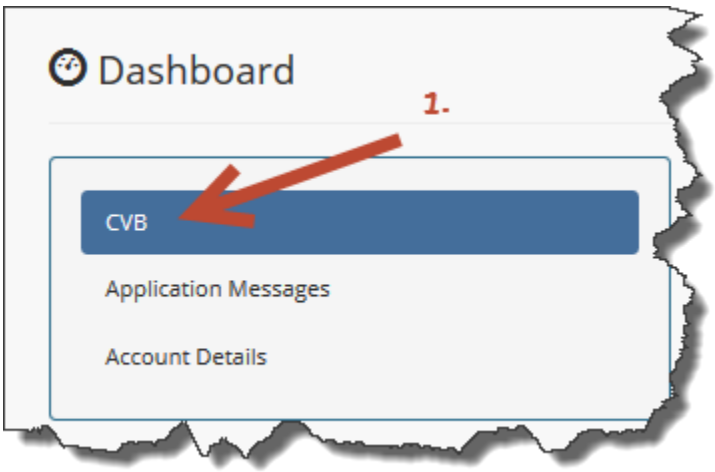
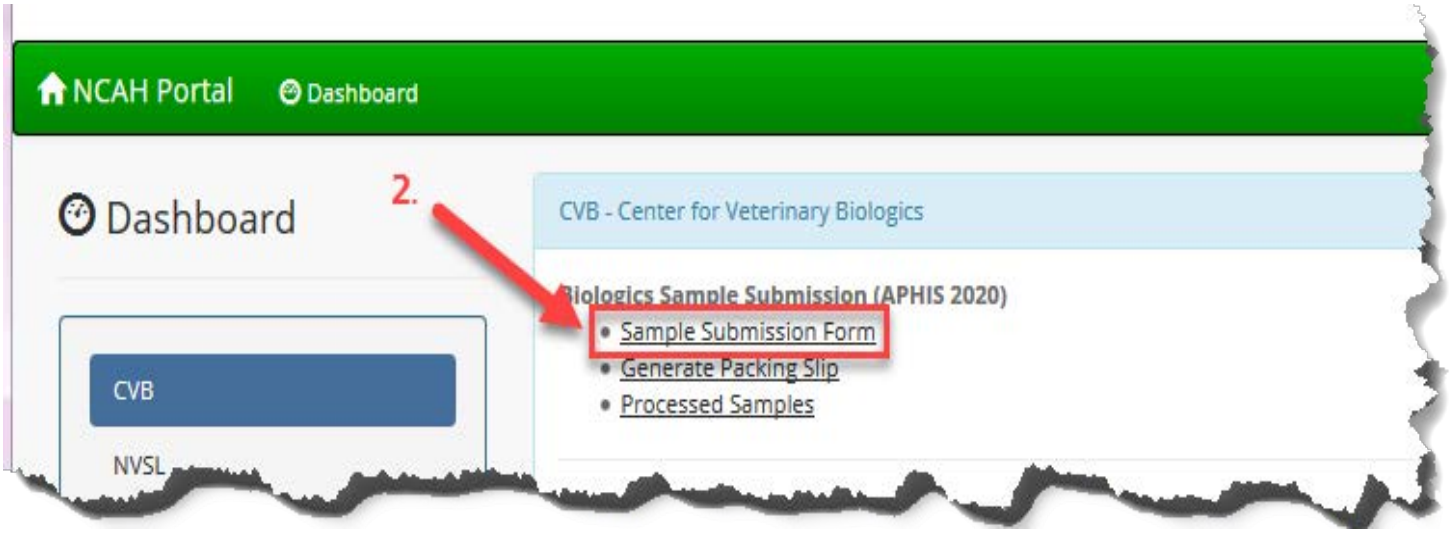
Biologics Sample Submissions - (APHIS 2020) "Special Request"

* ***Special Test Request (STR)*** *applies to samples pre-authorized by the CVB, such as those for prelicense testing, or testing of Master Seeds or Master Cells.*

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

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





You will be taken to the Biologics Sample Submission Form.

Next: Submitting Special Request Testing Samples

Biologics Sample Submissions - (APHIS 2020) "Special Request"

SERIAL INFORMATION

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

Fields with a red asterisk (*) are required.

CVB Home / Submission Form (APHIS 2020)

Serial Information

Auth Number	2538 ✖ Reset	—> *Enter Authorization Number/Special Request (STR Number) provided by the CVB.*
Establishment*	999 - Your Firm, Inc.	
Site Address*	123 1st Street, Ames, IA 50010 ▾	————————————> *Select from drop-down menu.*
Product Code*	264853	
Product Name	Escherichia Coli Bacterin	
Serial Number*	16FEB4	
Purpose*	Resubmission	
Sample Code	1234ABC	————————> *Enter Sample Code, if provided by the CVB only.*

Auth Number - Upon entry of the authorization number provided by CVB, fields will autopopulate based on the information entered by CVB upon creation of the Special Test Request*:

For *Serial or Subserial* samples - The Establishment number and Establishment name, Product Code, Product name, Serial Number, and Purpose will be 'Resubmission' or 'Prelicense'.

For *Master Seed* samples - The Establishment number and Establishment name, Master Seed identification, and Purpose will be 'Master Seed'.

For *Master Cell* samples - The Establishment number and Establishment name, Master Cell identification, and Purpose will be 'Master Cell'.

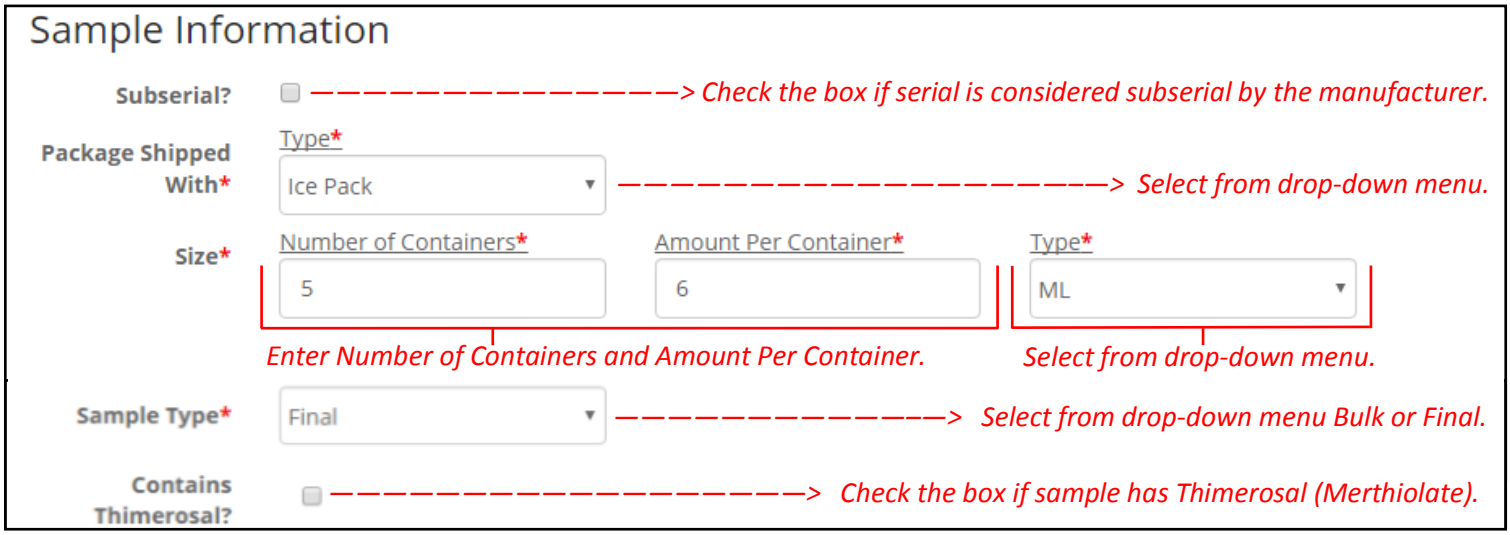
**If it appears that any of the information autopopulated is incorrect, contact the Reviewer assigned to your firm prior to submission.*

Site Address - Default is the manufacturer's mailing address. All licensed sites will appear in the drop down list.

Sample Code - Non-mandatory field that appears when Purpose is Resubmission. Only valid Sample Codes assigned by CVB for the specified Product Code and Serial Number can be entered.

Biologics Sample Submissions - (APHIS 2020) "Special Request"

SAMPLE INFORMATION



Packaged Shipped With - Samples shall be kept under refrigeration at 35°- 45°F (2° - 7°C) unless otherwise speci-fied 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. However, multiple dose sizes submitted should be entered into the Remark Section.

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. For diagnostic test kits, use units.

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.

Biologics Sample Submissions - (APHIS 2020) "Special Request"

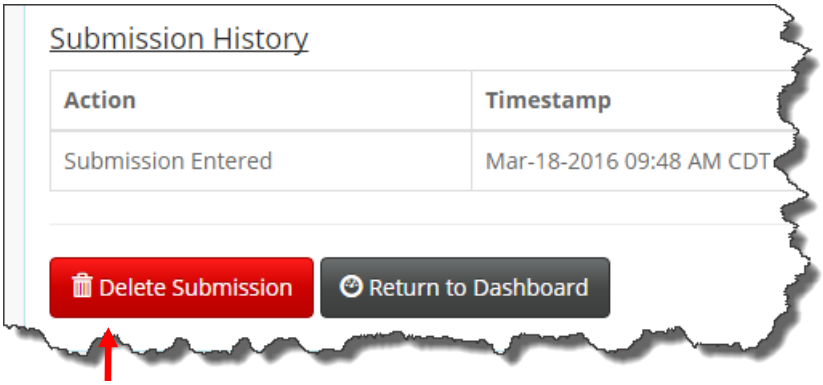
MISC.

Remarks - Enter any applicable information not contained in the above fields, such as reagents that are being included in the shipment for testing. This information will be included in the packing slip as "Comments".

Save - Upon saving, the record must be printed and submitted to the CVB with the sample packaging to be submitted to the CVB (see User Guide #8 - How to Generate Packing Slips for Biologics Samples for details on this).

WHAT IF I MADE A MISTAKE?

If a record needs any corrections, it must be deleted and re-entered completely. The record may be deleted until it has be received by the CVB.



Select to Delete the submitted form.

Submission of Special Request Complete