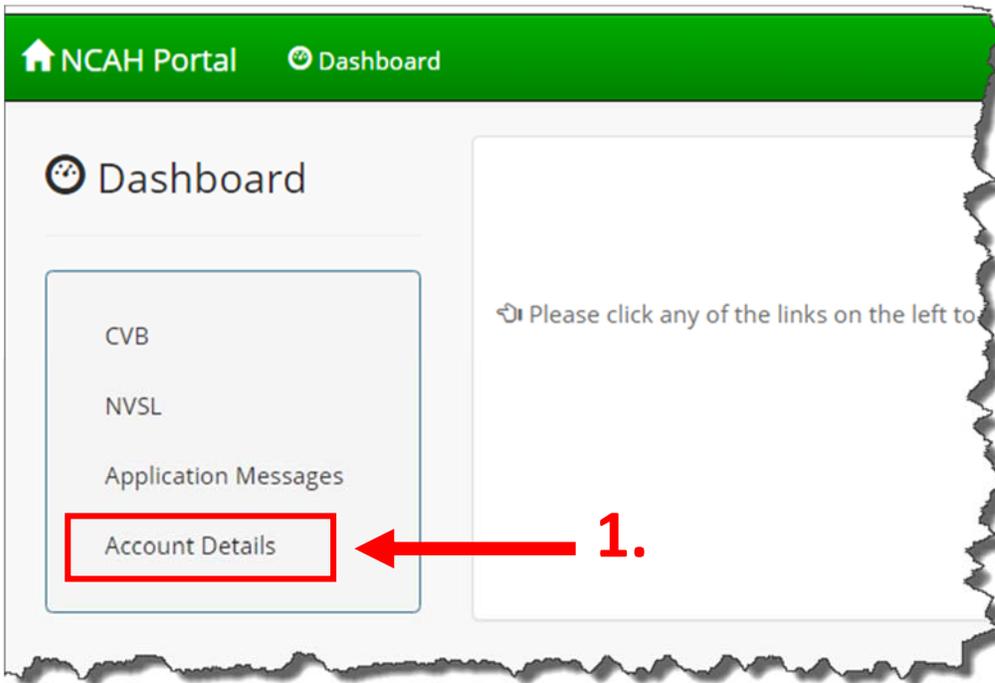


## Account Details - (CVB)

### Where were changes made in the 10/21/2016 version?

1. There were numerous additions and updates made in this latest version so it is recommended that a complete review of the document be done. Some of the most notable changes include:
  - [Important Things to Remember on page 3](#)
  - Information related to recently added submission types (APHIS [2048s](#) and [2049s](#))
  - [A new section on Rejected Samples](#)
  - [A new section on Daily Emails](#)

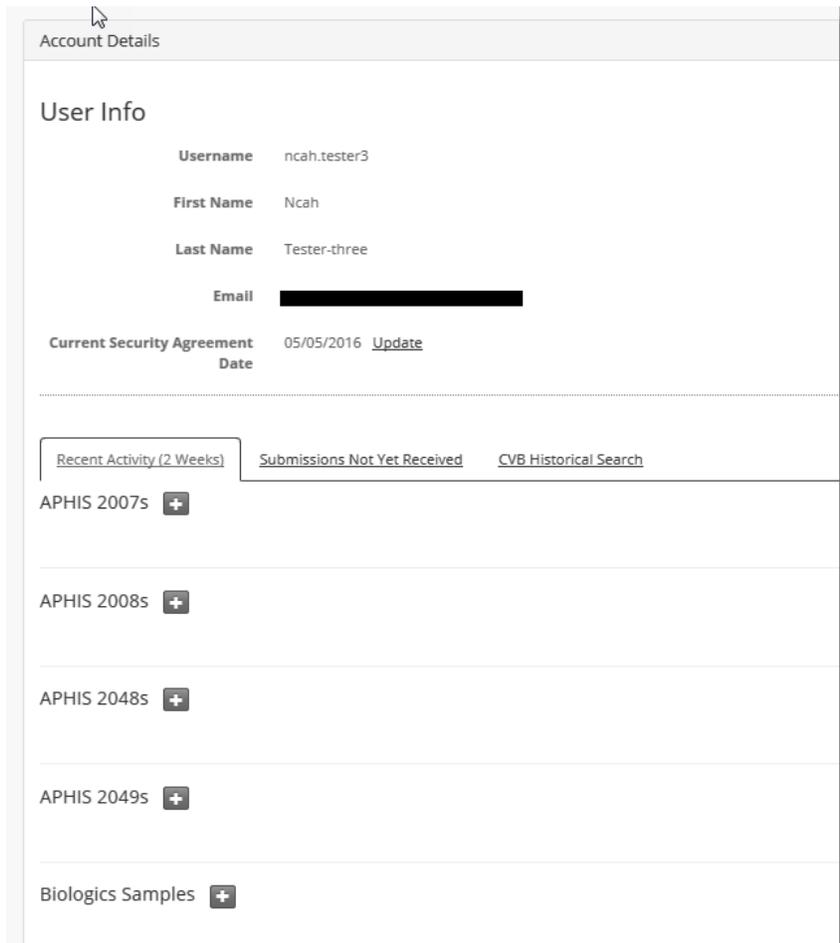
Account Details - (CVB)



*All users have access to the Account Details page. However, viewing individual submissions will depend on your role. Liaisons, Alternate Liaisons, and Quality Review may view all submissions. See the individual modules' User guides to see which other roles may view records.*

You will be taken to the Account Details page.

This guide will show you how to use Account Details to find information on electronic submissions and communications with the CVB.



## Account Details - (CVB)

The Account Details page is broken down into three categories:

1. Recent Activity (2 weeks)
2. Submissions Not Yet Received
3. CVB Historical Search.

This user guide will show you how to keep track of all your submissions using the Account Details page.

**Before you get started there are some important things to keep in mind:**



**All “open” submissions (Submitted or Awaiting Update from Submitter statuses) remain accessible in the NCAH portal until they are completed.**



**Completed submissions are only available for 60 days after their Last Action Date.**



**Firms are expected to download CVB responses to their own digital archives prior to the 60-day deadline.**



**Please note that the integrity of a digital signature is lost once a document is printed. Therefore, if you wish to have a print copy for handy reference, also maintain the digital files downloaded from the portal to substantiate the integrity of any printed documents.**

## Account Details - (CVB)

### RECENT ACTIVITY (2 WEEKS)

**Recent Activity (2 weeks)** – This area captures submissions that have had any type of action, either within the NCAH Portal or at the CVB, that updates the NCAH Portal within the last 2 weeks. Information is broken down by submission type. Continue reading for details on information in this section by submission type.

### RECENT ACTIVITY (2 WEEKS) - APHIS 2007s

[Recent Activity \(2 Weeks\)](#)
[Submissions Not Yet Received](#)
[CVB Historical Search](#)

APHIS 2007s -

Show  entries
Search:

↑↓ Est	↑↓ Type	↑↓ Employee	↑↓ Roles	↑↓ Status	↑↓ Approval by CVB	↑↓ Submitter	↑↓ Submission Date	↑↓ Info
999A	New User/Site	Dr James R Doe	Consumer Complaint Contact for CVB; Consumer Complaint Contact for Public; Veterinarian of Record	Completed	Approved	Ncah Testerfive	03/25/2016	<a href="#">Info</a>
999	New User/Site	Mr Eric C Kent		Submitted - ML# 175836	Denied	Ncah Testerthree	04/15/2016	<a href="#">Info</a>
999	New User/Site	Tanner wike		Submitted - ML# 175884	Pending	Ncah Testerfive	04/19/2016	<a href="#">Info</a>

Showing 1 to 12 of 12 entries

Previous
1
Next

APHIS 2008s +

Biologics Samples +

**APHIS 2007s** – Items initially sort on the Approval by CVB Category, then by the Status of the submission. The Liaison, Alternate Liaison and Quality Review role may search on and view all 2007 information. The user who entered specified 2007 information may also search and view that particular 2007(s) only.

**What are the different categories in "Approval by CVB"?**

**Approved** items are submissions completed by the CVB and the submitted information was accepted.

**Denied** items are submissions completed by the CVB, however, the submission was not accepted.  
*Additional information may be needed to complete the submission.*

**Pending** items are submissions that are still in the process of being reviewed at the CVB.

## Account Details - (CVB)

### RECENT ACTIVITY (2 WEEKS) - APHIS 2008s

[Recent Activity \(2 Weeks\)](#)
[Submissions Not Yet Received](#)
[CVB Historical Search](#)

APHIS 2007s +

---

APHIS 2008s -

Show  entries
Search:

Est	Product	Serial #	Submitter	Submission Date	Status	APHIS Disposition	Info
999	500400	22JAN1	Ncah Testerfive	01/22/2016	Completed	Tests Completed Satisfactory	<a href="#">Info</a>
999A	740000	22FEB2	Ncah Tester-three	04/15/2016	Serial Is On Test		<a href="#">Info</a>
999A	740000	44	Ncah Tester-three	04/15/2016	Submitted		<a href="#">Info</a>

Showing 1 to 14 of 14 entries

Previous
1
Next

Biologics Samples +

**APHIS 2008s** - Items initially sort on Status of a 2008 Submission, then items are sorted by the Establishment number, then Product Code, Serial #.

The Serial Release role, Liaison/Alternate, and Quality Review role may search on 2008 information. In addition, the user who entered the specified 2008 information may also search.

**Updates to the NCAH Portal for Status changes are sent at 11am and 3pm Central Time each business day.**

#### What are the different categories in "Status"?

**Completed** items have been signed by the CVB. If an APHIS Disposition shows, this will be the disposition assigned to the Form 2008. However, if a completed item does not have an APHIS Disposition showing, this Form 2008 was audited. The User must open the "Info" link to see the details of the release or audit.

**Serial is On Test** items have been received by the CVB and gone through the initial review. Within the "Info" link the user can see the projected off-test date and the testing that is being performed.

**Submitted** items have been received by the CVB. The item will not be updated until it is either complete, or the sample has been put on test.

Account Details - (CVB)

RECENT ACTIVITY (2 WEEKS) - APHIS 2048s

Est	Products	Type	Brief Description	Status	ML #	Submitter	Submission Date	Last Action Date	
999	Prod NA0000/Ser # NA	General Correspondence (IC)	test	Submitted	176758	Ncah Tester-three	10/04/2016	10/04/2016	<a href="#">Info</a>
999	Prod NA0000/Ser # NA	AIR Correspondence	AIR for FY2016	Awaiting Update from Submitter	176638	Ncah Tester-three	09/13/2016	09/13/2016	<a href="#">Info</a>
999	Prod 500400/Ser # NA	Product Correspondence (IC)	request to make product.... due to xyz	Awaiting Update from Submitter	176579	Ncah Tester-three	09/08/2016	09/08/2016	<a href="#">Info</a>
999	Prod NA0000/Ser # NA	General Correspondence (IC)	4/11 test 1	Awaiting Update from Submitter	175796	Ncah Tester-three	08/15/2016	08/15/2016	<a href="#">Info</a>
999	Prod 205100/Ser #	General Correspondence	XYZ	Awaiting Update	176211	Ncah Tester-three	08/09/2016	08/09/2016	<a href="#">Info</a>

APHIS 2048s (Submissions to CVB-IC) – Items initial sort on Status.

The Liaison/Alternate Liaison, Quality Review role may search on the 2048s (IC Correspondence).

**Updates to the portal are sent at 11:00 a.m. and 3:00 p.m. Central time. Updates include a status change with the applicable CVB Response, or CVB Initiated Correspondence.**

**What are the different categories in "Status"?**

**Submitted** – Submission been sent from the NCAH portal to the CVB Mail Log and is an Active Mail log item.

**Awaiting Update from Submitter** – Upon request by the firm to CVB (either by email or phone call to the Biologics Specialist or other IC Employee). See Updating a Portal Submission within the IC e-Submission User Guide for details on submission.

**Complete** – The Mail activity has been completed for the Mail Log with one of the following outcomes: CVB Response, No Outgoing Correspondence, CVB Initiated Correspondence, Response is linked to a different Mail log Item. [Go to the General Guide for E-Submission of General Correspondence to CVB-Inspection and Compliance for a more detailed description of these.](#)



**For more information regarding 2048s go to the [General Guide for E-Submission of General Correspondence to CVB-Inspection and Compliance.](#)**

## Account Details - (CVB)

### RECENT ACTIVITY (2 WEEKS) - APHIS 2049s

Recent Activity (2 Weeks) | Submissions Not Yet Received | CVB Historical Search

APHIS 2049s

Show 100 entries | Search: repor

Est	Products	Type	Brief Description	Status	ML #	Submitter	Submission Date	Last Action Date	Info
999	264853	Report	report ABCD for efficacy against BVD	Completed	176702	Ncah Tester-three	09/20/2016	10/18/2016	<a href="#">Info</a>
999	264853	Label, Postlicense	check bad label report on req info from submitter	Submitted	176801	Ncah Tester-three	10/13/2016	10/13/2016	<a href="#">Info</a>
999	264853	Label, Postlicense	check bad label report on req info from submitter	Submitted	176800	Ncah Tester-three	10/13/2016	10/13/2016	<a href="#">Info</a>
999	264853	CVB Test Report	to release results of confirmatory testing	Awaiting Update from Submitter	176292		07/14/2016	07/14/2016	<a href="#">Info</a>

Showing 1 to 4 of 4 entries (filtered from 17 total entries)

Previous 1 Next

**APHIS 2049s (Submissions to CVB-PEL)** – Items initial sort on Status.

The Liaison/Alternate Liaison, Quality Review role may search on the 2049s (PEL Correspondence).

**Updates to the portal are sent at 11:00 a.m. and 3:00 p.m. Central time. Updates include a status change with the applicable CVB Response, or CVB Initiated Correspondence. It also includes status changes on Awaiting Updates from the Submitter (initiated/completed).**

Items found here are those having some kind of status update (new submissions or CVB updates) in the portal in the past two weeks. This page also features items in the Awaiting Update from Submitter status regardless of the Last Action Date.

#### What are the different categories in "Status"?

**Submitted** – Submission sent from the NCAH portal to the CVB Mail Log, or created manually by the CVB in the mail log, and is an Active Mail log item.

**Awaiting Update from Submitter** – The CVB has requested additional, or revised, information from the submitter. Status returns to Submitted when the requested information is acknowledged as acceptable by the CVB. There will be a short interval between submitting updates and having the CVB acknowledge acceptability.

**Complete** – The CVB response to the submission has been released to the portal.



For more information regarding 2049s go to the [General Guide for E-Submissions to CVB-Policy, Evaluation and Licensing User Guide](#).

Account Details - (CVB)

RECENT ACTIVITY (2 WEEKS) - Biologics Samples

The screenshot shows the 'Account Details' page with a 'User Info' section at the top. Below it are three tabs: 'Recent Activity (2 Weeks)', 'Submissions Not Yet Received', and 'CVB Historical Search'. The 'Recent Activity (2 Weeks)' tab is selected, showing a list of 'Biologics Samples'. The table below has columns for Submission Info, Site, Sample Code, Status, Submitter, and Submission Date. Two entries are visible: one 'Completed' and one 'Sample Rejected'. A search bar and a 'Showing 1 to 2 of 2 entries' indicator are also present.

Submission Info	Site	Sample Code	Status	Submitter	Submission Date	
Auth #:2539, Est: 999, Master Seed: 999 - Lot ID: 0216masterseed - Classical Swine Fever Virus	123 1st Street, Ames, IA 50010	0216E	Completed	Ncah Testerfive	02/17/2016	<a href="#">Info</a>
Est: 999, Product: 142120, Serial #: 233	123 1st Street, Ames, IA 50010		Sample Rejected	Ncah Tester-three	06/30/2016	<a href="#">Info</a>

**Biologics Samples (APHIS 2020s)** – Items sorted by Sample Code.

The Sampler, Liaison/Alternate, and Quality Review role may search on samples.

**Updates to the NCAH Portal that show the sample code for records are sent at 3pm Central Time each business day.**

**What are the different categories in "Status"?**

**Completed** – Sample received by the CVB, and verified. The at-risk window for testing will begin on the subsequent day of receipt.

**Sample Rejected** – Sample received by the CVB. However, sample verification was not completed due to a problem with the sample or a discrepancy between the information on the sample and the packing slip received with the sample. The sample is being rejected for the reason stated. *Reasons will be specified within the Info link for the selected sample (see example on next page).* No Sample Code will be assigned. **The Firm MUST re-submit samples for release of the serial.**

Account Details - (CVB)

REJECTED Biologics Samples

If you have samples rejected by NCAH Sample Processing, you will see the information in the NCAH Portal as shown below.

The screenshot displays the NCAH Portal interface. At the top, there is a green navigation bar with 'NCAH Portal' and 'Dashboard' links. Below this is a light blue header for 'Shipment and Receipt of Biologics Samples Information (APHIS 2020)'. A breadcrumb trail shows the path: 'CVB Home / Submission Form (APHIS 2020) / Submission Information (APHIS 2020)'. A prominent yellow and red message states: 'REJECTED by NCAH Sample Processing: Serial Number or Product Code does not match paperwork/not on product or packing slip. For more information, contact NCAH Sample Processing at 515-337-7212 or NCAH.Samples@aphis.usda.gov'. The main content area is titled '2020 Submission Info' and contains several sections: 'Submission Information' with a 'Status' of 'Sample Rejected' and a 'Product' of '142120 - Canine Parainfluenza Vaccine, Modified Live Virus'; 'Miscellaneous' with a 'Remarks' of 'test comment for portal'; and 'Submission History' which is a table with columns for Action, Timestamp, User, and Info. The history table shows three entries: 'Submission Entered' by 'Smith, Janie' on 'Jun-30-2016 03:50 PM CDT', 'Packing Slip Generated' by 'Tester-three, Ncah' on 'Aug-25-2016 11:21 AM CDT', and 'Submission Status Updated' on 'Aug-25-2016 11:24 AM CDT' with a 'New Status: Sample Rejected'. At the bottom, there are buttons for 'Clone' and 'Return to Dashboard'.

## Account Details - (CVB)

## SUBMISSIONS NOT YET RECEIVED

Recent Activity (2 Weeks) Submissions Not Yet Received CVB Historical Search

APHIS 2007s not yet submitted to CVB +

APHIS 2008s not yet submitted to CVB +

APHIS 2048s not yet submitted to CVB +

APHIS 2049s not yet submitted to CVB +

STR Samples for Serials not yet received by CVB +

STR Samples for Master Seeds not yet received by CVB +

Routine Samples for Products/Serials not yet received by CVB +

**Submissions Not Yet Received** – This area shows submissions that are still in the “Draft” stage that have not been submitted to the CVB yet or have not yet had an action performed at the CVB.

Editing is available for those submissions that allow it (all submissions except for Biologics Samples).

Roles for reading and/or editing are the same as those who can see items within the Recent Activity (2 weeks). However, the Liaison/Alternate and Serial Release for APHIS Form 2008 information can submit individual submissions through this module.

## Account Details - (CVB)

## CVB HISTORICAL SEARCH

The screenshot shows the 'CVB Historical Search' section of the NCAH Portal. It features three tabs: 'Recent Activity (2 Weeks)', 'Submissions Not Yet Received', and 'CVB Historical Search'. The search form includes the following fields and controls:

- Form:** A drop-down menu (callout 1).
- Establishment Code:** A text input field (callout 2).
- Mail Log #:** A text input field (callout 3).
- Submission Status:** A drop-down menu (callout 4).
- Submission Date:** Two text input fields labeled 'From:' (callout 5) and 'To:'.
- Search:** A green button with a magnifying glass icon (callout 6).
- Export to Excel:** A blue button with a magnifying glass icon (callout 7).

**CVB Historical Search** – After there has been no portal action for two weeks, most items are accessible only through the Historical Search page until they are eliminated from the portal altogether. Items on the Recent Activity page, however, may also be queried through the Historical Search page. **IMPORTANT: Completed items only stay in the NCAH Portal for 60 days after the date of the last action.**

- 1 Form type – Choose which type of information you are looking for (either the APHIS Form Number or Mail log # is mandatory)
- 2 Establishment Code – Enter the applicable Establishment Code
- 3 Mail Log # - this is applicable to APHIS Forms 2007, 2048, and 2049
- 4 Submission Status – Choose one of the options for the drop-down list:
  - a. Awaiting Update from Submitter – Applicable to APHIS Forms 2048 and 2049
  - b. Completed – Applicable to all APHIS Forms including Sample Submissions
  - c. Serial Is On Test – Only Applicable to the APHIS Form 2008 information
  - d. Submitted – Applicable to all APHIS Forms **except** Sample Submissions
- 5 Submission Date – This field searches based on the date of submission by the firm; enter a date range in which you want to search
- 6 Search – Click here to perform the search and see the results on the screen
- 7 Export to Excel – Click here to export the search results to Excel and capture the data in an editable format

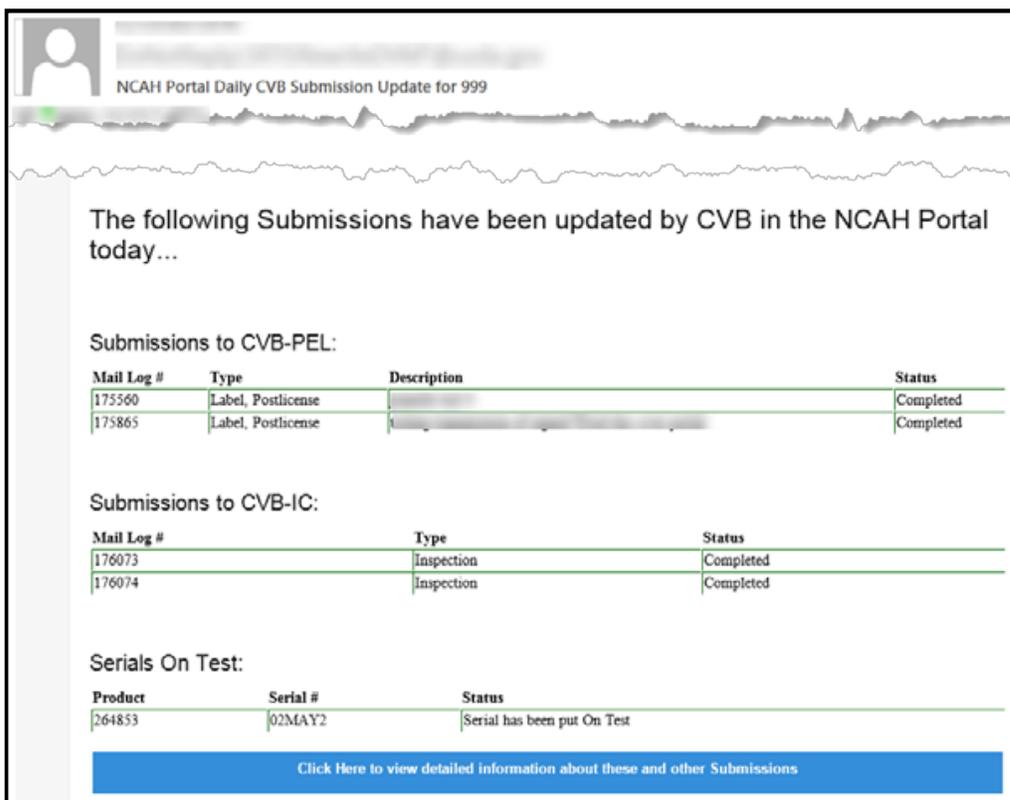
Account Details - (CVB)

DAILY EMAIL NOTIFICATION

A daily email, sent at 3:30 p.m. Central time, will be sent to the email address provided to CVB for Electronic Notification of Serial Release (ENSR). This email will contain a summary of all submissions processed by CVB, through the NCAH Portal. A direct link to the NCAH Portal will be available at the end of the email.

Submissions Included:

- Inspection and Compliance – Correspondence  
*Serial release notifications are not included – these will remain in their individual emails at 11:00 a.m. and 3:00 p.m. Central*
- Policy Evaluations & Licensing – Correspondence, Labels
- CVB Laboratory – Information of Serials put on Test, once a Form 2008 has been received by the firm.
- Sample Processing – Samples received, with the corresponding Sample Code assigned.



**How to Update this email address:**

Firms may request changes to the ENSR email address in writing to CVB-IC, or by requesting the change through the APHIS-CVB Serial Release – Inbox email address APHIS-CVB Serial Release <[cvb.serialrelease@aphis.usda.gov](mailto:cvb.serialrelease@aphis.usda.gov)>.

CVB-IC will respond requesting verification of a valid email address with the following:

*“We are responding to your letter (or email) dated [mm/dd/year] verifying the email address you supplied for notification of release of biological products as noted in VS Memorandum 800.53. Please reply to this email within 2 business days to serve as verification that your email address is viable.”*

Upon firm response, the email address will be updated in the CVB database, and subsequent emails will be sent to the new address.