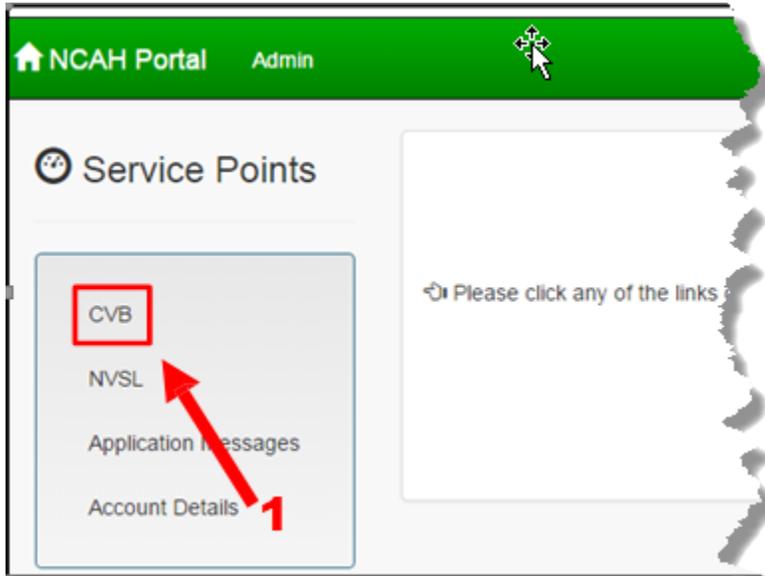


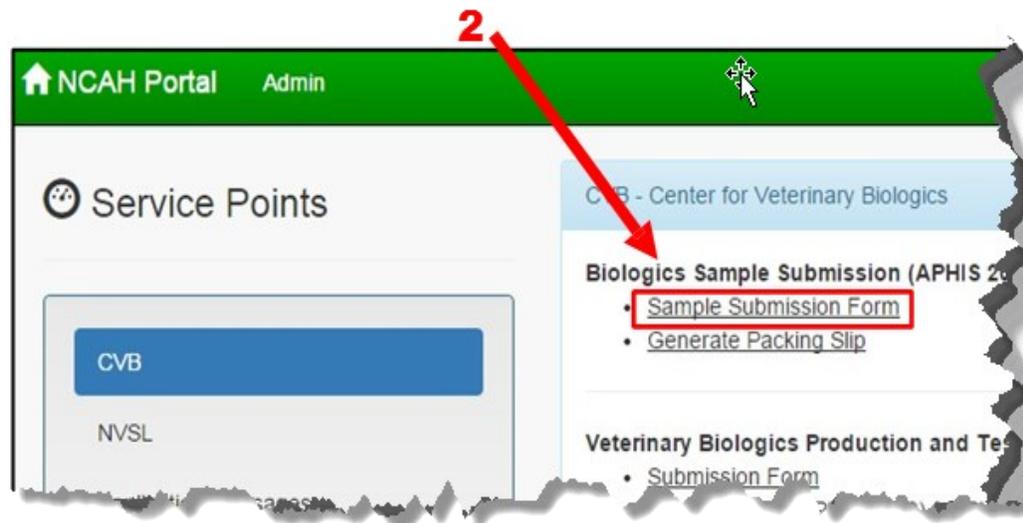
## NCAH PORTAL CVB QUICK REFERENCE GUIDE

## Biologics Sample Submissions - (APHIS 2020) "Routine Samples"

For all types of sample submissions, start by entering the CVB section of the Portal and then navigating to the Sample Submission Form.



*Only users with the **Sampler Role** can enter sample information and generate Packing Slips to be shipped with samples.*



You will be taken to the Biologics Sample Submission Form.

## NCAH PORTAL CVB QUICK REFERENCE GUIDE

### Biologics Sample Submissions - (APHIS 2020) "Routine Samples"

Create - Shipment and Receipt of Biologics Samples (APHIS 2020)

[CVB Home](#) / Submission Form (APHIS 2020)

**Fields with a red asterisk (\*) are required.**

#### Serial Information

Auth Number

-----> *Not needed for Routine Samples.*

Establishment\*

-----> *Select from drop-down menu, if different from default.*

Site Address\*

-----> *Select from drop-down menu, if different from default.*

Product Code\*

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

Product Name

Product Name Example

-----> *This field will be auto-populated based on the selected Product Code.*

Serial Number\*

-----> *Enter Serial Number, 20 alphanumeric characters only—NO SYMBOLS.*

#### Serial Information

**Establishment** – This list is populated by the active manufacturers the user is assigned to within the CVB database.

**Site Address** – Defaulted to manufacturer’s mailing address; however, this can be the address from where the samples are being shipped. All licensed sites will appear in the drop down list, for domestic manufacturers.

**Product Code** – Select from the list of all available product codes for the manufacturer if not auto-populated.

**Product Name** – This field will auto-populate based upon the selected product code.

**Serial Number** – This field is free text, however, the serial number listed here must match the Form 2008 submission exactly, or the records will not match up. Do not enter symbols.

**Auth Number** – This field is for the STR (Special Request authorization number) assigned by the CVB. For entry of samples for STR Auth Numbers, see the User Manual for [Sample Entry for a Special Test Request](#).

## NCAH PORTAL CVB QUICK REFERENCE GUIDE

### Biologics Sample Submissions - (APHIS 2020) "Routine Samples"

**Sample Information**

**Purpose\*** Type\*  
 → *Select "Routine" from drop-down menu.*

**Subserial?**  → *Check the box if applicable.*

**Package Shipped With\*** Type\*  
 → *Select from drop-down menu.*

**Size\***

<u>Number of Containers*</u>	<u>Amount Per Container*</u>	<u>Type*</u>
<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="Doses"/>

*Enter Number of Containers and Amount Per Container.      Select from drop-down menu.*

**Sample Type\***  → *Enter if the sample is either Bulk or Final.*

**Contains Thimerosal?**  → *Check the box if the sample has Thimerosal or Merthiolate.*

#### Sample Information - Routine

**Purpose (Routine)** – Submission of routine post-license sample to the CVB that will be eligible to be selected for confirmatory (check) testing. Other options include (Pre-license and Resubmission)

**Subserial** – Indicate if the serial is considered a subserial by the manufacturer.

**Packaged Shipped With** – Samples shall be kept under refrigeration at 35°- 45°F (2°-7°C) unless otherwise specified in the approved Outline of Production (9 CFR 114.11).

**Size: Number of Containers**—See VSM 800.59 for guidance (9 CFR 113.3)

**Amount Per Container**—The number of doses/mLs/Units per container. If more than one sample size is submitted, use the smallest volume for entry. If the volume is less than 1 *unit*, round the number up to 1. If the volume is not a whole number, but is greater than 1 (i.e. 10.5 mL), round down to the nearest whole number.

**Type**—Doses, mL, Units, Kits.

**Sample Type**—Final samples should be submitted in most cases, unless directed by the CVB.

**Contains Thimerosal?**—Utilize this check box if the product contains Thimerosal.

# NCAH PORTAL CVB QUICK REFERENCE GUIDE

## Biologics Sample Submissions - (APHIS 2020) "Routine Samples"

### Sample Information—Resubmission

**Sample Information**

**Purpose\*** Type\*  
Resubmission

**Sample Code**

**Subserial?**

**Package Shipped With\*** Type\*  
Ice Pack

**Purpose (Resubmission)** – Submission of resubmission samples to the CVB that will had been requested for either routine testing or special request testing.

**Sample Code** —If testing was initiated by the CVB on routine testing, but more samples are needed to finish the testing, the CVB will contact the firm to request more samples to be resubmitted. In most cases, a sample code is known and should be filled in here.

### Misc.

**Remarks** – Enter any applicable information not contained in the above fields. (i.e. who requested the resubmission of samples)

**Save**—Upon saving, the record must be printed as a Packing Slip and submitted to the CVB with the sample packaging.

**Misc**

**Remarks** Enter Remarks if any. ----->Enter Remarks.

I agree that I've looked over this information and everything entered is true to my knowledge. --> Check box once complete.

✔ Save -----> Select button to Save form.

## NCAH PORTAL CVB QUICK REFERENCE GUIDE

### Biologics Sample Submissions - (APHIS 2020) "Routine Samples"

After saving the submission, you will be directed to the Shipment and Receipt Page.

Action	Timestamp
Submission Entered	Mar-17-2016 01:22 PM CDT

Clone Delete Submission Return to Dashboard

Select to Clone the submitted form.

Select to Delete the submitted form. The record may be deleted until it has been received by the CVB.

If a record needs any corrections, it must be deleted and re-entered completely.

### CLONING

**Cloning** - Cloning allows the user to copy fields from the submission form. Fields that are copied include: Product Code, Purpose, Shipment with Type, Number of Containers, Amount Per Container, Dose Type, Sample Type, Containing Thimerosal, and Remarks.

Entry of Information for Submission of Routine Samples Complete

For guidance on submitting the sample to CVB, see the User Manual for [Generating a Packing Slip for Shipment of Samples](#).