter owner’s postal code.

IV. Save As New Owner for later use? - Select this check-box to save the entered owner information for future submissions.
4. Animal Information

A. Premises ID - Enter premises id.

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

B. Address:

I. Country* - Select animal country from available list.

II. State* - Select animal state from available list.

Note: If Country select is United States, state is required.

III. County* - Select animal state from available list.

Note: If Country selected is United States, county is required.

C. Herd/Flock:

I. Number of Animals – Enter total number of animals.

II. Number Affected – Enter total number of animals affected.

III. Number Dead - Enter total number of animals dead.
5. Specimen Information

A. Total Number Of:

I. Specimen* - Enter total number of specimens.

II. Animals* - Enter total number of animals.

III. Collected By* - Select collected by from available list.

Note*: If Collected By is other please use additional field to specify.

IV. Date Collected* - Enter date collected.

Note: Country of origin and destination are required when import/export is selected as purpose.
B. Specimen:

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

II. Animal or Source* - Select animal or source from available list if not prepopulated for you from searching in step 1.

Note: If animal or source is other please specify on the Subspecies or Breed field.

III. Subspecies or Breed* - Select subspecies or breed from available list if not prepopulated for you from searching in step 1.

Note*: If subspecies or breed is other or not listed please specify in the Other Animal or Source Information field that will appear.

VII. Animal ID* - Enter animal ID.

VIII. Gender* - Select gender from available list.

IX. Age Number – Enter age number.

X. Age Unit – Select age unit from available list.

Note*: Age number and age unit are required if not entering age class.

XI. Age class – Select age class from available list.

Note*: Age class is required if not entering age number & age unit.

V. Specimen ID* - Enter specimen ID.

IV. Specimen* - Select specimen type from available list.

VI. Additional Specimen Information - Enter additional information pertaining to the specimen here.
XII. **Search** – Select magnifying 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.

XIII. **Category** - Select category from available list if not prepopulated for you from step 12.

XIV. **Disease or Causative Agent*** - Select disease or causative agent from available list if not prepopulated for you from step 12.

XV. **Laboratory Test*** - Select laboratory test from available list if not prepopulated for you from step 12.

XVI. **Additional Test Information** - Enter any additional information pertaining to the tests here.

XVII. **Add Test** - Select to add additional tests.

**Note:** No limit to how many tests you can add.

XVIII. **Add More Specimens** - Select to add additional specimens.

**Note:** You can add up to 100 specimens.
6. Save & Review Submission

A. Additional Information - Enter any additional information pertaining to this submission here.

B. Agreement* - Please review the information you have entered and check for accuracy. Select check box once complete.

C. Save & Review Submission* - Select once form is complete and ready for submission.

Form Submission Complete
Submission Information

Note: The above picture is just an example of the page, information from the previous page will be populated in the designated sections for authentic submissions.
Note*: 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.

7. Edit Submission

A. Edit - Select one of the edit buttons located at the top and bottom of this page to edit the submission.
B. **Make Changes** - You will be directed back the submission page to make the desired changes you wish.

**Note:** All form rules still apply when editing a submission. To review how to submit a submission form click [HERE](#).

C. **Save & Review Submission/Cancel:**

   Option 1: **Save & Review Submission** - Select Save & Review Submission to store the most recent changes.

   Option 2: **Cancel** - Select Cancel to abandon any changes made.
8. Attachments

View/Remove/Add Attachments

A. Select one of the add attachment buttons located at the top and bottom of this page to remove/view/add attachments for this submission.
B. View Attachments

I. In the current attachment section simply select the file attachments hyperlinked name to download and view.
C. Remove Attachments

I. In the current attachment section simply select the delete button on the desired attachment you would like to remove.

Note: Select restore to undo file deletion.

II. Agree to terms - Select check-box after to confirm the changes you have made.

III. Save to Submission - Select save to submission to complete the file removal.
D. Add Attachments

I. In the new attachment section simply select add document.

II. File - Select browse to search your computer for a file to attach.

III. Comments - Enter any comments pertaining to the attachment.

IV. Agree to terms - Select check-box after to confirm the changes you have made.

V. Save to Submission - Select save to submission to complete the file removal.

Note*: Accepted file types - CSV, DBF, DOC, DOCX, FODS, FODT, GIF, JPG, LOG, MDB, ODF, ODS, ODT, PDF, PNG, RTF, TIF, TIFF, TXT, XML, XLS, XLSX.
9. Finish and Generate Packing Slip

A. Select one of the finish and generate packing slip buttons located at the top and bottom of this page to create a printable packing slip of the submission.
B. **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.

C. **Print** - Print the packing slip and ship specimens.
10. **Delete Submission**

A. Select one of the delete submission buttons located at the top and bottom of this page to remove the submission.
B. Select ok to confirm the deletion of the request.
10. Clone Submission

A. Select one of the clone buttons located at the top and bottom of this page to make a copy of the submission.

B. Doing so will create a copy of the submission and prepopulate that information on a new submission for you excluding the date collected and specimen id # fields.
These instructions will show you how to access the sample submission with spreadsheet form, details on how to fill out the form and download/utilize the spreadsheet upload form.

1. Accessing the Diagnostics Sample Submission Form With Spreadsheet: 10-4

A. Once logged into the Portal select “NVSL”.

![Dashboard Screen with NVSL Option Highlighted]
B. Select “Sample Submission With Spreadsheet Form” under Diagnostics Sample Submission.
You will be directed the “Diagnostics Sample Submission Form 10-4”.

Instructions for Diagnostics Sample Submission Form: 10-4

Note: Required fields are indicated by a red asterisk *

2. **Submitter Information**

Note: Updating your submitter information here will not change what's on file at NVSL. Click [HERE](#) to update your information.
A. **Submitting To** - Select Ames (IA) or FADDL (Plum Island, NY) to send the submission to.

B. **NVSL Submitter ID** - Select Submitter ID from list if available.

**Note:** This will prepopulate Submitter Information in designated fields for you. New users will be assigned a Submitter ID once the submitted form is received by NVSL/FADDL.

C. **Submitter Name:**
   
   I. **Last** - Enter submitter’s last name.
   
   II. **First** - Enter submitter’s first name.
   
   III. **Middle** - Enter submitter’s middle name.

D. **Business Name** - Enter submitter’s business name.

E. **Submitter Address:**
   
   I. **Street Address** - Enter submitter’s street address.
   
   II. **Country** - Select submitter’s country from available list.
   
   III. **State** - Select submitter’s state from available list.

**Note:** Only required if country is United States.

   IV. **City** - Enter submitter’s city name.
   
   V. **Postal Code** - Enter submitter’s postal code.

F. **Contact Information:**

**Note:** To add additional Email/Fax - Select the BLUE plus sign box.

**Note:** To remove Email/Fax - Select the RED minus sign box.
I. Email*- Enter email address.

**Note:** A maximum of 10 emails may be entered. All emails listed will receive a report on the submitted samples.

II. Fax - Enter fax number.

**Note:** A maximum of 10 fax numbers may be entered. All fax numbers listed will receive a report on the submitted samples. North American Numbering Plan (NANP).

III. Telephone*- Enter submitters telephone number.

G. Payment Information (User Fee Account Number) - Enter User Fee Account Number.

**Note:** The final report is not released until payment is secured. Do NOT enter credit card number here. Please do NOT send cash. Credit card information may be entered on the packing slip.

H. Purpose* - Select purpose from available list.

**Note:** Select purpose definitions to get a description for each purpose.

I. Reference Numbers:

I. Referral # - Enter referral number.

**Note:** For your records only. Not assigned by NVSL.

II. FAD #*- Enter FAD number.

**Note:** Only required for FAD cases. Contact Assistant District Director and emergency program staff for authorization.

J. Preservation during shipping*- Select preservation type from available list.

**Note**: If preservation type is other please use additional field to specify.
3. Owner Information

A. Is Wildlife* - Select Yes/No.

Note: If not wildlife owner information is required.

I. Owner - Select Copy Submitter Info to prepopulate the owner information section with the information filled out in the submitter information section.

   II. Owner Name* – Enter owner’s name.

III. Owner Address:

    1. Country - Select owner’s country from available list.
    2. State - Select owner’s state from available list.
    3. City - Enter owner’s city.
    4. Postal Code - Enter owner’s postal code.

IV. Save As New Owner for later use? - Select this check-box to save the entered owner information for future submissions.
4. Animal Information

A. Premises ID - Enter premises id.

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

B. Address:

   I. Country* - Select animal country from available list.

   II. State* - Select animal state from available list.

Note: If Country select is United States, state is required.

   III. County* - Select animal state from available list.

Note: If Country selected is United States, county is required.

C. Herd/Flock:

   I. Number of Animals – Enter total number of animals.

   II. Number Affected – Enter total number of animals affected.

   III. Number Dead - Enter total number of animals dead.
D. Country:

I. **Origin** – Enter animals country of origin.

II. **Destination** – Enter animals destination country.

**Note:** Country of origin and destination are required when import/export is selected as purpose.

5. **Specimen Information**

**Note:** Please download the template first if you haven't done so from the link above (Diagnostic Testing at NVSL).

A. **Upload File** - Select browse to open file explorer, and select template to upload samples.
6. Save & Review Submission

A. **Additional Information** - Enter any additional information pertaining to this submission here.

B. **Agreement** - Please review the information you have entered and check for accuracy. Select check box once complete.

C. **Save & Review Submission** - Select once form is complete and ready for submission.

Form Submission Complete
Submission Information

Note: The above picture is just an example of the page, information from the previous page will be populated in the designated sections for authentic submissions.
7. Edit Submission

A. Edit - Select one of the edit buttons located at the top and bottom of this page to edit the submission.

Note*: 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.
B. **Make Changes** - You will be directed back the submission page to make the desired changes you wish.

**Note**: All form rules still apply when editing a submission. To review how to submit a submission form click HERE.

---

C. **Save & Review Submission/Cancel**:

**Option 1**: **Save & Review Submission** - Select Save & Review Submission to store the most recent changes.

**Option 2**: **Cancel** - Select Cancel to abandon any changes made.
8. Attachments

View/Remove/Add Attachments

A. Select one of the add attachment buttons located at the top and bottom of this page to remove/view/add attachments for this submission.

*Note: 35MB is the largest attachment that may be submitted via Portal. If submitting attachments larger than 35MB, assistance from NVSL is required.
B. **View Attachments**

I. In the current attachment section simply select the file attachments hyperlinked name to download and view.
C. Remove Attachments

I. In the current attachment section simply select the delete button on the desired attachment you would like to remove.

Note: Select restore to undo file deletion.

II. Agree to terms - Select check-box after to confirm the changes you have made.

III. Save to Submission - Select save to submission to complete the file removal.
D. Add Attachments

I. In the new attachment section simply select add document.

II. File - Select browse to search your computer for a file to attach.

III. Comments - Enter any comments pertaining to the attachment.

IV. Agree to terms - Select check-box after to confirm the changes you have made.

V. Save to Submission - Select save to submission to complete the file removal.

Note*: Accepted file types - CSV, DBF, DOC, DOCX, FODS, FODT, GIF, JPG, LOG, MDB, ODF, ODS, ODT, PDF, PNG, RTF, TIF, TIFF, TXT, XML, XLS, XLSX.
9. Finish and Generate Packing Slip

A. Select one of the finish and generate packing slip buttons located at the top and bottom of this page to create a printable packing slip of the submission.
B. **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.

C. **Print** - Print the packing slip and ship specimens.
10. **Delete Submission**

A. Select one of the delete submission buttons located at the top and bottom of this page to remove the submission.
B. Select ok to confirm the deletion of the request.
10. **Clone Submission**

A. Select one of the clone buttons located at the top and bottom of this page to make a copy of the submission.

B. Doing so will create a copy of the submission and prepopulate that information on a new submission for you excluding the date collected and specimen id # fields.
1. Accessing the Diagnostics Sample Submission Generate Packing Slip Page: 10-4

The generate packing slip page will contain a list of packing slips that have not been generated (printed) yet. Once packing slip is generated the submission will be moved to the processed samples page where you can reprint if needed.

A. Once logged into the Portal select “NVSL”.

![Dashboard NVSL option](image)
B. Select “Generate Packing Slip” under Diagnostics Sample Submission.
2. Generating Packing Slip

A. Select the radio button on the desired submission you would like to generate a packing slip for.

Note: Select the “More Info” hyperlink on a desired submission to view that submissions information details.

B. Select generate packing slip to create a pdf packing slip document of the selected submission.
3. Payment Information/Print

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

B. Using your browser/PDF viewer print the packing slip.
4. **Shipping Guidelines/Information**

   **A. General Considerations for Sample Submissions:**

   - Specimens include, but are not limited to: excreta, secreta, blood and its components, tissue and tissue fluids, organs, animal parts, and cultures.
   - For serological testing, submit one tube containing 2ml of clear serum per animal for each test requested.
   - Pack fresh and formalin-fixed specimens separately. Formalin-fixed tissues should be packaged in leak proof containers with adequate absorbent material.
   - Fresh specimens: Refrigerate tissues using pre-frozen ice packs if samples will reach the laboratory within 24 hours.
   - Each tube should be individually labeled and arranged in numerical order starting with 1, 2, 3... Animal identification numbers or names may be written on tubes in addition to numerical numbers, but should not be used as the only means of tube identification.
   - Pre-label specimen containers to insure all recommended specimens will be collected.
   - If tissues or swabs are to be in transit more than 48 hours, use dry ice unless agents should not be frozen. Note that CO₂ gas can inactivate some viruses and prohibit isolation. Do not freeze or use dry ice in boxes that contain formalized tissues.
- Formalin-fixed specimens may be shipped in the jars containing the 10% formalin solution. Alternatively, the tissue may be removed from the liquid and placed in a leak-proof bag with a formalin soaked cotton ball, provided that the tissues remained in the 10% formalin for at least 3 hours.
- All samples should be packaged for shipment to include a leak proof container along with absorbent material sufficient to absorb leaking or broken containers.
- Samples must be shipped in compliance with 49CFR and IATA regulations.
  - All relevant persons involved must have training to carry out their responsibilities.
  - Appropriate types of packaging should be utilized.
  - Sufficient absorbent materials to contain the contents of the package must be included.

B. Quick Overview of What You Need To Know for Shipping Specimens

I. Training requirements: The law requires all involved in the packaging and shipping of infectious substances to have the proper training on a regular basis.

  - **Category A**: Specific formal training and documentation of it is required for all staff who package or transport items in this category.
- **Category B**: Documented training is required for all staff who package or transport items in this category. Staff who ship waste cultures or stock of a Category B infectious substance must be hazmat trained. Otherwise those who ship Category B infectious substances such as samples for routine testing must be trained on the information and compliant packaging techniques presented in 49 CFR 173.199. Even though the training may be **informal** and in-house, it must be documented.

- Most clients package and ship Category B items on a routine basis. If the individuals who package these items have not had the required training, it is imperative that they receive it immediately and that the training is documented. Remember any clients shipping Category A items will need to have the responsible staff **formally** trained on the subject.

- Each client is responsible for maintaining the training record for at least 3 years for each employee trained to package these substances, and for 90 days beyond the duration of employment.

- Training records must be made available to the proper regulatory authorities upon request.
• The DOT / PHMSA provides answers to frequently asked question on the required training on its website, Hazmat Training, and in its publication, "Does Your HazMat Training Measure Up?".

• The DOT / PHMSA website and publication, What You Should Know: a Guide to Developing a Hazardous Materials Training Program, provides valuable information and resources including sample training records.

II. The classification of the sample being shipped determines the packaging and training requirements which are applicable.

• **Category A**: "An infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs." [49CFR § 173.134 Class 6, Division 6.2(a)(1)(i)] *

  1.) Examples of Category A infectious substances are confirmed cultures of organisms such as Bacillus anthrasis, Brucella abortus, Chlamydia psittaci or Eastern equine encephalitis virus.
• **Category B**: "An infectious substance that is not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. This includes Category B infectious substances transported for diagnostic or investigational purposes." [49CFR § 173.134 Class 6, Division 6.2(a)(1)(ii)] *

1.) Examples of Category B infectious substances are samples that are suspicious for organisms such as leptospirosis or suspected but not confirmed cases of Category A infectious substances.

• **Exempt**: 49CFR § 173.134 Class 6, Division 6.2(b) * provides multiple specific examples of materials and samples that are exemptions to the shipping regulations of Categories A and B. An exempt material is one "that does not contain an infectious substance or that is unlikely to cause disease in humans or animals." This includes:

1.) Samples collected for "routine testing not related to the diagnosis of an infectious disease, such as..." blood chemistries "...or ... for diagnosis of non-infectious diseases, such as cancer biopsies, and for which there is a low probability the sample is infectious."
2.) Samples, other than Category A materials, which are transported by private or contract carrier in a motor vehicle used exclusively for these materials.

- Pages 6 – 17 of the DOT PHMSA guide, *Transporting Infectious Substances Safely*, provides further discussion of the categories and very helpful diagrams of how to decide if what you are shipping is Category A, B, or exempt.

**III. General packaging guidelines (not meant to be complete) for each category.**

- **Category A**: Watertight primary container for the specimen, absorbent material, watertight secondary container with list of contents on the outside, United Nations (UN) rated rigid outer container with proper UN labeling.

- **Category B**: Leak proof primary container with the specimen, absorbent material and leak proof secondary packaging like a sealed plastic bag, rigid outer package with proper markings. Cushioning material should be added as needed. It is no longer appropriate to use the term "Diagnostic Specimen" or "Clinical Specimen" to label the package.
- **Exempt**: Leak-proof primary container with the specimen, absorbent material and leak-proof secondary packaging like a sealed plastic bag, rigid outer package marked "Exempt animal specimen." Bio-hazard symbols or bags should not be used.

- In all cases, fragile primary sample packaging (tubes, slides, vials, etc.) must be wrapped or separated to prevent breakage.

- Always ask the receiving lab how best to package the sample, or if it can provide the proper packaging materials to be used. When in doubt, package it as the more stringent conditions require.

Note: Processed Samples area is a view of packing slips that have already been generated within the Generate Packing Slip link; however, they are yet to be processed by the NVSL.

1. Accessing the Diagnostics Sample Submission Processed Samples Page: 10-4

A. Once logged into the Portal select “NVSL”.

![Dashboard with NVSL selected](image-url)
B. Select “Samples Not Yet Received by NVSL” under Diagnostics Sample Submission.
2. **Generating Processed Packing Slips**

   A. Select the radio button on the desired submission you would like to generate a packing slip for.

   **Note:** Select the “More Info” hyperlink on a desired submission to view that submissions information details.

   B. Select generate packing slip to create a pdf packing slip document of the selected submission.
### 3. Payment Information/Print

**A. 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.

**B. Using your browser/PDF viewer print the packing slip.**
4. Shipping Guidelines/Information

A. Please CLICK HERE to view shipping guidelines/information.
These instructions will show you how to access the submission history page and how to view/utilize recent submission activity, submissions not yet received and submission historical search.

1. Accessing The Submission History Page:

A. Select “Submission History”.

![Dashboard View showing Submission History option](image-url)
2. Recent Activity (2 Weeks)

A. Click recent activity (2 Weeks) to view submissions received by NVSL and or updated by NVSL in the last 2 weeks.

I. Show Entries - Select the drop-down menu to select how many submission entries are shown on the screen.

II. Search - Enter a phrase to perform a wildcard search on all submission entries. This will search the data under each column header.

III. Sort - Select any of the column headers to sort in ascending/descending order.

IV. Info (hyperlink) - Select the info hyperlink on a desired submission to view that submission.

V. Next/Previous - If more submissions are available than what is being shown, use the next/previous buttons to view the next page of submissions.
3. Submissions Not Yet Received

A. Click submissions not yet received to view a list of your submissions not yet received by NVSL.

I. Show Entries - Select the drop-down menu to select how many submission entries are shown on the screen.

II. Search - Enter a phrase to perform a wildcard search on all submission entries. This will search the data under each column header.

III. Sort - Select any of the column headers to sort in ascending/descending order.

IV. Info (hyperlink) - Select the info hyperlink on a desired submission to view that submission.

V. Next/Previous - If more submissions are available than what is being shown, use the next/previous buttons to view the next page of submissions.
4. NVSL Historical Search

A. Click NVSL historical search to search all submissions based on the desired type of form, submission status, and submission date.

I. Search Criteria:

1.) **Form** - Select from the drop-down menu the desired form you would like to search.

2.) **Submission Status** - Select from the drop-down menu the status of the submission you would like to return.

**Note**: Not selecting a status will return all types.

3.) **Submission Dates** - Enter dates from and to, to return submission within the desired date range.

4.) **Search** - Select to perform a search on the entered criteria.

II. **Show Entries** - Select the drop-down menu to select how many submission entries are shown on the screen.
III. **Search** - Enter a phrase to perform a wildcard search on all submission entries. This will search the data under each column header.

IV. **Sort** - Select any of the column headers to sort in ascending/descending order.

V. **Info (hyperlink)** - Select the info hyperlink on a desired submission to view that submission.

VI. **Next/Previous** - If more submissions are available than what is being shown, use the next/previous buttons to view the next page of submissions.