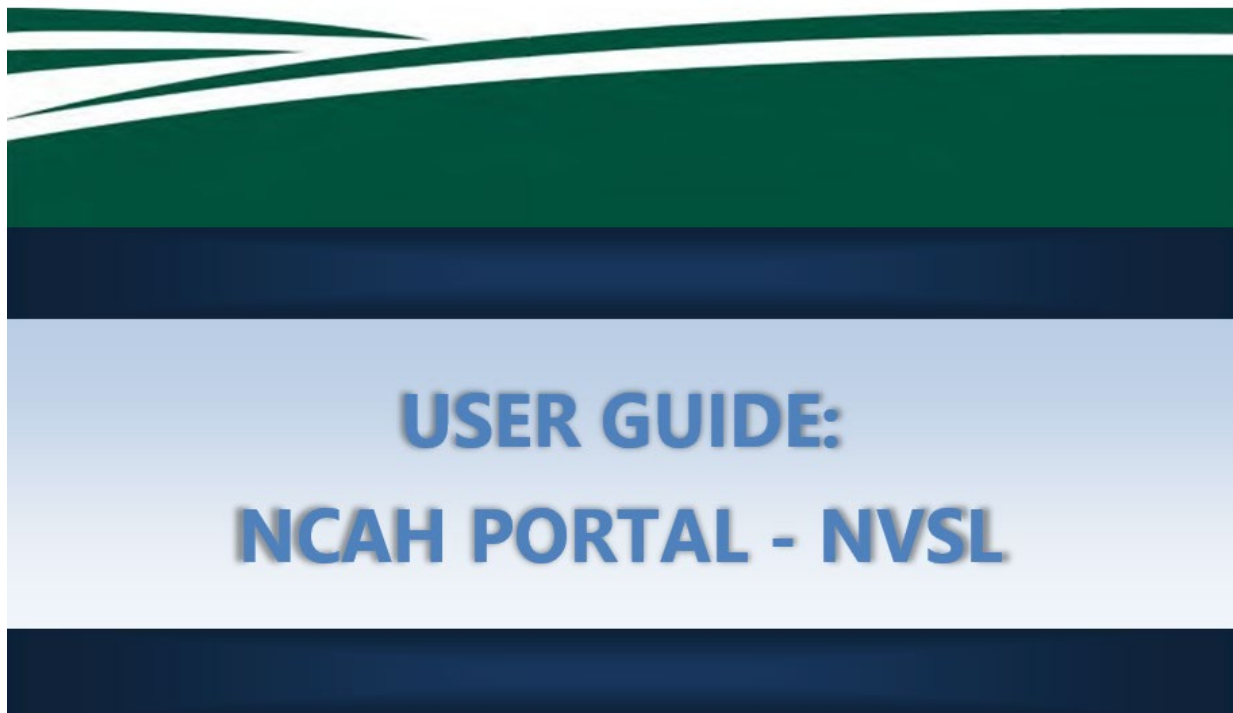


USDA



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HOW TO LOG IN

How to log in:

1. Access the Portal:

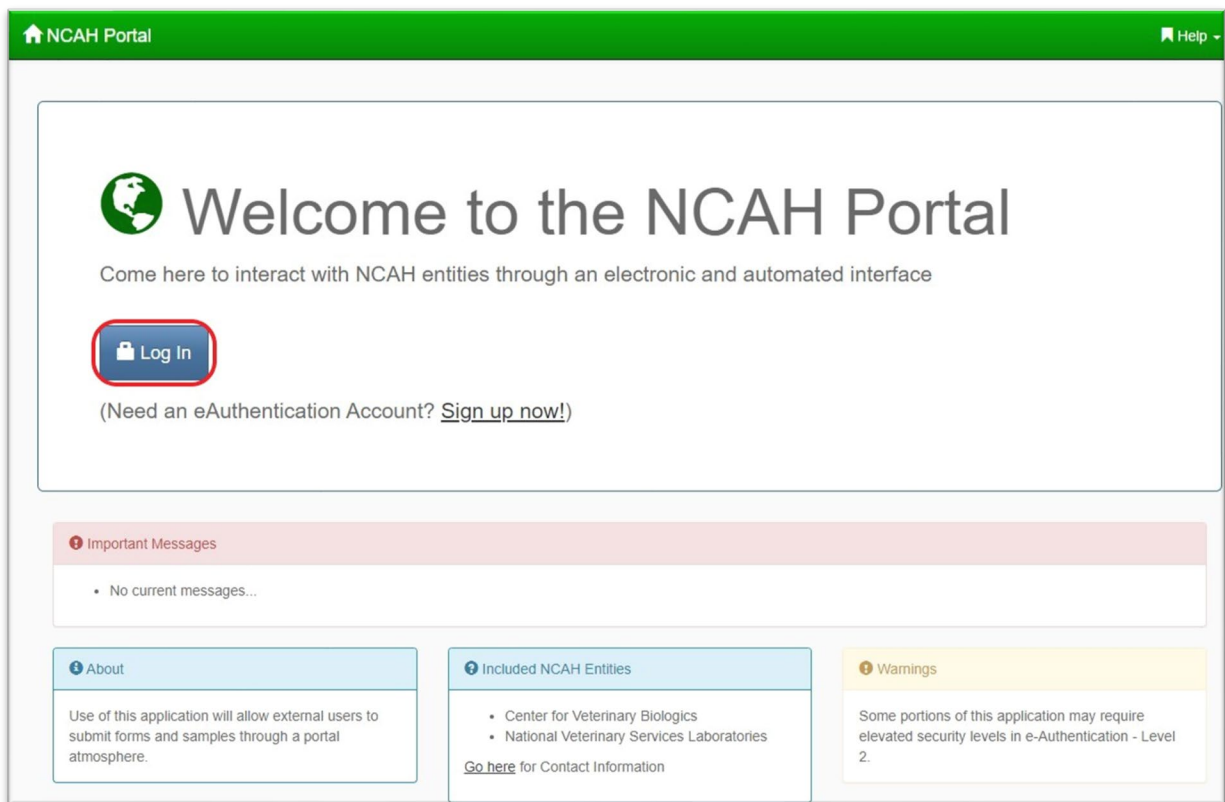
<https://ncahappspub.aphis.usda.gov/NCAHPortal/auth/home>

***NOTE: If this is your first-time accessing portal since you signed up for an eAuthentication account, you may be redirected automatically to the eAuthentication login page. A Level 2 eAuthentication is REQUIRED to use the NVSL Portal.**

You will see the NCAH Portal log in screen (see picture below).

2. Select “Log In”

If you **do not** have a portal account, select the “**Sign up now**” hyperlink & follow the prompts.



You will be directed to the eAuthentication Login page.

[Return to Main Menu](#)

HOW TO LOG IN

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

We'll take you to your destination in just a moment...
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

PIV/CAC
Enter PIV/CAC PIN

MobileLinc
Confirm security challenge on mobile device

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Log In with Password

Create Account | Update Account | Find Help

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

A. User ID & Password

- A. Click in the "User ID" box & type the eAuthentication user ID that you received after signing up with eAuthentication.
- B. Click in the "Password" box & type your password.
- C. Click the "Log In with Password" button to log in.

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

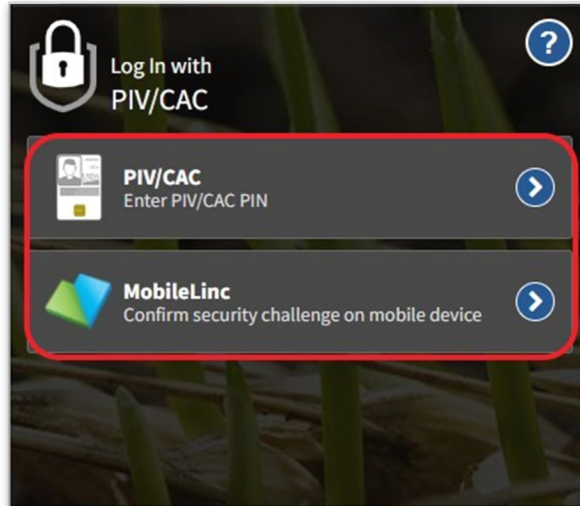
Log In with Password

[Return to Main Menu](#)

HOW TO LOG IN

B. LincPass or MobileLinc

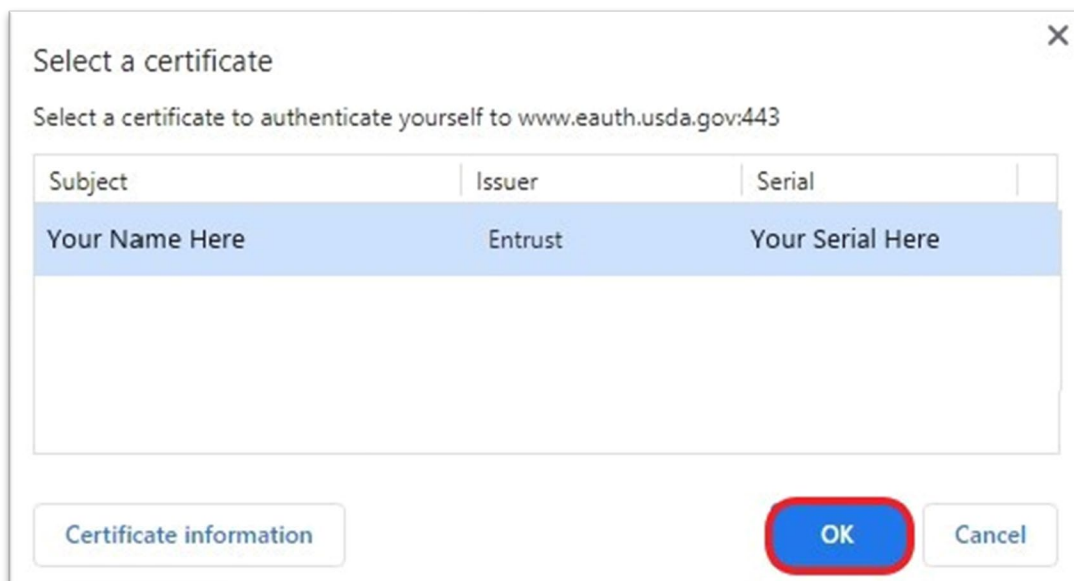
- A. To login with your LincPass select the “**LincPass (PIV)**” button.
- B. To login using a mobile device select the “**MobileLinc**” button.



NOTES:

- If using a mobile device, follow the instructions on your device and you will be automatically redirected to the portal dashboard.
- If using a computer & LincPass, a dialog box will appear asking for confirmation of your certificate.

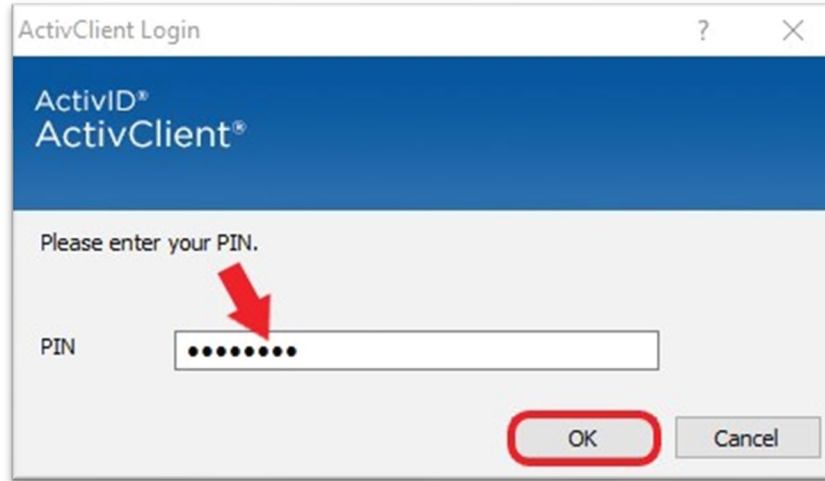
- C. Confirm your certificate & select “OK.”



[Return to Main Menu](#)

HOW TO LOG IN

D. Enter your LincPass/MobileLinc pin & select “OK.”

A screenshot of the 'ActivClient Login' dialog box. The window has a title bar with a question mark and a close button. The main area has a blue header with 'ActivID®' and 'ActivClient®'. Below this, it says 'Please enter your PIN.' There is a text input field labeled 'PIN' containing ten dots. A red arrow points to the input field. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rounded rectangle.

You will be automatically redirected to the Portal Dashboard

[Return to Main Menu](#)

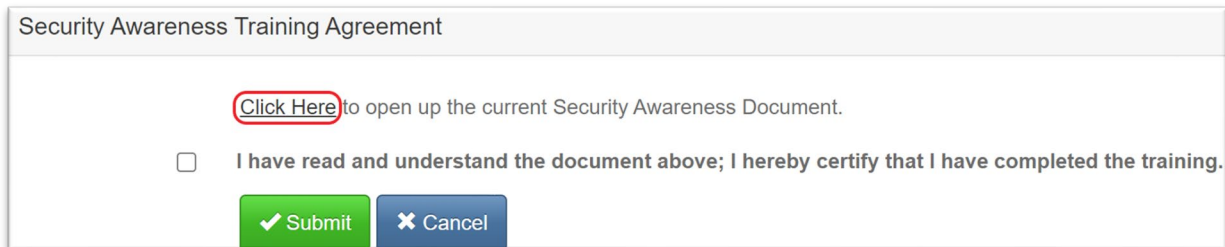
HOW TO LOG IN

4. Annual Security Awareness Training

***ATTENTION*: If this is your first-time using the portal, or it has been over a year since you read the “[Security Awareness Document](#),” you will be directed to the Security Awareness Training page. You are required to read the document & attest to your understanding before you can proceed to the portal dashboard.**

****If you’ve already completed the “Security Awareness Training” for the year, click [HERE](#) to skip to the Portal Dashboard****

1. Select “**Click here**,” to read the Security Awareness Document.

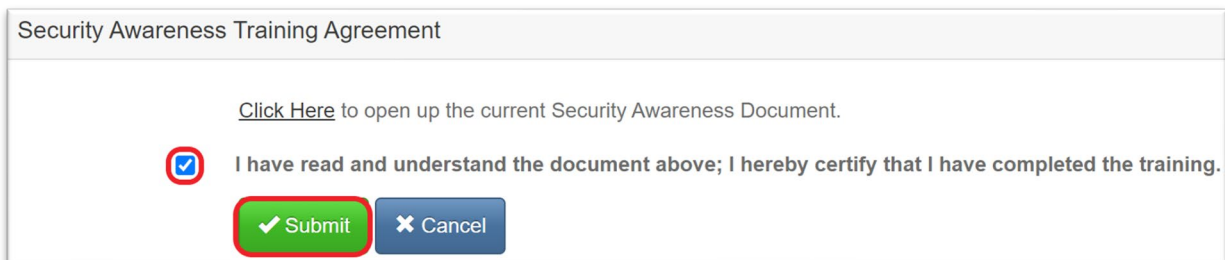


Security Awareness Training Agreement

[Click Here](#) to open up the current Security Awareness Document.

☐ I have read and understand the document above; I hereby certify that I have completed the training.

2. When finished reading the document, click on the checkbox to attest to your understanding of the document & select the “**Submit**” button.



Security Awareness Training Agreement

[Click Here](#) to open up the current Security Awareness Document.

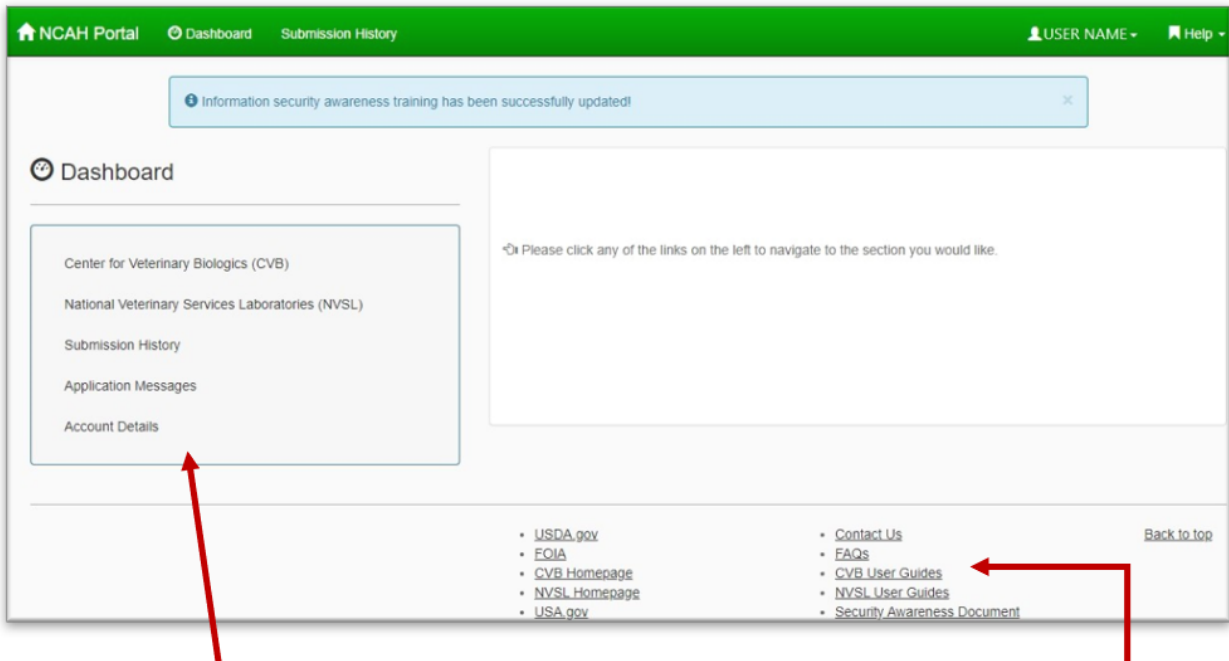
☒ I have read and understand the document above; I hereby certify that I have completed the training.

You will be automatically redirected to the Portal Dashboard

[Return to Main Menu](#)

HOW TO LOG IN

PORTAL DASHBOARD



Left navigation menu: you can choose which laboratory you wish to submit to, see your two-week submission history, messages, access your account details & more.

Bottom navigation: you can choose from various informational links including each section's homepage, contact us, guidance documents, frequently asked questions & more.

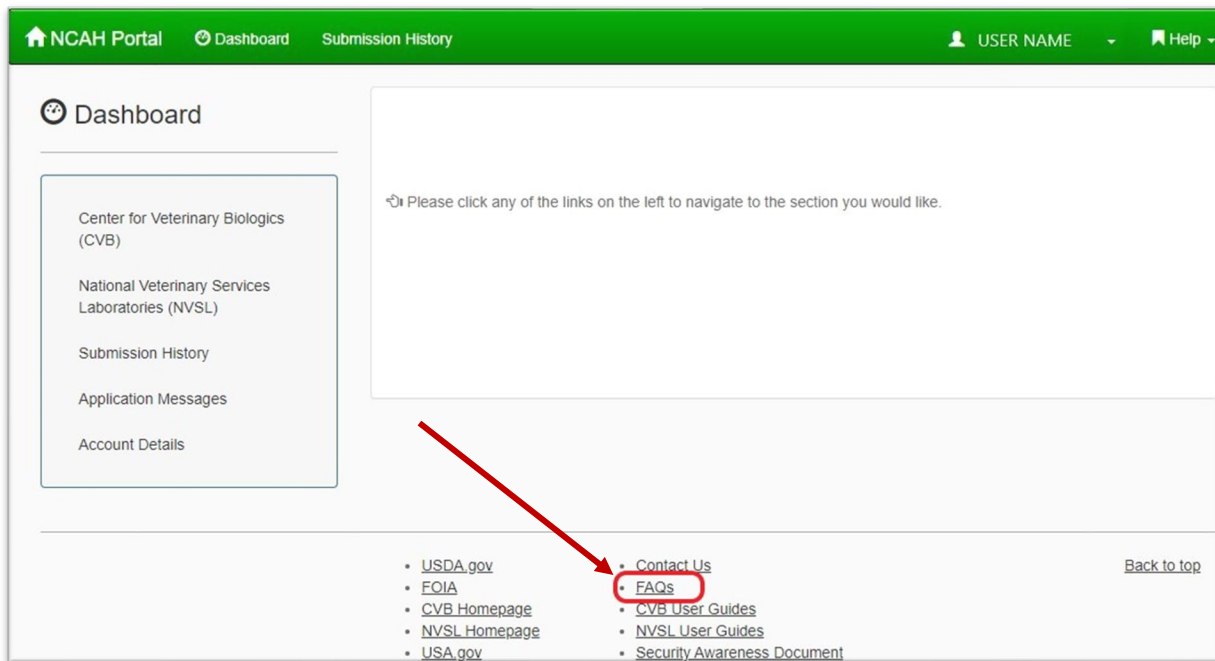
[Return to Main Menu](#)

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions:

These instructions will show you how to navigate to the “Frequently Asked Questions” page & how to view questions & answers asked by other users.

1. From the Portal Dashboard select “FAQs” from the Bottom navigation panel.

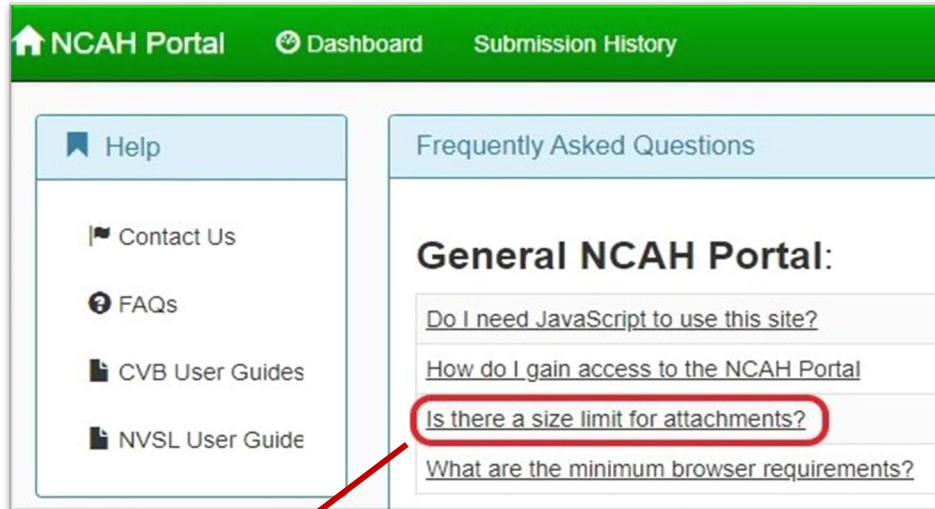


You will be redirected to the FAQ page.

[Return to Main Menu](#)

FREQUENTLY ASKED QUESTIONS

On the FAQ page you will find both questions & answers. You can browse or click on the desired question you would like to view & you will be taken to the answer farther down the on page.



Q: Is there a size limit for attachments?

Yes, attachments must be 35MB or less.

Q: What are the minimum browser requirements?

In order for all NCAH Portal functions to operate as expected you must have at least Internet Explorer 11, Safari version 12.x

Center For Veterinary Biologics:

Q: Can I submit both hard copy and electronic of the same serial for Serial Release?

Only 1 submission of a Form 2008 (either through the NCAH Portal or hard-copied mailed to the CVB) with the same dispositi

Q: Can I submit reagents for Special Request Testing via the NCAH Portal?

Yes, if you are submitting the reagents as part of a Special Test Request. Add the reagent information in the "Remarks" Sectio

[Return to Main Menu](#)

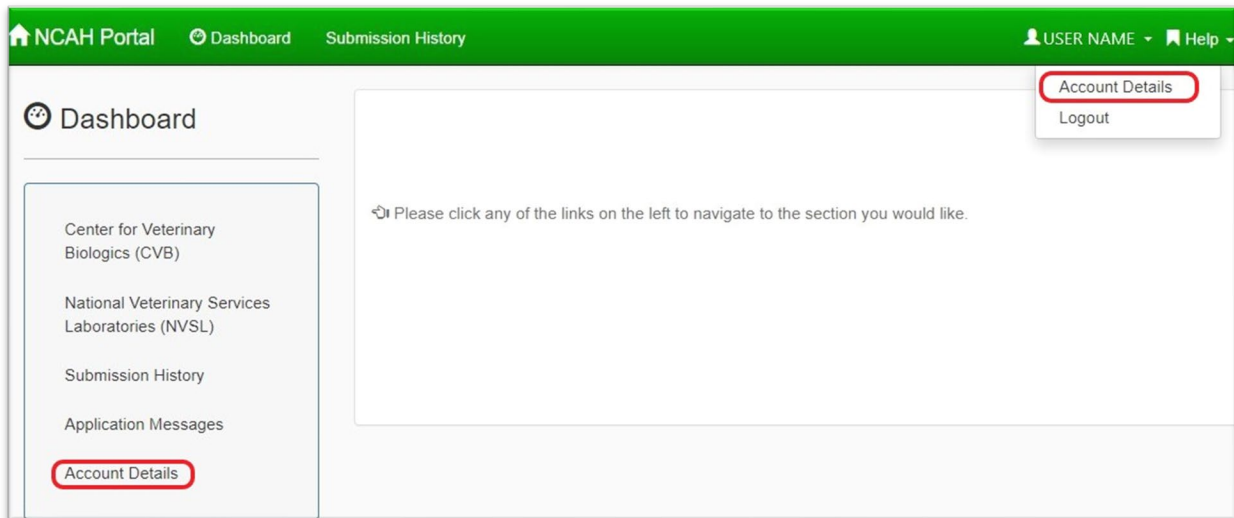
ACCOUNT DETAILS

Account Details:

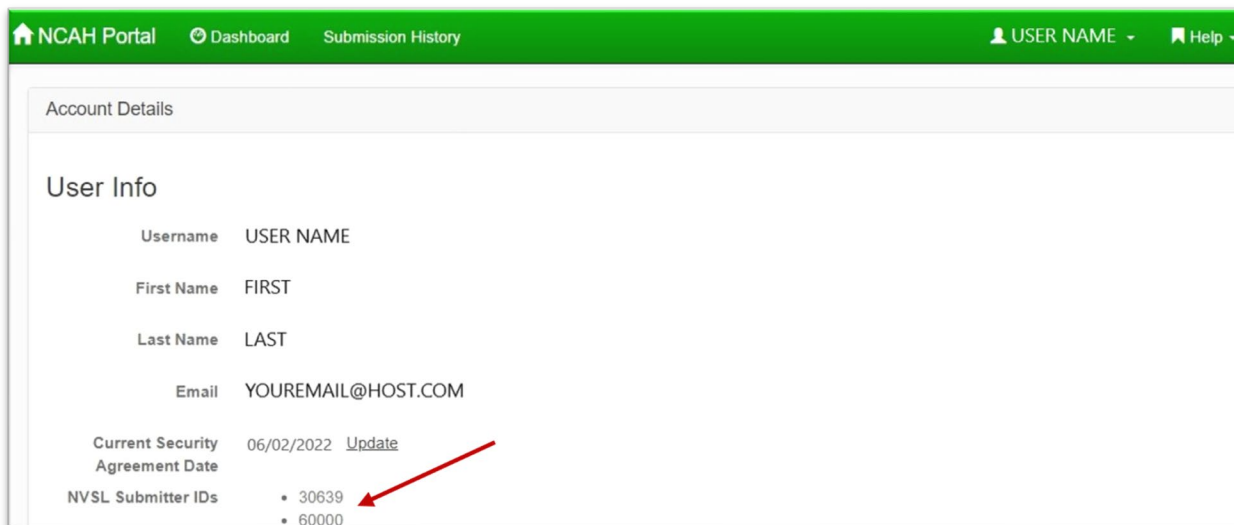
These instructions will show you how to access the account details page to view user information.

1. Accessing the Account Details Page

- A. Click on your username found at the top right side of the screen to open a drop-down menu & select Account Details or select Account Details on the left navigation panel.



Delegate Accounts: if you are a delegate for a registered Submitter, you will see the screen below.



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ACCOUNT DETAILS

“NVSL Submitter IDs” is a list of submitter ID numbers for whom you can submit on-behalf of as their delegate. Their information will auto-populate on your submission forms, do not change auto populated submitter information!

If you are a **Submitter & we have received your initial portal submission**, you will see the screen below.

NCAH Portal | Dashboard | Submission History | USER NAME | Help

Account Details

User Info

Username	USER NAME
First Name	FIRST
Last Name	LAST
Email	YOUREMAIL@HOST.COM
Current Security Agreement Date	06/02/2022 Update
NVSL Submitter IDs	• 30639

[Edit Delegate/Owner Info](#)

****The “Edit Delegate/Owner Info” button will ONLY appear after the Submitter’s FIRST submission has been received & processed at the NVSL! Do not allow people you intend to register as delegates send submissions until AFTER you have registered them as delegates in the submission portal!****

****ONLY Submitter accounts can add/remove delegates** (by eAuthentication username) & add animal owners for whom they submit samples for often. Doing this saves time on the electronic submission forms by allowing information to populate automatically in the correct fields. This means one does not have to enter submitter & owner information for every submission.

***If submitter information (name, address, email, phone, fax, etc.) needs to be updated, click [HERE](#) to access the VS Form 4-10, or click the “Update Info” radio button when filling out the submission form (available on select forms).**

[Return to Main Menu](#)

ACCOUNT DETAILS

2. Accessing the “Edit Delegate/Owner Info” page

- A. Access your [account details](#) page.
- B. If you are a **Submitter & we have received & processed your first portal submission**, you will see the screen below.

The screenshot displays the 'Account Details' page of the NCAH Portal. The page has a green header with navigation links: 'NCAH Portal', 'Dashboard', and 'Submission History'. On the right side of the header, there is a user profile icon labeled 'USER NAME' and a 'Help' link. The main content area is titled 'Account Details' and contains a section for 'User Info'. This section lists the following details: Username (USER NAME), First Name (FIRST), Last Name (LAST), Email (YOUREMAIL@HOST.COM), Current Security Agreement Date (06/02/2022) with an 'Update' link, and NVSL Submitter IDs (30639). At the bottom of the 'User Info' section, there is a button labeled 'Edit Delegate/Owner Info' which is highlighted with a red rectangular box.

****The “Edit Delegate/Owner Info” button will ONLY appear after the Submitter’s FIRST submission has been received & processed at the NVSL! Do not allow people you intend to register as delegates send submissions until AFTER you have registered them as delegates in the submission portal!****

- c. Press the “Edit Delegate/Owner Info” button to be taken the “Edit Delegate/Owner Information” page.

[Return to Main Menu](#)

ACCOUNT DETAILS

3. Add a new delegate:

A submitter may delegate privileges to a person to act as a proxy on behalf of the submitter. Delegates can be granted different 'roles' contingent on which privileges a submitter wishes to delegate.

- A. eAuthentication Username: An eAuthentication account is required to be qualified as a delegate.
 - I. [Click here to register for eAuthentication.](#)
 - II. [Click here for eAuthentication FAQs.](#)
 - III. Once registered, enter the delegate's eAuthentication username into the "Delegate's eAuthentication Username" field.

Update NVSL Submitter Delegate/Owner Info

For Submitter ID: 60000

Delegates:

Delegate E-Authentication Username*

Roles*

Remove

+ Add Delegate for Submitter ID 60000

Owners:

Name*

City

Country

State

Postal Code

+ Add Owner for Submitter ID 60000

Update

Cancel

[Return to Main Menu](#)

ACCOUNT DETAILS

B. Roles: Select a role for the delegate:

- I. “Can Enter/Update” – This role allows the delegate to enter & update submission information. **It does not allow the delegate to print the packing slip.** This reserves the privilege of reviewing submission information before the packing slip is printed.
- II. “Can Enter/Update/Print Packing Slip” – This role allows the delegate to enter/ update submission information & print the packing slip. In this role, the delegate is trusted to review the submission form for accuracy & completeness before the submission & packing slip are mailed.

Delegates:

Delegate E-Authentication Username*	Roles*	
EHawk	<div>Can Enter/Update Can Enter/Update/Print Packing Slip</div>	<div>Remove</div>

Owners:

Name*	City	Country	State	Postal Code
-------	------	---------	-------	-------------

Update

Cancel

C. Click the “Update” button to save the new delegate & activate their new role.

- I. **To change an existing delegate’s role:** simply choose the new role from the drop down & click the “Update” button.
- II. **To add additional delegates,** press the “+ Add delegate for submitter ID” button. If you click too many times you can press the “**Remove**” button to remove unused entry lines.
- III. **To cancel all changes,** press the “**Cancel**” button to cancel any changes you’ve made on this page.

[Return to Main Menu](#)

ACCOUNT DETAILS

4. Delegate Powers and Instructions:

- A. When a delegate fills out a portal submission form, they must choose from a dropdown list of submitter IDs. Since delegates submit as a proxy of the submitter; delegates should **NEVER** enter their own contact information into the submission form! Once a submitter ID has been selected from the dropdown menu, the chosen submitter's information will auto-populate in the appropriate fields.

The image shows a screenshot of the 'Submitter Information' form in the NVSL portal. A dropdown menu for 'NVSL Submitter ID' is open, showing two options: '30639' and '60000'. A red arrow points from the '60000' option to the 'NVSL Submitter ID' field in the main form, which also displays '60000'. The main form is titled 'Submitter Information' and contains the following fields:

- Submitting To***: Ames (selected), Plum Island (FADDL) (unselected). A note below states: 'Note: If unsure, please visit the [Diagnostic Testing at NVSL website](#).'
- NVSL Submitter ID**: 60000 (selected from dropdown).
- Submitter Name**: Last* (JOHN), First* (SMITH), Middle* (empty).
- Business Name**: Johnny's Awesome Company.
- Submitter Address***: Street* (5555 SW Airplane Ave.,), City* (Ames), State* (Iowa), Country* (United States), Postal Code* (50014).
- Contact Information***: Email* (JOHN.SMITH@JAC.COM), Fax* (5555555555), Telephone* (5555555555).

A note at the bottom of the form states: 'Note: Please add all email addresses and fax numbers to which the report should be sent to. At least one email is required. Please use only numbers in fax field.'

- B. Changing contact information on the submission form **will not** change the submitter information saved in the portal, **ONLY** the information on that particular submission form.

To change submitter information: file & submit a [VS form 4-10](#) (the NVSL "Request for contact information change" form) via mail or email to NVSL.Info@usda.gov - OR click the "Update Info Needed" radio button on select submission forms that have this option. When NVSL receives the submission form, they will see the "Update Info Needed" request on the packing slip, and this will prompt the official change of submitter info in the NVSL Database.

[Return to Main Menu](#)

ACCOUNT DETAILS

5. Remove a delegate:

****There are many reasons a submitter may need to remove a delegate, including staff changes. Inactive delegates should be removed from the submitter account as soon as possible! Submitter accounts can only remove delegates from their own account.****

- A. Navigate to the “Account Details” Page & select the “Edit Delegate/Owner Info” button
- B. Click the red “Remove” button to delete the delegate you wish to delete.
 - 1. Once a delegate has been deleted they will no longer be able to create submissions for that submitter, however deleted delegates can be added again at any time using their eAuthentication username.

6. Add/remove an Animal Owner:

- A. Enter the first & last name of the owner (or name of farm/company if not an individual) into the “Name” field. The “Name” field is the only required field; fill in the remaining fields (City, Country, etc.) as desired.

The screenshot shows a web form titled "Account Details". It has two main sections: "Delegates" and "Owners".

Delegates Section:

- Fields: "Delegate E-Authentication Username*" (containing "EHawk") and "Roles*" (a dropdown menu showing "Can Enter/Update/Print Packing Slip").
- Buttons: A red "Remove" button with a trash icon and a blue "+ Add Delegate for Submitter ID 60000" button.

Owners Section:

- Fields: "Name*" (highlighted with a red box), "City", "Country" (a dropdown menu), "State" (a dropdown menu), and "Postal Code".
- Buttons: A red "Remove" button with a trash icon and a blue "+ Add Owner for Submitter ID 60000" button.

Footer:

- Buttons: A green "Update" button and a red "Cancel" button.

- B. Click the “Update” button to save the new owner.
 - I. To add additional owners, press the “+ Add Owner for Submitter ID” button. If you click too many times you can click on the “Cancel” button to remove unused entry lines.

****YOU & YOUR DELEGATES CAN NOW UTILIZE THIS INFORMATION TO SAVE TIME WHEN FILLING OUT SUBMISSION FORMS! See Below.****

- C. To remove an owner, click the red “Remove” button.

[Return to Main Menu](#)

ACCOUNT DETAILS

7. Utilizing Owner info:

- A. For owned animals: On the submission forms, under 'Owner Information', click "No" for the "Wildlife Submission". This opens the 'Owner Information' entry fields. Enter the animal owner's information in the appropriate fields.

The screenshot shows the 'Owner Information' form. At the top, 'Wildlife Submission*' has 'Yes' and 'No' radio buttons, with 'No' selected. A red box highlights the 'No' button, and a blue arrow points from it to the 'Owner' section. The 'Owner' section includes a 'Copy Submitter Info' button and an 'OR Previously Saved' dropdown menu. Below this, the 'Owner Name*' field contains 'Greater Potoo Ranch, LLC'. The 'Owner Address' section includes 'Country' (United States), 'State' (Tennessee), 'City' (Nashville), and 'Postal Code' (37072). At the bottom, there is a checkbox labeled 'Save As New Owner for later use?' which is currently unchecked.

- B. If you previously saved owner information in the Submitter's account you can use the drop-down menu to choose an owner & it will auto-populate instead of requiring manual entry.

This screenshot is identical to the previous one, but a red box highlights the 'OR Previously Saved' dropdown menu, indicating that a previously saved owner can be selected from this list.

- C. If the owner info has not been pre-entered & saved into the Submitter's account, it can be entered on the submission form & the "Save a New Owner for later use?" checkbox can be checked to save it for future use.

This screenshot is identical to the previous ones, but a red box highlights the 'Save As New Owner for later use?' checkbox at the bottom of the form, indicating that this option can be used to save new owner information for future use.

[Return to Main Menu](#)

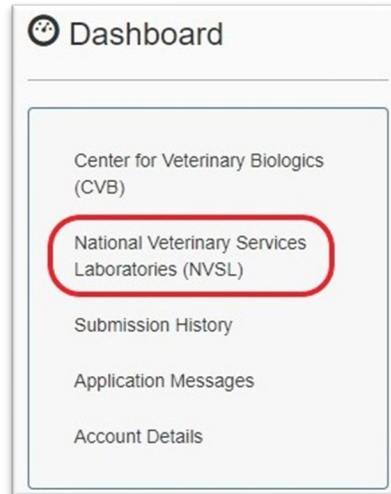
DIAGNOSTIC SAMPLE SUBMISSION FORM

Diagnostic Sample Submission Form

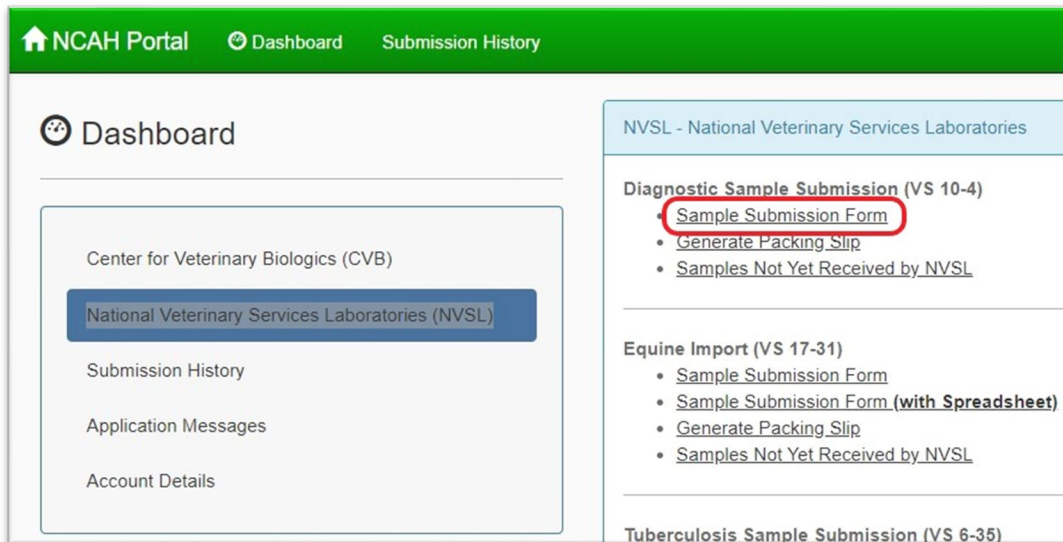
These instructions will show you how to access & fill out a Diagnostic Sample Submission Form. Forms are similar, the VS 10-4 is used as an example.

1. Accessing the Diagnostic Sample Submission Form

- A. Once you are logged into the portal & on the dashboard select **“National Veterinary Services Laboratories (NVSL)”** from the left navigation menu.



- B. Select **“Sample Submission Form”** under Diagnostics Sample Submission.



You will be directed the **“Diagnostic Sample Submission Form VS 10-4”**

[Return to Main Menu](#)

DIAGNOSTIC SAMPLE SUBMISSION FORM

The screenshot shows the 'Submitter Information' section of a form. It includes fields for 'Submitting To*' (Ames and Plum Island (FADDL) with a radio button), 'NVSL Submitter ID' (a dropdown), 'Submitter Name' (Last, First, and Middle), 'Business Name', 'Submitter Address*' (Street), 'Country*' (United States), 'State*', 'City*', 'Postal Code*', 'Contact Information*' (Email, Fax, and Telephone), 'Payment Information' (User Fee Account Number), 'Purpose*' (with a 'Purpose Definitions' button), 'Reference Numbers' (Referral # and FAD #), and 'Preservation During Shipping*'. There are several notes throughout the form, including one about updating submitter information and another about payment.

2. Submitter Information

***NOTE*:** Updating submitter information here will **NOT** change what is on file. Click [HERE](#) or click the “Update submitter information” radio button on the submission form to update submitter information.

A. Submitting To*: Select the appropriate radio button to send the submission to either Ames (NVSL) or Plum Island, NY (FADDL).

This snippet shows the 'Submitting To*' field with two radio buttons: 'Ames' and 'Plum Island (FADDL)'. The 'Plum Island (FADDL)' radio button is selected.

B. NVSL Submitter ID – Select Submitter ID from list – if using delegate account.

Note: This will auto-populate Submitter information into the designated fields for you! **Delegates should NOT enter their own information here, nor should they change submitter information.**

This image shows a dropdown menu for 'NVSL Submitter ID'. The dropdown is open, showing a list of submitter IDs: 30639 and 60000. The 'Submitter Name' is also visible on the left side of the dropdown.

New submitters are assigned a Submitter ID once the submission is received by the NVSL or the FADDL. This process links your portal account to our LIMS system. After this process is complete you will be able to add delegates!

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DIAGNOSTIC SAMPLE SUBMISSION FORM

C. Submitter Name:

- I. **Last*** – Enter submitter's last name.
- II. **First*** – Enter submitter's first name.
- III. **Middle** – Enter submitter's middle name.

Submitter Name	<u>Last*</u>	<u>First*</u>	<u>Middle</u>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. Business Name – Enter submitter's business name.

Business Name	<input type="text"/>
---------------	----------------------

E. Submitter Address:

- I. **Street Address*** – Enter submitter's street address or PO Box.
- II. **Country*** – Select submitter's country from available list.
- III. **State*** – Select submitter's state from available list.
Note: State field is only required if country is United States.
- IV. **City*** – Enter submitter's city.
- V. **Postal Code*** – Enter submitter's postal code.




Submitter Address*	<u>Street*</u>			
	<input type="text"/>			
	<input type="text"/>			
	<u>Country*</u>	<u>State*</u>	<u>City*</u>	<u>Postal Code*</u>
	United States ▾	▾	<input type="text"/>	<input type="text"/>

F. Contact Information:

Note: To add an additional email/fax – Select the **BLUE PLUS** sign box.

Note: To remove an 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 submission.
- 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 submission.
- III. **Telephone*** – Enter submitter's telephone number.

Contact Information*	<u>Email*</u>		<u>Fax</u>		<u>Telephone*</u>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>				
Note: Please add all email addresses and fax numbers to which the report should be sent to. At least one email is required. Please use only numbers in fax field.					

[Return to Main Menu](#)

DIAGNOSTIC SAMPLE SUBMISSION FORM

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

Note: Your User Fee Account Number is NOT your submitter ID. The final report is not released until payment is secured. Do NOT enter a card number here. Please do NOT send cash. Credit card information may be entered on the packing slip.

Payment Information	User Fee Account Number
	<input type="text"/>
Note: Final report not released until payment secured. Do NOT enter credit card number or check information; these should be entered on packing slip.	

H. Submission Purpose* – Select purpose from available list.

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

Purpose*	<input type="text"/>	Purpose Definitions
----------	----------------------	-------------------------------------

I. Reference Numbers:

I. Referral # – Enter the referral number.

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

II. FAD #* – Enter the FAD number.

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

Reference Numbers	Referral #	FAD #
	<input type="text"/>	<input type="text"/>
	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.

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

Note*: If preservation type is other, use the “Additional Submission Information” field to specify.

Preservation During Shipping*	<input type="text"/>
	<div>None</div> <div>Ice Pack</div> <div>Dry Ice</div> <div>Liquid Nitrogen</div> <div>Formalin</div> <div>Sodium Borate</div> <div>Formalin/Sodium Borate</div> <div>Ice Pack/Formalin</div>

[Return to Main Menu](#)

DIAGNOSTIC SAMPLE SUBMISSION FORM

3. Owner Information (owner of the animal(s) sampled)

A. **Is Wildlife*** – Select Yes/No.

Note: If “Yes,” no owner information is needed. If “No,” owner information is required.



Owner Information

Wildlife Submission* Yes ☒ No ☐

I. **Owner** – Select “Copy Submitter Info” to populate the owner information section with the information filled out in the submitter information section.

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

III. **Owner Address:**

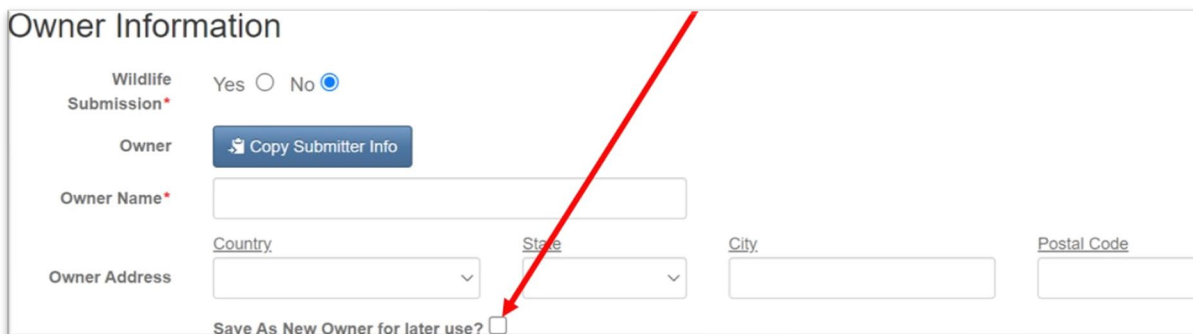
a. **Country** – Select owner’s country from available list.

b. **State** – Select owner’s state from available list.

c. **City** – Enter owner’s city.

d. **Postal Code** – Enter owner’s postal code.

IV. **Save As New Owner for later use?** – **Select this checkbox to save the entered animal owner information for future submissions.**



Owner Information

Wildlife Submission* Yes ☐ No ☒

Owner

Owner Name*

Country State City Postal Code

Owner Address

Save As New Owner for later use? ☐

4. Animal Information

A. **Premises ID** – Enter premises ID.

Note: Only required for FAD cases/National Animal Identification System (NAIS), but it is recommended that you include the Premises ID on all submissions if known.



Premises ID Number (PIN)

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DIAGNOSTIC SAMPLE SUBMISSION FORM

B. Address – Enter the address where the animal was sampled

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

Note: If United States is selected, county & state fields will appear & are required.

II. **State*** – Select the State

III. **County*** – Select the County

	<u>Country*</u>	<u>State*</u>	<u>County*</u>
Address:*	United States ▼	Iowa ▼	▼

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 & destination are required when import/export is selected as purpose.

	<u>Number of Animals</u>	<u>Number Affected</u>	<u>Number Dead</u>
Herd/Flock	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<u>Origin</u>	<u>Destination</u>	
	▼	▼	
Note: Country Origin and Destination are required when import/export is selected as Purpose.			

5. Specimen Information

A. Total Number Of:

I. **Specimen(s)*** – Enter total number of specimens.

II. **Animal(s)*** – Enter total number of animals sampled.

III. **Pooled or Unknown** – Select the checkbox if the samples have been pooled or are of an unknown source.

IV. **Date(s) Collected*** – Enter date collected.

Note: The Collection date(s) is required for all NVSL submissions. If you have multiple collection dates, please add each date to the end of the "animal ID" for each animal or type them in the "addition specimen information" field.

Specimen and Testing Information		
Total Number Of*	<u>Specimens*</u>	<u>Animals*</u>
	<input type="text"/>	<input type="text"/>
Pooled or Unknown	<input type="checkbox"/>	
	<u>Collected By*</u>	<u>Date Collected</u>
	▼	<input type="text"/>
Note: If entering a single date for Date Collected, please use format MM/DD/YYYY		

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DIAGNOSTIC SAMPLE SUBMISSION FORM

V. Collected By* – Select collected by from available list.

Note: If you select “Other” in the “Collected By” dropdown menu, the “Collected by – Other*” field will appear & is **required**.

Specimen and Testing Information

Total Number Of*

Specimens*

Animals*

Pooled or Unknown

☐

Collected By*

Date Collected

Note: If entering a single date for Date Collected, please use format MM/DD/YYYY

Collected By - Other*

B. Specimen:

I. Search All Sources – Select the magnifying glass to search for an animal/breed which will auto-populate the “Animal or Source” & “Subspecies Breed” for you.

II. Animal or Source* – Select animal or source from available list (if not auto-populated for you from searching in the previous step). A “Subspecies or Breed” field will appear if the animal subspecies is required.

Note: If animal or source is “Other – please specify” the “Subspecies or Breed” field will appear. If your animal/source is or not listed in the “Subspecies or Breed” drop-down menu, choose “Other,” & specify the source in the “Additional Specimen Information” field.

III. Subspecies or Breed* – Select subspecies or breed from available list if not auto-populated for you from searching in step I.

Note: If subspecies or breed is “Other” or not listed, please specify in the “Additional Specimen Information” field.

Specimen

Search All Sources

Animal or Source*

Subspecies or Breed*

Cattle

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DIAGNOSTIC SAMPLE SUBMISSION FORM

Animal ID*	Sex*	Age Number	Age Unit	Age Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Note: Age Class required if not entering Age Number & Age Unit.				
Specimen ID #*	Specimen*	Additional Specimen Information		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

IV. Animal ID* – Enter animal ID.

V. Gender* – Select gender from available list.

VI. Age Number – Enter age number.

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

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

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

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

IX. Specimen ID* – Enter specimen ID.

X. Specimen* – Select specimen type from available list.

XI. Additional Specimen Information – Enter additional information pertaining to the specimen here. Examples: Multiple collection dates, clinical signs if ill. Any information that could be pertinent to the specimen.

Search All Tests	Category	Disease or Causative Agent*	Laboratory Test*	Additional Test Information	Add Test
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Test"/>
<input type="button" value="+ Add More Specimens"/>					

XII. Search – Select the magnifying glass to search for a specific disease category/disease or causative agent/& or laboratory test which will auto-populate the disease category, disease, or causative agent & laboratory test fields for you.

XIII. Category – Select category from available list if not auto-populated for you from step XII.

XIV. Disease or Causative Agent* – Select disease or causative agent from available list if not auto-populated for you from step XII.

XV. Laboratory Test* – Select the desired laboratory test from available list if not auto-populated for you from step XII.

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

XVII. Add Test – Select to add additional tests.

Note: There is 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 per VS 10-4 & VS 17-31 forms, but only 10 specimens per a VS 10-3 form.

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DIAGNOSTIC SAMPLE SUBMISSION FORM

6. Save & Review Submission


- A. **Additional Submission Information** – Enter any other information pertaining to this submission here.
- B. **Agreement*** – Please review the information you have entered & check for accuracy & completeness. Select the checkbox once complete.
- C. **Save & Review Submission*** – Select this once the form is complete & ready for submission.

Additional Submission Information

Additional Submission Files

 Browse ...

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

 Save & Review Submission

Submission Form Complete!

You will be directed to the Submission Review page.

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REVIEW SUBMISSION INFORMATION

Submission Review Page

Diagnostic Sample Submission Information

[NVSL Home](#) / [Create - Diagnostic Sample Submission Form](#) / Diagnostic Sample Submission Information

[Edit](#) [Add Attachments](#) [Finish and Generate Packing Slip](#) [Delete Submission](#) [Clone](#)

Submission Info

Submitter Information

Owner Information:

Animal Information

Specimen and Testing Information

Specimen				
Species	Specimen	Specimen ID	Additional Information	
Cattle, Dairy Type (Breed Unknown or Mixed)	AFLUID	01		

Animal ID	Sex	Age Number	Age Unit	Age Class
1234567	Female	4	Years	Adult

Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information
Bacterial Diseases	Tuberculosis and Atypical Mycobacteriosis	Isolation, Identification, AST	

Misc

Additional Submission Information

Submitted By: Smith, Tyler

Submission History

Action	Timestamp	User	Info
Submission Entered	Jun-03-2022 03:30 PM CDT	Smith, Tyler	

[Edit](#) [Add Attachments](#) [Finish and Generate Packing Slip](#) [Delete Submission](#) [Clone](#)

Note: The above picture is an example of the page. For authentic submissions, information from the previous page will be populated in the designated fields.

1. Edit Submissions

IMPORTANT Submissions are only available for editing **up to 14 days after completion or upon receipt** of samples by the NVSL. If after 14 days no samples have been received by the NVSL, the submission will be automatically **REMOVED** by the portal system & you will have to start a new submission.

A. Edit – Select one of the “Edit” buttons found at the top & bottom of this page to edit the submission.

[Edit](#) [Add Attachments](#) [Finish and Generate Packing Slip](#) [Delete Submission](#) [Clone](#)

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 fill out a submission form click [HERE](#).

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REVIEW SUBMISSION INFORMATION

I. Save & Review Submission/Cancel:

- a. **Save & Review Submission** – Click the check box and select “Save & Review Submission” to save your changes.
- b. **Cancel** – Select “Cancel” to abandon any edits made.

Additional Submission Information

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

✓ Save & Review Submission ✗ Cancel

2. Attachments

A. View/Remove/Add Attachments

- I. Select one of the “**Add Attachment**” buttons located at the top & bottom of this page to be taken to the remove/view/add attachments page for this submission.

Edit Add Attachments Finish and Generate Packing Slip Delete Submission Clone

Add Attachments - Diagnostic Sample Submission

NVSL Home / Review - Diagnostic Sample Submission Form / Add Attachments to Diagnostic Sample Submission

Current Attachments

104 Spreadsheet TEST.xlsx

Delete

New Attachments

+ Add Document

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

✓ Save to Submission ✗ Cancel

****IMPORTANT**:** 35MB is the largest attachment file size that may be submitted via Portal. If submitting attachments larger than 35MB, assistance from the NVSL is required.

Accepted file types: CSV, DPF, DOC, DOCX, FODS, FODT, GIF, JPG, LOG, MDB, ODF, ODS, ODT, PDF, PNG, RTF, TIF, TIFF, TXT, XML, XLS, XLSX.

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REVIEW SUBMISSION INFORMATION

B. View Attachments

- I. In the current attachment section, select the **attachment's name** to download & view.

The screenshot shows a web form titled "Add Attachments - Diagnostic Sample Submission". At the top, there is a breadcrumb trail: "NVSL Home / Review - Diagnostic Sample Submission Form / Add Attachments to Diagnostic Sample Submission". Below this, the "Current Attachments" section is highlighted in green and contains the text "104 Spreadsheet TEST.xlsx", which is circled in red. A red "Delete" button with a trash icon is positioned below the attachment name. The "New Attachments" section features a blue "+ Add Document" button. At the bottom, there is a checkbox for "I agree that I've looked over this information and everything entered is true to my knowledge.", followed by green "Save to Submission" and red "Cancel" buttons.

C. Remove Attachments

- I. In the current attachment section, select “**Delete**” on the attachment you wish to remove.

This screenshot is identical to the one above, showing the "Add Attachments - Diagnostic Sample Submission" form. However, in this version, the red box highlights the "Delete" button in the "Current Attachments" section, which is positioned directly below the attachment name "104 Spreadsheet TEST.xlsx". The rest of the form, including the breadcrumb trail, the "+ Add Document" button, and the agreement checkbox with "Save to Submission" and "Cancel" buttons, remains the same.

- II. **Agree to terms** – Select checkbox after to confirm the changes you have made.
- III. **Save to Submission** – Select save to submission to complete the file removal.

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REVIEW SUBMISSION INFORMATION

D. Restore Attachments

I. Select “**Restore**” to undo file deletion.

The screenshot shows the 'Add Attachments - Diagnostic Sample Submission' form. The breadcrumb trail is 'NVSL Home / Review - Diagnostic Sample Submission Form / Add Attachments to Diagnostic Sample Submission'. Under 'Current Attachments', the file '104 Spreadsheet TEST.xlsx' is listed with a red 'Restore' button. Under 'New Attachments', there is a blue '+ Add Document' button. At the bottom, there is a checkbox for 'I agree that I've looked over this information and everything entered is true to my knowledge.', followed by green 'Save to Submission' and red 'Cancel' buttons.

II. **Agree to terms** – Select checkbox after to confirm the changes you have made.

III. **Save to Submission** – Select save to submission to complete the file restoration.

E. Add Additional attachments

I. In the current attachment section, select “**Add Document**” to add additional documentation.

The screenshot shows the 'Add Attachments - Diagnostic Sample Submission' form. The breadcrumb trail is 'NVSL Home / Review - Diagnostic Sample Submission Form / Add Attachments to Diagnostic Sample Submission'. Under 'Current Attachments', the file '104 Spreadsheet TEST.xlsx' is listed with a red 'Delete' button. Under 'New Attachments', there is a blue '+ Add Document' button. At the bottom, there is a checkbox for 'I agree that I've looked over this information and everything entered is true to my knowledge.', followed by green 'Save to Submission' and red 'Cancel' buttons.

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

The screenshot shows the 'Add Attachments - Diagnostic Sample Submission' form. The breadcrumb trail is 'NVSL Home / Review - Diagnostic Sample Submission Form / Add Attachments to Diagnostic Sample Submission'. Under 'Current Attachments', the file '104 Spreadsheet TEST.xlsx' is listed with a red 'Delete' button. Under 'New Attachments', there is a table with one row: 'Attachment' with a 'REMOVE' button. Below the table is a 'File' input field with a 'Browse ...' button. At the bottom, there is a checkbox for 'I agree that I've looked over this information and everything entered is true to my knowledge.', followed by green 'Save to Submission' and red 'Cancel' buttons.

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REVIEW SUBMISSION INFORMATION

III. **Agree to terms** – Select checkbox after review to confirm the changes you have made.

IV. **Save to Submission** – Select save to submission to complete the file upload & return to the Submission Review Page

3. Delete Submission

A. Select one of the “**Delete Submission**” buttons located at the top & bottom of this page to remove the submission.

The screenshot shows a web form titled "Diagnostic Sample Submission Information". At the top, there is a navigation bar with links: "NVSL Home", "Create - Diagnostic Sample Submission Form", and "Diagnostic Sample Submission Information". Below the navigation bar, there is a row of buttons: "Edit", "Add Attachments", "Finish and Generate Packing Slip", "Delete Submission", and "Clone". A red triangle is drawn around the "Delete Submission" button. The form contains several sections: "Submission Info", "Submitter Information", "Owner Information", "Animal Information", "Specimen and Testing Information", "Misc", and "Submission History". The "Specimen and Testing Information" section contains a table with the following data:

Species	Specimen	Specimen ID	Additional Information
Cattle, Dairy Type (Breed Unknown or Mixed)	AFLUID		

Below this table, there is another table with the following data:

Animal ID	Sex	Age Number	Years	Adult
1234567	Female	4		

Below this table, there is another table with the following data:

Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information
Bacterial Diseases	Tuberculosis and Atypical Mycobacteriosis	Isolation, Identification, AST	

Below this table, there is a "Misc" section with a table containing the following data:

Submitted By	Submitted By
Smith, Tyler	

Below this table, there is a "Submission History" section with a table containing the following data:

Action	Timestamp	User	Info
Submission Entered	Jun-03-22 03:30 PM CDT	Smith, Tyler	

At the bottom of the form, there is a row of buttons: "Edit", "Add Attachments", "Finish and Generate Packing Slip", "Delete Submission", and "Clone". A red triangle is drawn around the "Delete Submission" button.

B. Select “**OK**” to confirm the deletion of the request.

Are you sure you wish to Delete this Submission? Press OK to continue. Press Cancel to stay on this page.

Cancel OK

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REVIEW SUBMISSION INFORMATION

4. Clone Submission

- A. Select one of the “**Clone**” buttons at the top & bottom of this page to duplicate the submission. This will create a copy of the submission & auto-populate its information on a new submission for you excluding the date collected & specimen ID fields.

The screenshot shows a web form titled "Diagnostic Sample Submission Information". At the top, there is a navigation bar with links: "NVSL Home", "Create - Diagnostic Sample Submission Form", and "Diagnostic Sample Submission Information". Below the navigation bar is a toolbar with five buttons: "Edit", "Add Attachments", "Finish and Generate Packing Slip", "Delete Submission", and "Clone". The form is divided into several sections: "Submission Info", "Submitter Information", "Owner Information", "Animal Information", "Specimen and Testing Information", "Misc", and "Submission History". The "Specimen and Testing Information" section contains a table with the following data:

Species	Specimen	Specimen ID	Additional Information
Cattle, Dairy Type (Breed Unknown or Mixed)	AFLUID		

Below the table, there are fields for "Animal ID" (1234567), "Sex" (Female), "Age Number" (4), and "Age Unit" (Years). There is also a "Disease Category" (Bacterial Diseases) and "Disease or Causative Agent" (Tuberculosis and Atypical Mycobacteriosis). The "Laboratory Test" section shows "Isolation, Identification, AST". The "Misc" section has a "Submitted By" field with the value "Smith, Tyler". The "Submission History" section shows a table with the following data:

Action	Timestamp	User	Info
Submission Entered	Jun-03-2022 03:30 PM CDT	Smith, Tyler	

At the bottom of the form, there is another toolbar with the same five buttons as the top. Red arrows point from the "Clone" buttons at the top and bottom to a central "Clone" button with a pencil icon.

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DIAGNOSTIC SAMPLE SUBMISSION FORM: GENERATING THE PACKING SLIP

Generating The Packing Slip

There are two ways to generate a packing slip:

1. Generating the packing slip on the review page directly after filling out the submission form.
2. Accessing the Diagnostics Sample Submission Generate Packing Slip Page and selecting the submission you wish to generate a packing slip for.

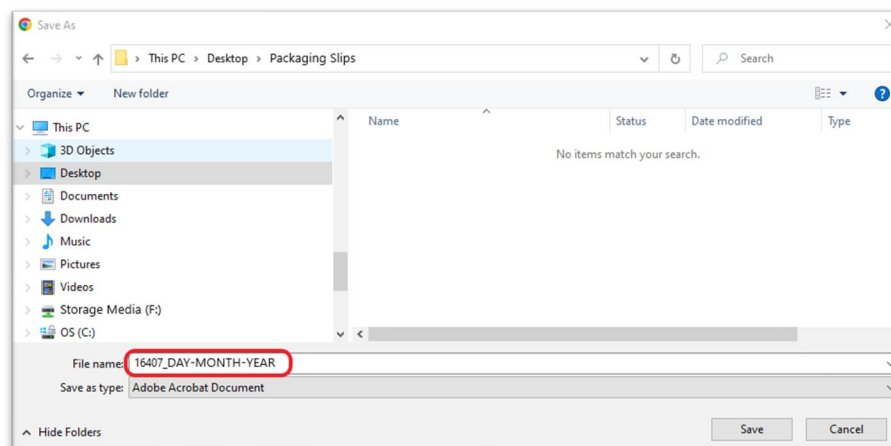
1. Finish & Generate Packing Slip from submission form review page.

- A. Select one of the “**Finish & Generate Packing Slip**” buttons located at the top & bottom of this page to create a printable packing slip of the submission.

The screenshot shows the 'Diagnostic Sample Submission Information' form. A red box highlights the 'Finish and Generate Packing Slip' button at the top and bottom of the form. The form contains the following sections:

- Submission Info**
- Submitter Information**
- Owner Information**
- Animal Information**
- Specimen and Testing Information**
 - Specimen**
 - Species: Cattle, Dairy Type (Breed Unknown or Mixed)
 - Animal ID: 1234567
 - Sex: Female
 - Age: 4
 - Weight: 1000
 - Specimen ID**
 - Additional Information**
- Disease Category**
 - Bacterial Diseases
 - Disease or Causative Agent: Tuberculosis and Atypical Mycobacteriosis
 - Laboratory Test: Isolation, Identification
 - Additional Test Information
- Misc**
 - Additional Submission Information
 - Submitted By: Smith, Tyler
- Submission History**
 - Action: Submission Entered
 - Timestamp: Jun-03-2020 12:00 PM CDT
 - User: Smith, Tyler
 - Info

Your packing slip will open OR you will be prompted to save your packing slip.



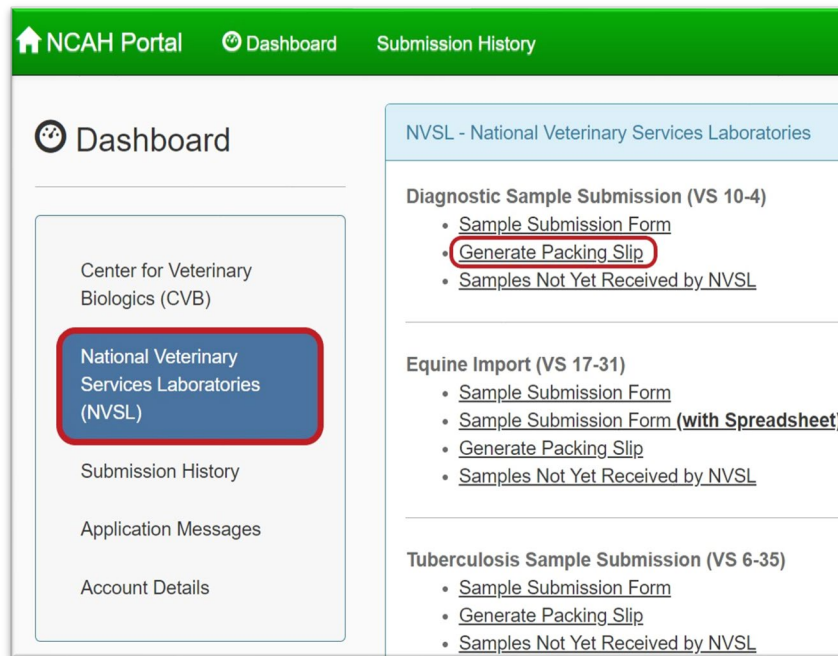
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DIAGNOSTIC SAMPLE SUBMISSION FORM: GENERATING THE PACKING SLIP

2. Accessing the Diagnostics Sample Submission Generate Packing Slip Page: Example VS 10-4

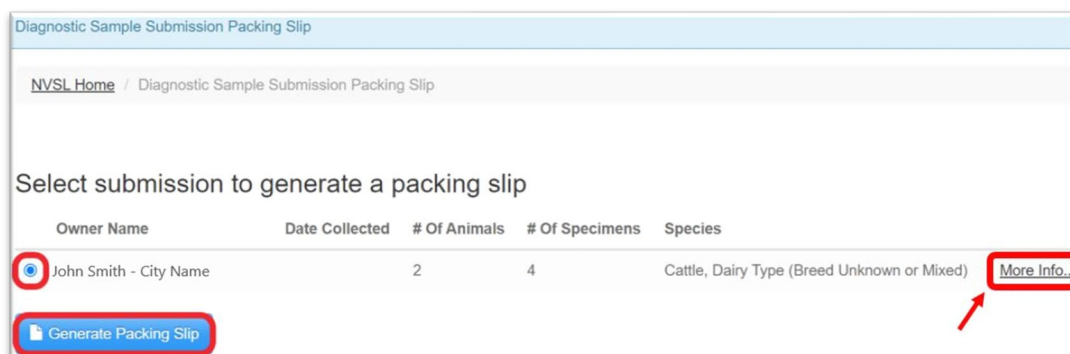
The “Generate Packing Slip” page contains a list of packing slips that **have not been generated (printed) yet**. Once a packing slip is generated the submission will be moved to the “Processed Samples” page where you can reprint if needed.

- A. Once logged into the Portal select “**National Veterinary Services Laboratories (NVSL)**”.
- B. Select “Generate Packing Slip” under Diagnostics Sample Submission (VS 10-4).




3. Generating the 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 to view/edit the submission details.
- B. Select “Generate Packing Slip” to create a pdf packing slip document of the selected submission.



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DIAGNOSTIC SAMPLE SUBMISSION FORM: GENERATING THE PACKING SLIP

National Veterinary Services Laboratories VS 10-4 - Diagnostic Sample Submission Packing Slip <div style="text-align: center;">  ##### </div>		##### - FOR OFFICIAL USE ONLY AMES 1920 Dayton Ave Ames, IA 50010													
User Fee Account Number: 		<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Credit Card Number/Check Number: </div> <div style="width: 35%;"> Exp Date: </div> </div> </div>													
Submitter Submitter ID: ##### LAST, FIRST Your Company Here Company Street Address City, State Zip Code Country eAuth Username: Your.Auth.Username eAuth Name: Your eAuth Name		Contact Info PH: 5555555555 FAX: 5555555555 EMAIL: youremail@yourcompany.com													
		Owner Animal Owner's Name Animal Owners Address City, State, Zip, Country Location Of Animals City, State, Zip, Country													
Exams Test(s) you have requested		Purpose Your Purpose fro requesting testing													
		Preservation Preservation method in packaging box													
Origin/Destination State or country of animal's origin															
Collected By: Collector's First, Last name or title Date: Date sample was collected	Herd/Flock Size: # Affected: # Dead: #	Total Specimens: # Animals: #	Submitted By: Submitter's Frist & Last name eAuth Username: Your.Auth.Username eAuth Email: submitteremail@yourco mpany.com Date: #####												
Attachments FormSampleSpreads heet.xlsx															
Additional Data															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Specimen ID</th> <th style="width: 20%;">Specimen</th> <th style="width: 15%;">Animal ID</th> <th style="width: 30%;">Species/Breed</th> <th style="width: 15%;">Sex</th> <th style="width: 10%;">Age</th> </tr> <tr> <td>#####</td> <td>Description</td> <td>#####</td> <td>Species & breed from form</td> <td>Sex of animal(s)</td> <td>Age # & unit OR age class</td> </tr> </table>	Specimen ID	Specimen	Animal ID	Species/Breed	Sex	Age	#####	Description	#####	Species & breed from form	Sex of animal(s)	Age # & unit OR age class	Tests: Requested testing description		
Specimen ID	Specimen	Animal ID	Species/Breed	Sex	Age										
#####	Description	#####	Species & breed from form	Sex of animal(s)	Age # & unit OR age class										

4. Payment Information

- A. If submitting payment along with the packing slip please enter the credit card number & expiration date in the blue boxes above. If you are submitting as part of a government appropriated program leave them blank. ****Do NOT send cash****

5. Print the packing slip

- A. Print the packing slip and review the packing slip to ensure accuracy.
- B. Place the packing slip in the shipping box, **outside the leak proof container** holding the specimens. The packing slip MUST be included in the submission box.

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DIAGNOSTIC SAMPLE SUBMISSION FORM: SHIPPING GUIDELINES

Shipping Guidelines

1. Shipping Guidelines/Information

A. General Considerations for Sample Submissions:

- I. Samples must be shipped in compliance with [49 CFR](#) & [IATA regulations](#).
- II. All relevant persons involved must have training to carry out their responsibilities.
- III. Samples (Specimens) include, but are not limited to: excreta, secretions, blood & its components, tissue & tissue fluids, organs, animal parts, & cultures.
- IV. **ALL** liquids or liquid containing samples should be packaged in leak proof containers with adequate absorbent material.
- V. Pre-label sample containers to ensure all recommended specimens will be collected.
- VI. Each vessel containing a sample should be **individually labeled & 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.
- VII. For serological testing, submit one tube containing 2ml of clear serum per animal for each test requested.
- VIII. Fresh specimens: Refrigerate tissues using pre-frozen ice packs if samples will reach the laboratory within 24 hours.
- IX. 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 & prohibit isolation. Do not freeze or use dry ice in boxes that contain formalized tissues.
- X. Pack fresh & formalin-fixed samples separately.
- XI. Formalin-fixed tissues should be packaged in leak proof containers with adequate absorbent material. Formalin-fixed specimens may be shipped in the jars containing the 10% formalin solution. Alternatively, the tissue may be removed from the liquid & 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.
- XII. All samples should be packaged & shipped in a leak proof container along with absorbent material sufficient to absorb leaking or broken containers.
- XIII. Appropriate types of packaging should be utilized & sufficient absorbent materials to contain the contents of the package **must** be included.
- XIV. For more details on shipping to NVSL see our [Shipping Guidelines webpage](#).

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DIAGNOSTIC SAMPLE SUBMISSION FORM: SHIPPING GUIDELINES

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

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

- a. **Category A:** Specific **formal** training & documentation of completed training is required for all staff who package or transport items in this category.
- b. **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 & compliant packaging techniques presented in **49 CFR 173.199**. Even if training is informal & in-house, **it must be documented**.
- c. Most clients package & 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 & that the training is **documented**. Remember any clients shipping Category A items will need to have the responsible staff **formally** trained on the subject.
- d. **Each client is responsible for maintaining the training record for at least 3 years** for each employee trained to package these substances, & for 90 days beyond the duration of employment.
- e. Training records **must** be made available to regulatory authorities upon request.
- f. The Department of Transportation (DOT) / Pipeline and Hazardous Materials Safety Administration's (PHMSA) website for FAQs – [Hazmat Training FAQs](#).
- g. The [DOT/PHMSA website](#) & publication, [What You Should Know: A Guide to Developing a Hazardous Materials Training Program](#), provides valuable information & resources including sample training records.

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

- a. **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)]. Examples of **Category A** infectious substances include **but are not limited to** confirmed cultures of organisms such as *Bacillus anthracis*, *Brucella abortus*, *Chlamydia psittaci* or Eastern Equine Encephalitis Virus.
- b. **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."*

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DIAGNOSTIC SAMPLE SUBMISSION FORM:

SHIPPING GUIDELINES

[49CFR § 173.134 Class 6, Division 6.2(a)(1)(ii)]. Examples of Category B infectious substances are samples that are suspicious for organisms including but not limited to *Leptospira* or suspected but not confirmed cases of Category A infectious substances.

- c. **Exempt:** 49CFR § 173.134 Class 6, Division 6.2(b) provides multiple specific examples of materials & samples that are exemptions to the shipping regulations of Categories A & 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, & for which there is a low probability the sample is infectious.*"
 - 2. Samples, other than Category A materials, transported by private or contract carrier in a motor vehicle used exclusively for these materials.
- d. Pages 6-17 of the DOT/PHMSA guide, [Transporting Infectious Substances Safely](#), provides further discussion of the categories & helpful diagrams of how to decide if you are shipping Category A, B, or exempt materials.

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

- a. **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.
- b. **Category B:** Leak proof primary container with the specimen, absorbent material & 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 proper to use the terms "*Diagnostic Specimen*" or "*Clinical Specimen*" to label the package.
- c. **Exempt:** Leak proof primary container with the specimen, absorbent material & leak-proof secondary packaging like a sealed plastic bag, rigid outer package marked "*Exempt animal specimen.*" **Do not use biohazard symbols or bags.**
- d. In all cases, fragile primary sample packaging (tubes, slides, vials, etc.) must be wrapped or separated to prevent breakage.
- e. Always ask the receiving lab how best to package the sample, or if it can supply the proper packaging materials to be used. When in doubt, package as the more stringent conditions require.
- f. The DOT/PHMSA guide, [Transporting Infectious Substances Safely](#), has additional packaging information on pages 27-34, with helpful diagrams on pages 28-31.

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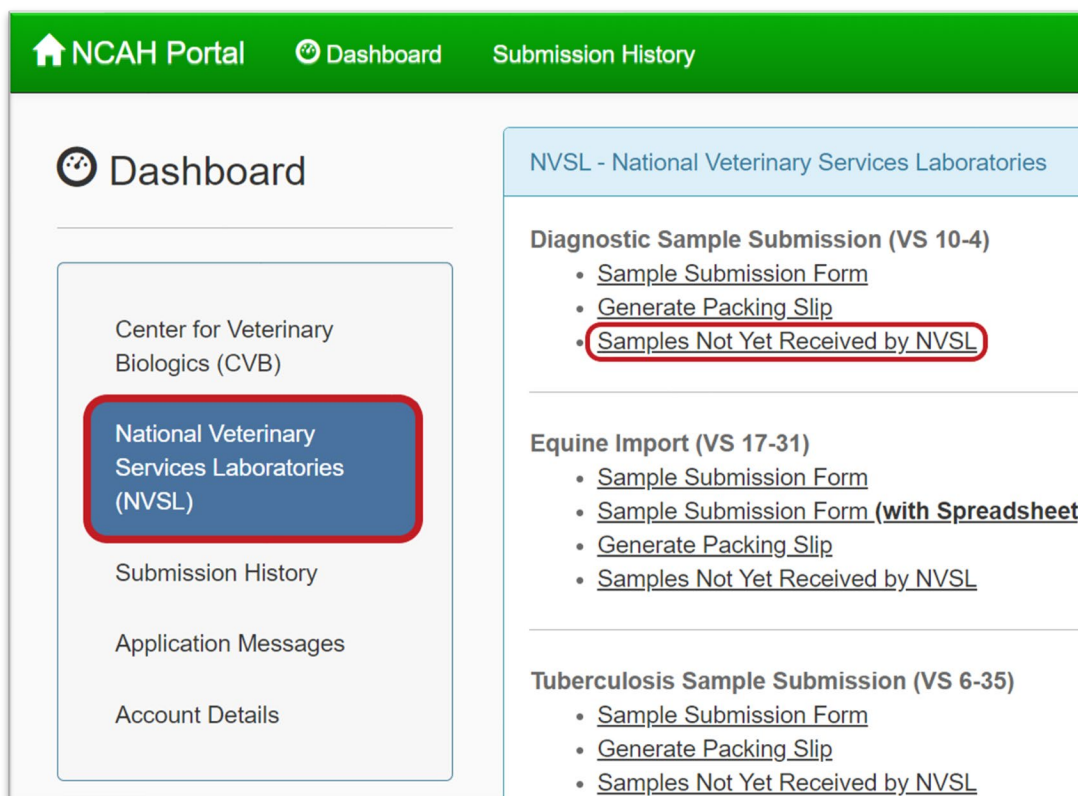
DIAGNOSTIC SAMPLE SUBMISSION FORM: SAMPLES NOT YET RECEIVED BY NVSL

Samples Not Yet Received by NVSL

NOTE: The “Processed Samples” page has a list of packing slips that have been previously generated. **However, they have not been processed (received) by the NVSL.**

1. Accessing the Diagnostic Sample Submission, Processed Samples Page

- A. Once logged into the portal select “**National Veterinary Services Laboratories (NVSL)**” from the dashboard.
- B. Under Diagnostics Sample Submission (VS 10-4) select “**Samples Not Yet Received by NVSL**”



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DIAGNOSTIC SAMPLE SUBMISSION FORM: SAMPLES NOT YET RECEIVED BY NVSL

2. Retrieving a Previously Generated Packing Slip

- A. Select the radio button on the desired submission you would like to retrieve a packing slip for. **Note:** Select the “More Info” hyperlink to view/edit the submission details.
- B. Select “Generate Packing Slip” to retrieve the pdf packing slip document for the selected submission.

NVSL Home / Diagnostic Sample Submissions Not Yet Received by NVSL

Show 10 entries Search:

	Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
<input checked="" type="radio"/>	Greater Potoo Ranch, LLC - Nashville	06/02/2022	1	2	Cattle, Dairy Type (Breed Unknown or Mixed)	More Info...
<input type="radio"/>	Efram Beeblebrox - Story City	06-28-2022	2	4	Cattle, Dairy Type (Breed Unknown or Mixed)	More Info...

Showing 1 to 2 of 2 entries Previous 1 Next

[Generate Packing Slip](#)

3. Payment information & printing the packing slip

- A. Please [CLICK HERE](#) to review how to enter payment information & print the packing slip.
Note: Shipping guidelines/information follows this section.

4. Shipping Guidelines/Information

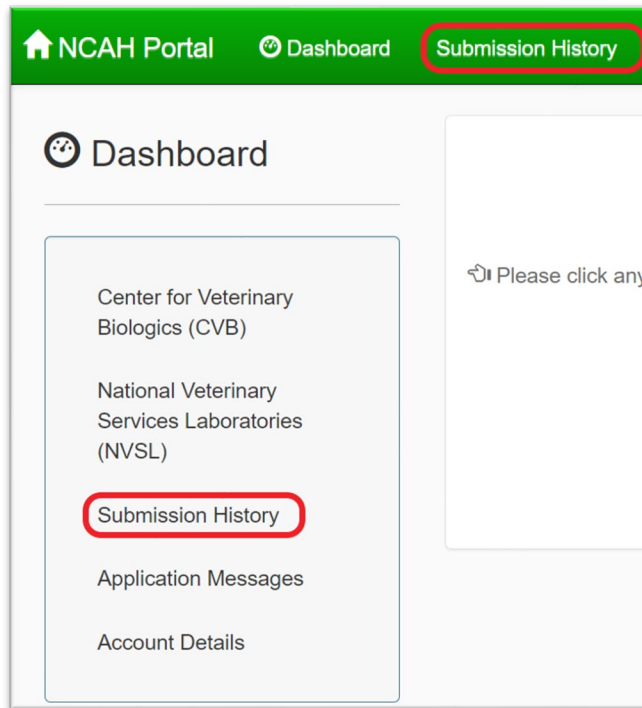
- A. Please [CLICK HERE](#) if you only need to review shipping guidelines/information.

DIAGNOSTIC SAMPLE SUBMISSION FORM: SUBMISSION HISTORY

Submission History

1. Accessing the Submission History Page

- A. Select “Submission History” from either the top or left navigation bar.



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DIAGNOSTIC SAMPLE SUBMISSION FORM: SUBMISSION HISTORY

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

Diagnostic Sample Submission

I. Show Entries → Show 100 entries

II. Search → Search:

Accession	Owner Name	Date Collected	# Of Animals	# Of Specimens	Species
17-000003	Guest User - Story City	05/01/2017	3	3	Horse, Pony (Breed Unknown or Mixed); Swine, Bearded

Showing 1 to 1 of 1 entries

III. Sort ↑

IV. Info → [Info](#)

V. Next/Previous → Previous 1 Next

2. Recent Activity (2 Weeks)

- A. Click **“Recent Activity (2 Weeks)”** to view submissions received or updated by the NVSL in the last 2 weeks.
 - I. **Show Entries** –From the drop-down menu, select how many submission entries you want 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.

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DIAGNOSTIC SAMPLE SUBMISSION FORM: SUBMISSION HISTORY

Recent Activity (2 Weeks) **Submissions Not Yet Received** CVR Search NVSL Search

Diagnostic Sample Submissions not yet received by NVSL

I. Show Entries → Show 100 ▼ entries **III. Sort** **II. Search** → Search:

Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
Pat Morita - Dows	04/11/2017	4	4	Horse, Grade Horse or Breed Unknown	IV. Info → Info
Nathan J Fisher - Ames	04/03/2017	1	1	Horse, Not Listed (please specify)	Info
WILDLIFE	04/01/2017	12	12	Cattle, Beef Type (Breed Unknown or Mixed)	Info
WILDLIFE	04/01/2017	12	12	Other (please specify), Turtle (not otherwise specified)	Info

Showing 1 to 4 of 4 entries **V. Next/Previous** → 1

3. Submissions Not Yet Received

- A. Click **"Submissions Not Yet Received"** to view a list of your submissions not yet received by the NVSL.
 - I. **Show Entries** – From the drop-down menu, select how many submission entries you want 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.

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DIAGNOSTIC SAMPLE SUBMISSION FORM: SUBMISSION HISTORY

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

Form* APHIS 10-4

Submitter ID

Accession #

Submission Status

Submission Date From: To:

Last Action Date From: To:

Search

II. Show Entries → Show 100 entries

IV. Sort

III. Search → Search:

Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
Pat Morita - Dows	04/11/2017	4	4	Horse, Grade Horse or Breed Unknown	V. Info → Info
Nathan J Fisher - Ames	04/03/2017	1	1	Horse, Not Listed (please specify)	Info
WILDLIFE	04/01/2017	12	12	Cattle, Beef Type (Breed Unknown or Mixed)	Info
WILDLIFE	04/01/2017	12	12	Other (please specify), Turtle (not otherwise specified)	Info

Showing 1 to 4 of 4 entries

IV. Next/Previous → Previous 1 Next

4. NVSL Search

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

I. Search Criteria:

- Form** – From the drop-down menu, select the desired form you would like to search.
- Submission Status** – From the drop-down menu, select the status of the submissions you would like to return.
Note: Not selecting a status will return all types.
- Submission Dates** – Enter dates from & to, to return submissions within the desired date range.
- Search** – Select this to perform a search on the entered criteria.

II. **Show Entries** – From the drop-down menu to select how many submission entries you want 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.

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