

# USDA



## **User Guide:** **- NCAH Portal - NVSL**

**Last Revised: 5/2017**

**Version: 1.0**

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# How to log in

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

Access the Portal with this hyperlink:

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

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

## 1. Select “Log In”.

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

**Level 1 Authentication Required for NVSL. ???**

NCAH Portal Help

## Welcome to the NCAH Portal

Come here to interact with NCAH entities through an electronic and automated interface

[Log In](#)

(Need an account? [Sign up now!](#))

**Important Messages**

- Oct 01, 2014: The NCAH Portal is now ready for use. Feel free to look around and give feedback.

**About**

Use of this application will allow external users to submit forms and samples through a portal atmosphere.

**Included NCAH Entities**

- CVB
- NVSL

[Go here](#) for Contact Information

**Warnings**

Some portions of this application may require elevated security levels in e-Authentication - Level 2.

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# How to log in

- You will be directed to the eAuthentication Login page. (See Picture Below)



## 2. Log In

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

### LincPass

A. Select the picture hyperlink under “**LincPass (PIV)**” to log into the Portal with your LincPass.



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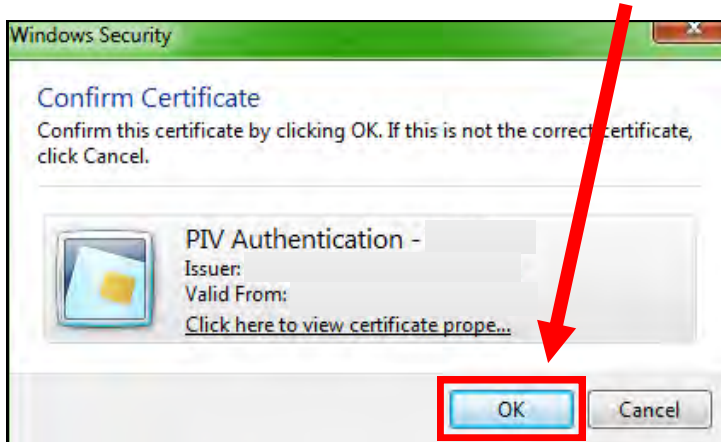
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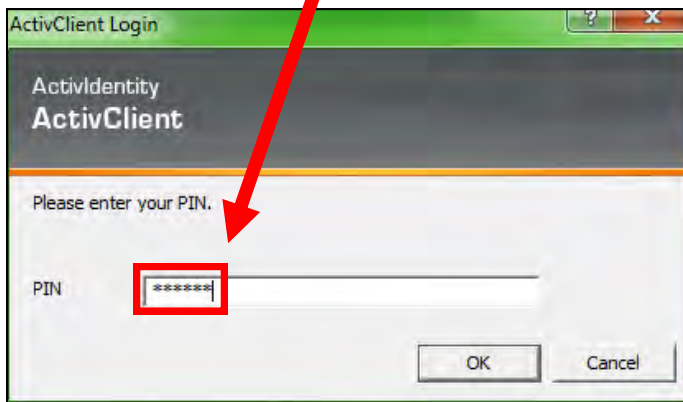
# How to log in

- An on screen dialog box will appear asking for confirmation of your certificate.

B. Confirm the Certificate and select “OK”.



C. Enter LincPass Pin. Select “OK”.



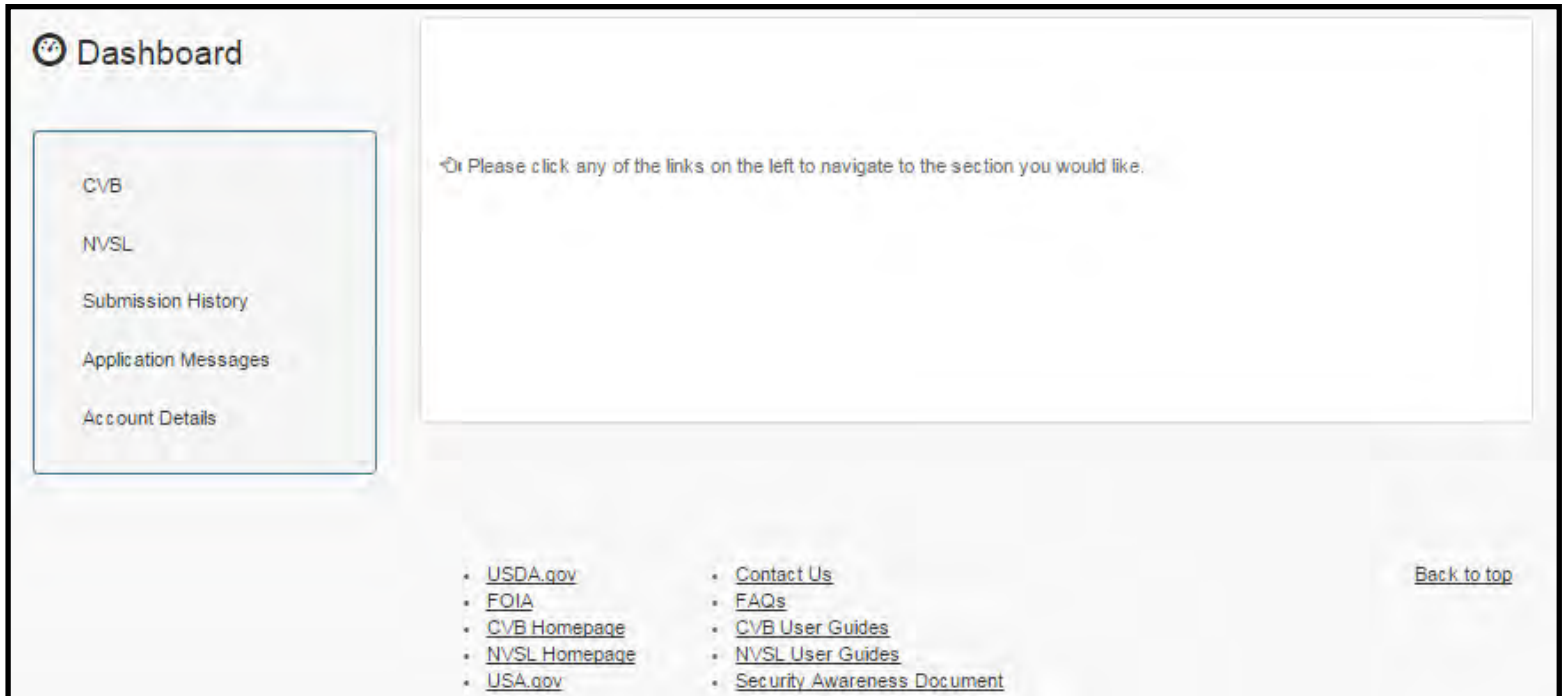
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# How to log in

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



## Complete

### User ID & Password

- A. Enter eAuthentication User ID & Password. (See Picture Below)

A screenshot of a login form titled "User ID & Password" with a help icon. It features two input fields: "User ID:" containing "UserExample" and "Password:" with masked characters. Below the fields is a link: "I forgot my User ID | Password". At the bottom are two buttons: "REGISTER" and "LOGIN", and a link: "Change my Password".

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# How to log in

B. Select “Login”.



User ID & Password ?

User ID: UserExample

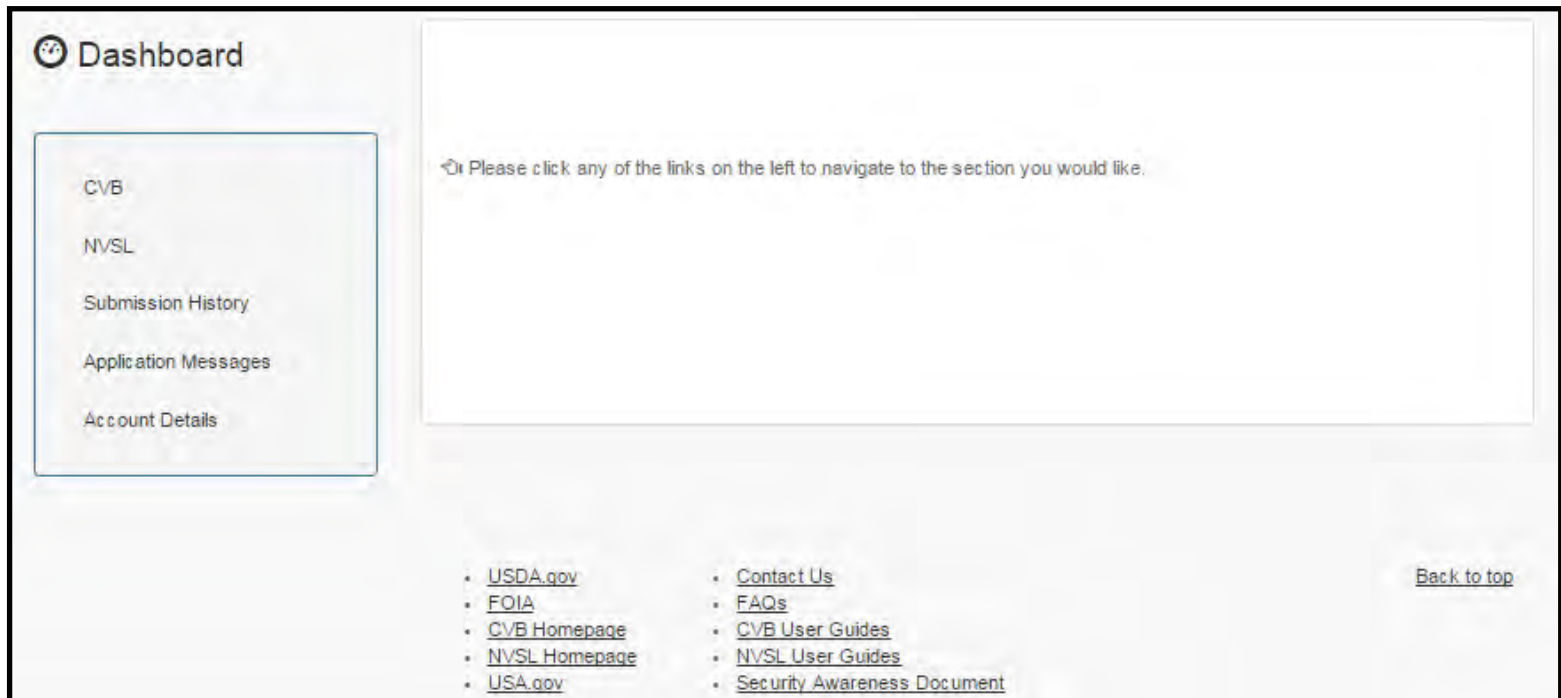
Password: ●●●●●●

I forgot my [User ID](#) | [Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

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



Dashboard

CVB

NVSL

Submission History

Application Messages

Account Details

Please click any of the links on the left to navigate to the section you would like.

- [USDA.gov](#)
- [FOIA](#)
- [CVB Homepage](#)
- [NVSL Homepage](#)
- [USA.gov](#)
- [Contact Us](#)
- [FAQs](#)
- [CVB User Guides](#)
- [NVSL User Guides](#)
- [Security Awareness Document](#)

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**Complete**

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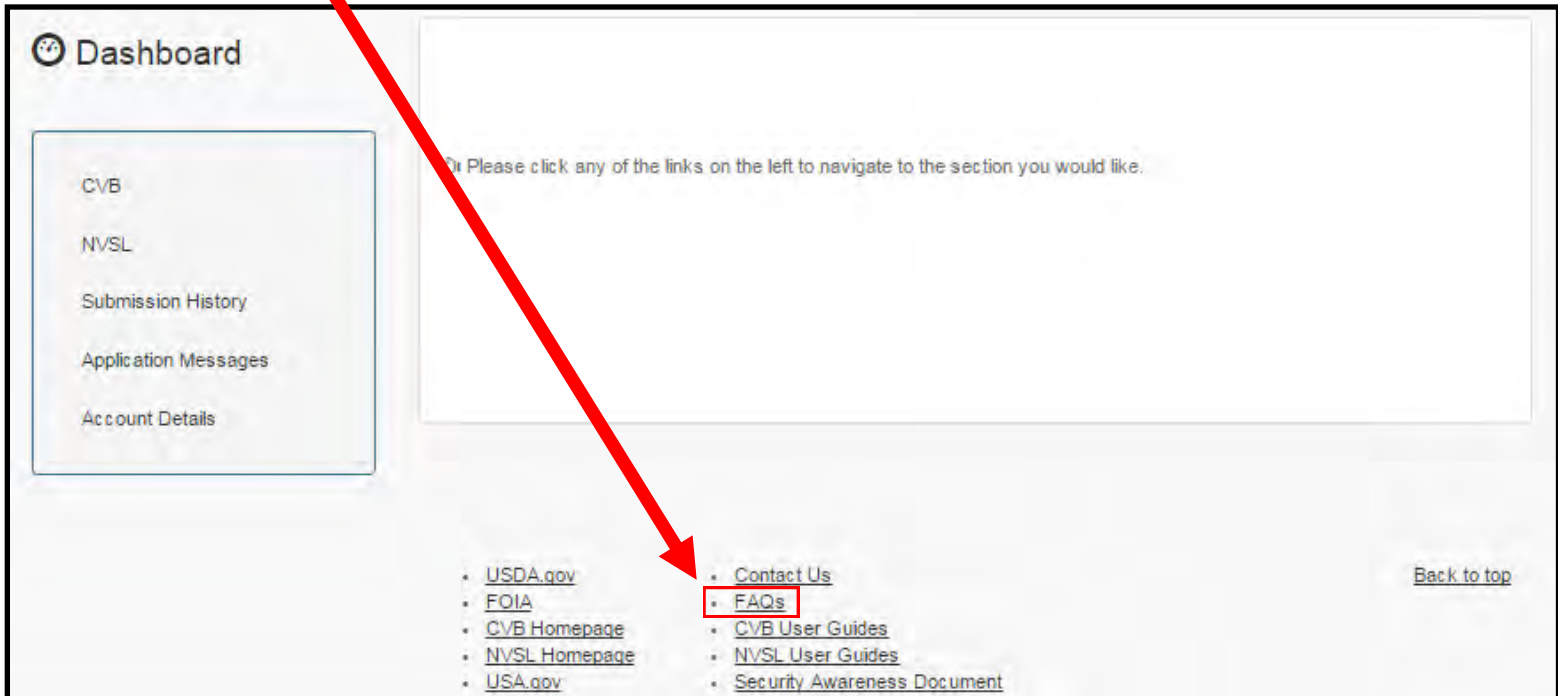
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# Frequently Asked Questions (FAQ)

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

1. Select “FAQs”.



# Frequently Asked Questions (FAQ)

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

NCAH Portal

Help

- Contact Information
- FAQs
- Site Manual
- Report Error/Give Feedback

Frequently Asked Questions

**General:**

[How do I log in to the NCAH Portal?](#)

[What does LSRTIS stand for?](#)

[What is the chemical formula for table salt?](#)

**Center For Veterinary Biologics:**

[How do you make pizza?](#)

[How many NBA championships did Larry Bird win with the Celtics?](#)

[What does 5150 refer to \(besides the album\)?](#)

**General:**

**Q: How do I log in to the NCAH Portal?**  
Visit the USDA eAuthentication and sign up for a username. Once you have an eAuthentication username and password, you can log into the NCAH Portal.

**Q: What does LSRTIS stand for??**  
Licensing, Serial Release, and Testing Information System (LSRTIS)

**Q: What is the chemical formula for table salt??**  
NaCl (Sodium chloride)

**Complete**

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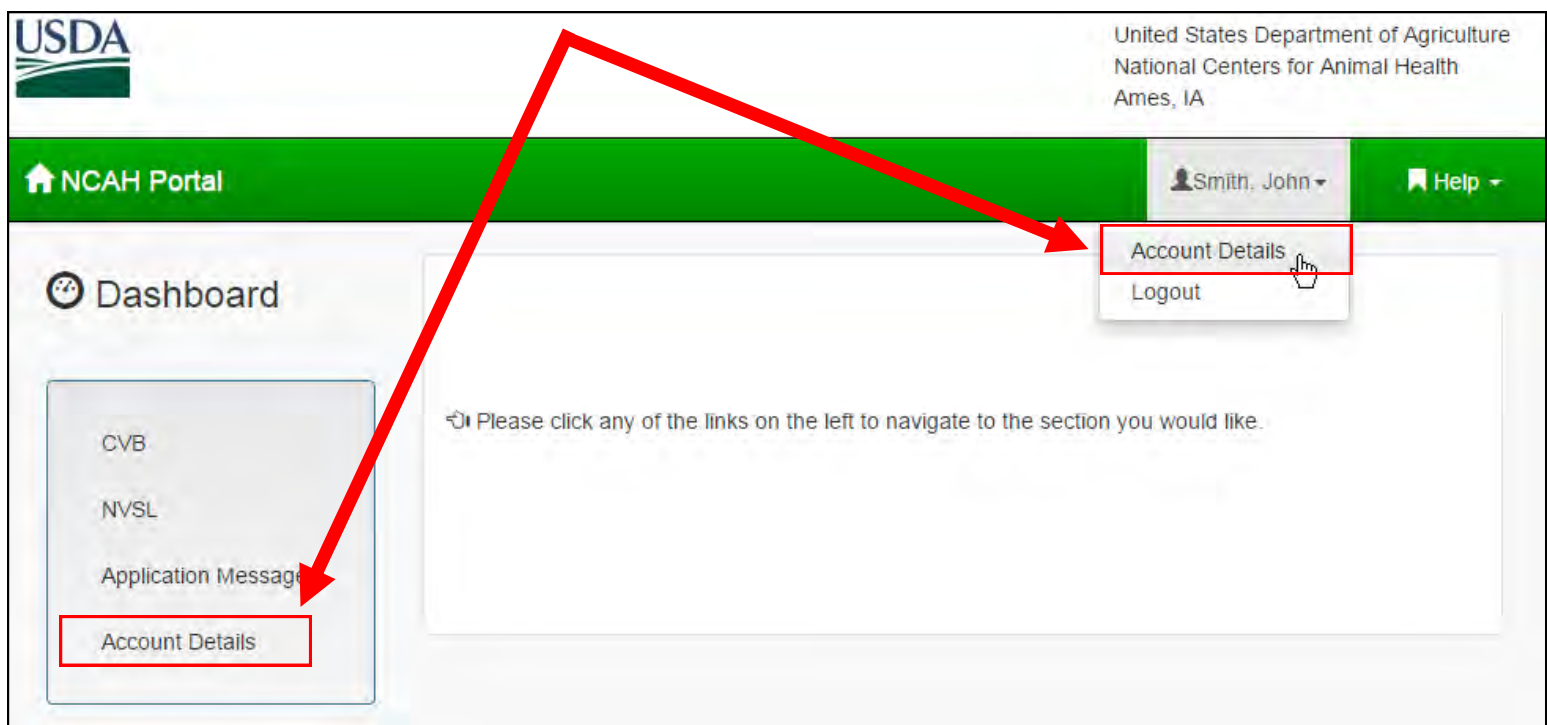
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# NVSL - Account Details

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

## 1. Accessing the Account Details Page

A. Click your account name located at the top right-hand side of the screen to open a drop-down menu and select **Account Details**. You can also select **Account Details** on the side menu bar.



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# NVSL - Account Details

The screenshot shows the 'Account Details' page in the NCAH Portal. The navigation bar at the top includes 'NCAH Portal', 'Dashboard', 'Submission History', and 'Admin'. The user is logged in as 'Smith, John' and there is a 'Help' link. The main content area is titled 'Account Details' and contains a 'User Info' section with the following details:

Username	JSmith
First Name	JOHN
Last Name	SMITH
Email	John.A.Smith@Example.Com
Current Security Agreement Date	04/03/2017 <a href="#">Update</a>
NVSL Submitter IDs	<ul style="list-style-type: none"><li>• 456465489</li><li>• 6541231</li></ul>

Do you need to update your name, address, email, phone, or other information?  
Click [HERE](#).

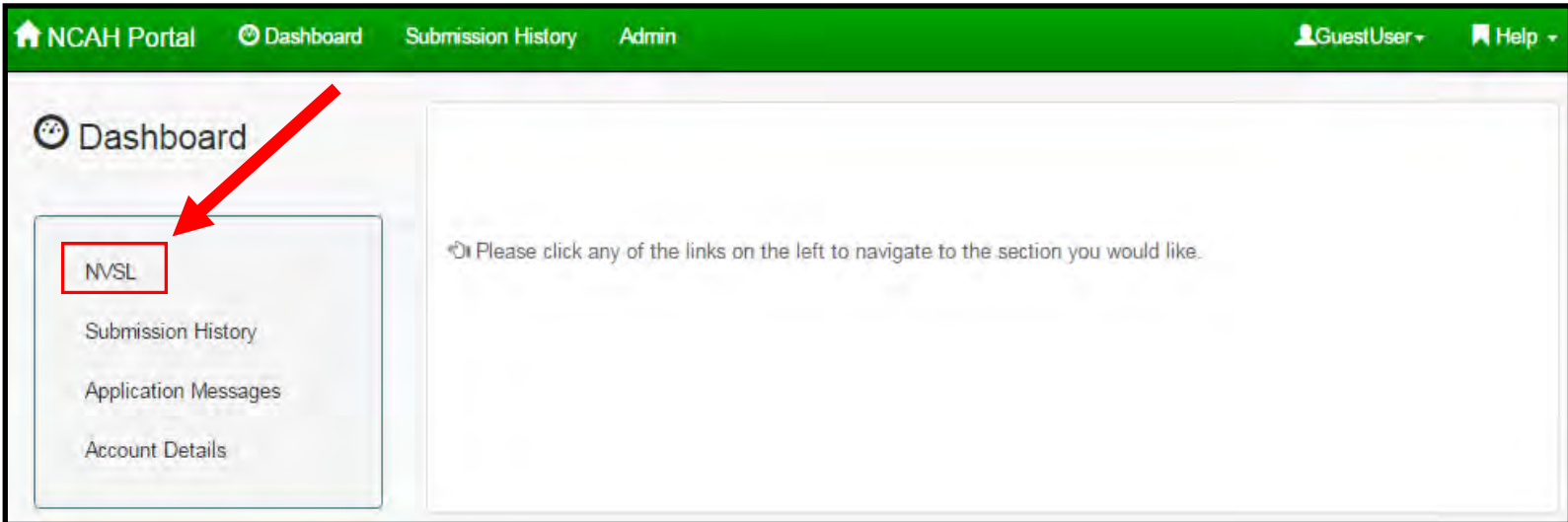
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# Diagnostics Sample Submission Form

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

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



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# Diagnostics Sample Submission Form

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

The screenshot displays the NCAH Portal interface. At the top, a green navigation bar contains 'NCAH Portal', 'Dashboard', 'Submission History', and 'Admin'. On the right, it shows 'GuestUser' and 'Help'. The main content area is titled 'Dashboard' and features a left sidebar with 'NVSL', 'Submission History', 'Application Messages', and 'Account Details'. The central panel, titled 'NVSL - National Veterinary Services Laboratories', contains a section for 'Diagnostic Sample Submission (APHIS 10-4)' with a bulleted list: 'Sample Submission Form', 'Sample Submission With Spreadsheet Form', 'Generate Packing Slip', and 'Samples Not Yet Received by NVSL'. A red arrow points from the 'Sample Submission Form' link to the 'NVSL' label in the sidebar.

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# Diagnostics Sample Submission Form

- You will be directed the “Diagnostics Sample Submission Form 10-4”.

## Instructions for Diagnostics Sample Submission Form: 10-4

**Submitter Information**

Submitting To\* Ames  Plum Island (FADDL)   
Note: If unsure, please visit the [Diagnostic Testing at NVSL website](#).

NVSL Submitter ID

Submitter Name Last\*  First\*  Middle

Business Name

Submitter Address\* Street\*

Country\*  State\*  City\*  Postal Code\*

Contact Information\* Email\*  +  Fax  +  Telephone\*

Note: Please add all email addresses and fax numbers to which the report should be sent to. At least one email is required.

Payment Information User Fee Account Number

Note: Final report not released until payment secured. Do NOT enter credit card number; credit card information should be entered on packing slip.

Purpose\*  [Purpose Definitions](#)

Reference Numbers Referral #  FAD #

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.

Preservation During Shipping\*

**Note:** Required fields are indicated by a red asterisk \*

## 2. Submitter Information

**Note:** Updating your submitter information here will not change what's on file at NVSL. Click [HERE](#) to update your information.

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# Diagnostics Sample Submission Form

A. **Submitting To\*** - Select Ames (IA) or FADDL (Plum Island, NY) to send the submission to.

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

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

C. **Submitter Name:**

I. **Last\*** - Enter submitter's last name.

II. **First\*** - Enter submitter's first name.

III. **Middle** - Enter submitter's middle name.

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

E. **Submitter Address:**

I. **Street Address\*** - Enter submitter's street address.

II. **Country\*** - Select submitter's country from available list.


III. **State\*** - Select submitter's state from available list.

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

IV. **City\*** - Enter submitter's city name.

V. **Postal Code\*** - Enter submitter's postal code.

F. **Contact Information:**

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

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

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# Diagnostics Sample Submission Form

I. **Email\*** - Enter email address.

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

II. **Fax** - Enter fax number.

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

III. **Telephone\*** - Enter submitters telephone number.

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

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

H. **Purpose\*** - Select purpose from available list.

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

[Purpose Definitions](#)

I. **Reference Numbers:**

I. **Referral #** - Enter referral number.

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

II. **FAD #\*** - Enter FAD number.

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

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

**Note\*:** If preservation type is other please use additional field to specify.

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# Diagnostics Sample Submission Form

**Owner Information**

Is Wildlife?\* Yes  No

Owner 

Owner Name\*

Owner Address


Country:  State:  City:  Postal Code:

Save As New Owner for later use?

## 3. Owner Information

A. **Is Wildlife\*** - Select Yes/No.

**Note:** If not wildlife owner information is required.

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

II. **Owner Name\*** - Enter owner's name.

III. **Owner Address:**

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

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

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# Diagnostics Sample Submission Form

## Animal Information

Premises ID

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

Country\*

State\*

Address:\*

United States ▼

Number of Animals

Number Affected

Number Dead

Herd/Flock

Country

Origin

Destination

**Note:** Country Origin and Destination are required when import/export is selected as Purpose.

## 4. Animal Information

A. **Premises ID** - Enter premises id.

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

B. **Address:**

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

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

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

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

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

C. **Herd/Flock:**

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

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

III. **Number Dead** - Enter total number of animals dead.

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# Diagnostics Sample Submission Form

## D. Country:

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

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

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

## Specimen and Testing Information

Total Number Of*	Specimens*	Animals*
	<input type="text"/>	<input type="text"/>
	Collected By*	Date Collected*
	Other <input type="text"/>	<input type="text"/>
Collected By - Other*	<input type="text"/>	

### Specimen

Search All Sources	Animal or Source*			
<input type="button" value="Q"/>	<input type="text"/>			
Animal ID*	Gender*	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"/>		
Search All Tests	Category	Disease or Causative Agent*	Laboratory Test*	Additional Test Information
<input type="button" value="Q"/>	<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"/>				

## 5. Specimen Information

### A. Total Number Of:

I. **Specimen\***- Enter total number of specimens.

II. **Animals\***- Enter total number of animals.

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

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

IV. **Date Collected\***- Enter date collected.

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# Diagnostics Sample Submission Form

## B. Specimen:

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

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

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

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

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

VII. **Animal ID\*** - Enter animal ID.

VIII. **Gender\*** - Select gender from available list.

IX. **Age Number** – Enter age number.

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

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

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

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

V. **Specimen ID\*** - Enter specimen ID.

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

VI. **Additional Specimen Information** - Enter additional information pertaining to the specimen here.

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# Diagnostics Sample Submission Form

XII. **Search** – Select magnifying glass to search for a specific disease category/disease or causative agent/and or laboratory test which will prepopulate the disease category, disease or causative agent and laboratory test fields for you.

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

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

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

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

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

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

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

**Note:** You can add up to 100 specimens.

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# Diagnostics Sample Submission Form

Additional Information

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

[✓ Save & Review Submission](#)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0090, 0101, and 0212. The time required to complete this information collection is estimated to average .5 hours per response for 0579-0090, 1 hour per response for 0579-0101, and .333 hours per response for 0579-0212, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved  
0579-0090  
0579-0101  
0579-0212

## 6. Save & Review Submission

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

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

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

**Form Submission Complete**

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# Diagnostics Sample Submission Form

## Submission Information

The screenshot shows the USDA NVSL Diagnostic Sample Submission Form interface. At the top left is the USDA logo. At the top right, it says "United States Department of Agriculture National Centers for Animal Health Ames, IA". Below this is a green navigation bar with "NCAH Portal" and "Dashboard" on the left, and "Guest User" and "Help" on the right. A light blue box contains instructions: "This entry is available and may be edited up to 14 days after completion or upon receipt of samples by NVSL. If after 14 days no samples have been received by NVSL submission will be removed by the system and you must start a new entry. Questions about shipping contact: NVSL-Ames Shipping Department (515) 337-7530 or NVSL.Shipping@aphis.usda.gov. If you prefer to not submit credit card information on Packing Slip, contact User Fees (515) 337-6200. For more information about Services and Fees or Shipping of Specimens please visit the Diagnostic Testing at NVSL website." Below this is a breadcrumb trail: "NVSL Home / Create - Diagnostic Sample Submission Form / Diagnostic Sample Submission Information". A row of buttons includes "Edit", "Add Attachments", "Finish and Generate Packing Slip", "Delete Submission", and "Clone". The form is divided into sections: "Submission Info", "Submitter Information", "Owner Information", "Animal Information", and "Specimen Information". The "Specimen Information" section contains a table with columns for Species, Specimen, Specimen ID, and Additional Information. Below this is another table with columns for Animal ID, Gender, Age Number, Age Unit, and Age Class. A third table has columns for Disease Category, Disease or Causative Agent, Laboratory Test, and Additional Test Information. There is a "Misc" section and a "Submission History" table with columns for Action, Timestamp, User, and Info. The "Submission History" table shows one entry: "Submission Entered" at "Apr-20-2017 03:12 PM CDT" by "Guest User". At the bottom, there is another row of buttons: "Edit", "Add Attachments", "Finish and Generate Packing Slip", "Delete Submission", and "Clone".

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

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# Diagnostics Sample Submission Form

Diagnostic Sample Submission Information

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

[Submission Info](#)

[Submitter Information](#)

[Owner Information:](#)

[Animal Information](#)

[Specimen Information](#)

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

[Misc](#)

[Submission History](#)

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

**Note\***: Submissions are only available to be edited up to 14 days after completion or upon receipt of samples by NVSL. If after 14 days no samples have been received by NVSL, the submission will be removed by the system and you must start a new entry.

## 7. Edit Submission

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

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# Diagnostics Sample Submission Form

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

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

Additional Submission Information

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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0090, 0101, and 0212. The time required to complete this information collection is estimated to average .5 hours per response for 0579-0090, 1 hour per response for 0579-0101, and .333 hours per response for 0579-0212, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved  
0579-0090  
0579-0101  
0579-0212

## C. Save & Review Submission/Cancel:

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

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

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# Diagnostics Sample Submission Form

Diagnostic Sample Submission Information

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

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

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

Submission Info

Submitter Information

Owner Information:

Animal Information

Specimen Information

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

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

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



## 8. Attachments

### View/Remove/Add Attachments

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

# Diagnostics Sample Submission Form

## B. View Attachments

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

Add Attachments - Diagnostic Sample Submission

[NVSL Home](#) / [Review - Diagnostic Sample Submission Form](#) Add Attachments to Diagnostic Sample Submission

**Current Attachments**

[Test PDF.pdf](#)

Comments: This is a test comment.

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

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# Diagnostics Sample Submission Form

## C. Remove Attachments

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

**BEFORE**

Diagnostic Sample Submission

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

Current Attachments

Test PDF.pdf  
Comments: This is a test comment.

Delete

**I.**

**AFTER**

Diagnostic Sample Submission

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

Current Attachments

Test PDF.pdf - TO BE REMOVED  
Comments: This is a test comment.

Restore

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

**II. & III.**

**Note:** Select restore to undo file deletion.

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

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

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# Diagnostics Sample Submission Form

## D. Add Attachments

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

**BEFORE**

Diagnostic Sample Submission

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

Current Attachments NA

New Attachments **+ Add Document** ← **I.**

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

**AFTER**

Attachment REMOVE

File  
Test PDF.pdf Remove Browse ...

Comments  
This is a test.

+ Add Document

I agree that I've looked over this information and everything entered is true to my knowledge. ← **IV. & V.**

Save to Submission Cancel

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

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

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

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

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# Diagnostics Sample Submission Form

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 Information

Specimen				
Species	Specimen	Specimen ID	Additional Information	
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information	

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

## 9. Finish and Generate Packing Slip

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

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# Diagnostics Sample Submission Form

05/24/2017 - FOR OFFICIAL USE ONLY

National Veterinary Services Laboratories  
Diagnostic Sample Submission (APHIS 10-4) Packing Slip

  
13868

<b>Submitting To</b>		<b>Submitter(Including Business)</b>		<b>Contact Information</b>	
<b>Attachments</b>		<b>Purpose</b>		<b>Country</b>	
<b>Owner</b>		<b>Location Of Animals</b>		<b>Collected</b>	
<b>Number</b>	<b>Herd/Flock</b>	<b>Preservation</b>	<b>Total Number Of</b>		
<b>Additional Data</b>				<b>Submitted By</b>	
<b>Specimens :</b>					
<b>Disease Category</b>	<b>Disease or Causative Agent</b>	<b>Laboratory Test</b>	<b>Additional Test Information</b>		
<b>User Fee Account Number:</b>					
<b>Credit Card Number:</b>			<b>Exp Date:</b>		
----- LABORATORY USE ONLY					
<b>CONDITION</b>	<b>PRIORITY</b>	<b>DISTRIBUTION</b>	<b>RECEIVED BY</b>		

**B. Credit Card Information** - If submitting payment along with the packing slip please enter credit card information here along with the cards expiration date.

— Please do **NOT** send cash.

**C. Print** - Print the packing slip and ship specimens.

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# Diagnostics Sample Submission Form

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 Information

Specimen			
Species	Specimen	Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit
			Age Class
Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

## 10. Delete Submission

A. Select one of the delete submission buttons located at the top and bottom of this page to remove the submission.

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# Diagnostics Sample Submission Form

Are you sure you wish to Delete this Submission? Press OK to continue. Press Cancel <sup>x</sup> to stay on this page.

B. Select ok to confirm the deletion of the request.

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# Diagnostics Sample Submission Form

Diagnostic Sample Submission Information

NVSL Home > Create - Diagnostic Sample Submission Form > Diagnostic Sample Submission Information

Edit Add Attachments Finish and Generate Packing Slip Print Submission Clone

Submission Info

Submitter Information

Owner Information:

Animal Information

Specimen Information

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

Edit Add Attachments Finish and Generate Packing Slip Print Submission Clone

## 10. Clone Submission

- Select one of the clone buttons located at the top and bottom of this page to make a copy of the submission.
- Doing so will create a copy of the submission and prepopulate that information on a new submission for you excluding the date collected and specimen id # fields.

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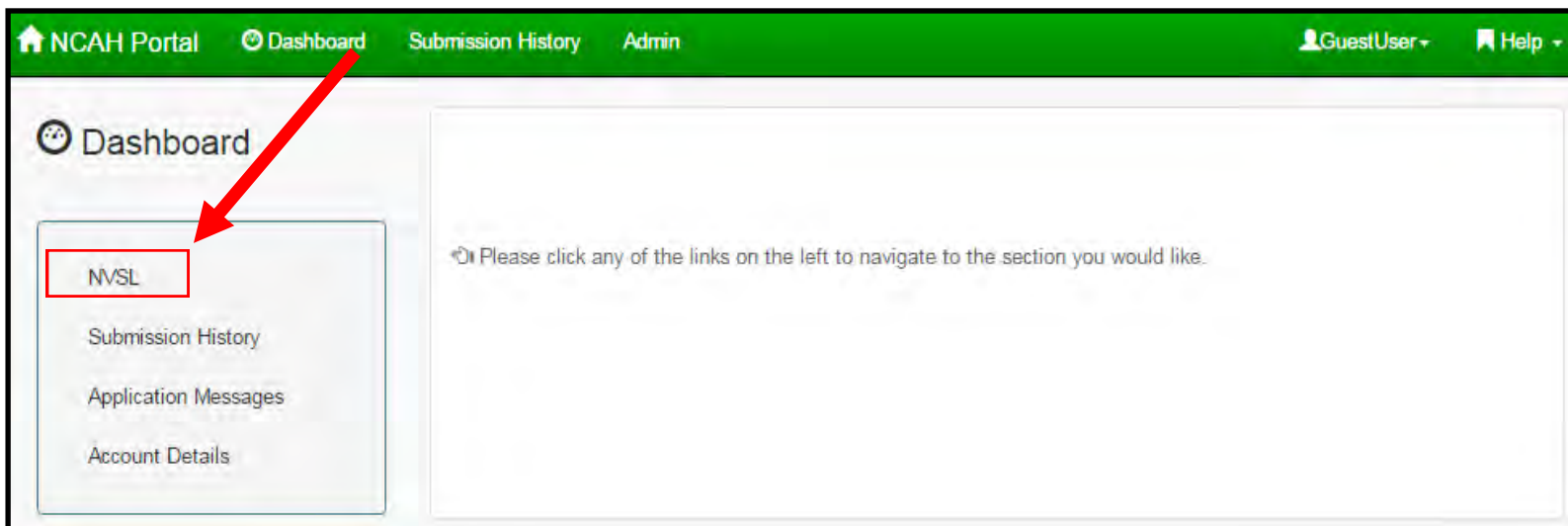
# Diagnostics Sample Submission With Spreadsheet Form

## NOT COMPLETE

These instructions will show you how to access the sample submission with spreadsheet form, details on how to fill out the form and download/utilize the spreadsheet upload form.

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

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



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# Diagnostics Sample Submission With Spreadsheet Form

B. Select “**Sample Submission With Spreadsheet Form**” under Diagnostics Sample Submission.



The screenshot displays the NCAH Portal dashboard. The top navigation bar includes 'NCAH Portal', 'Dashboard', 'Submission History', and 'Admin'. The user is logged in as 'GuestUser'. The main content area is titled 'NVSL - National Veterinary Services Laboratories'. Under the heading 'Diagnostic Sample Submission (APHIS 10-4)', there is a list of options: 'Sample Submission Form', 'Sample Submission With Spreadsheet Form' (highlighted with a red box and a red arrow), 'Generate Packing Slip', and 'Samples Not Yet Received by NVSL'. A sidebar on the left contains 'NVSL', 'Submission History', 'Application Messages', and 'Account Details'.

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# Diagnostics Sample Submission With Spreadsheet Form

- You will be directed the “Diagnostics Sample Submission Form 10-4”.

## Instructions for Diagnostics Sample Submission Form: 10-4

**Submitter Information**

Submitting To\* Ames  Plum Island (FADDL)   
Note: If unsure, please visit the [Diagnostic Testing at NVSL website](#).

NVSL Submitter ID

Submitter Name Last\*  First\*  Middle

Business Name

Submitter Address\* Street\*

Country\*  State\*  City\*  Postal Code\*

Contact Information\* Email\*  +  Fax  +  Telephone\*

Note: Please add all email addresses and fax numbers to which the report should be sent to. At least one email is required.

Payment Information User Fee Account Number

Note: Final report not released until payment secured. Do NOT enter credit card number; credit card information should be entered on packing slip.

Purpose\*  [Purpose Definitions](#)

Reference Numbers Referral #  FAD #

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.

Preservation During Shipping\*

**Note:** Required fields are indicated by a red asterisk \*

## 2. Submitter Information

**Note:** Updating your submitter information here will not change what's on file at NVSL. Click [HERE](#) to update your information.

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# Diagnosics Sample Submission With Spreadsheet Form

A. **Submitting To\*** - Select Ames (IA) or FADDL (Plum Island, NY) to send the submission to.

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

**Note:** This will prepopulate Submitter Information in designated fields for you.

New users will be assigned a Submitter ID once the submitted form is received by NVSL/FADDL.

C. **Submitter Name:**

I. **Last\*** - Enter submitter's last name.

II. **First\*** - Enter submitter's first name.

III. **Middle** - Enter submitter's middle name.

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

E. **Submitter Address:**

I. **Street Address\*** - Enter submitter's street address.

II. **Country\*** - Select submitter's country from available list.


III. **State\*** - Select submitter's state from available list.

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

IV. **City\*** - Enter submitter's city name.

V. **Postal Code\*** - Enter submitter's postal code.

F. **Contact Information:**

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

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

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# Diagnostics Sample Submission With Spreadsheet Form

I. **Email\*** - Enter email address.

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

II. **Fax** - Enter fax number.

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

III. **Telephone\*** - Enter submitters telephone number.

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

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

H. **Purpose\*** - Select purpose from available list.

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

[Purpose Definitions](#)

I. **Reference Numbers:**

I. **Referral #** - Enter referral number.

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

II. **FAD #\*** - Enter FAD number.

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

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

**Note\*:** If preservation type is other please use additional field to specify.

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# Diagnostics Sample Submission With Spreadsheet Form

Owner Information

Is Wildlife?\* Yes  No

Owner 

Owner Name\*

Owner Address


Country  State  City  Postal Code

Save As New Owner for later use?

## 3. Owner Information

A. **Is Wildlife\*** - Select Yes/No.

**Note:** If not wildlife owner information is required.

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

II. **Owner Name\*** - Enter owner's name.

III. **Owner Address:**

1. **Country** - Select owner's country from available list.

2. **State** - Select owner's state from available list.

3. **City** - Enter owner's city.

4. **Postal Code** - Enter owner's postal code.

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

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# Diagnostics Sample Submission With Spreadsheet Form

## Animal Information

Premises ID

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

Country\*

State\*

Address:\*

Number of Animals

Number Affected

Number Dead

Herd/Flock

Country

Origin

Destination

**Note:** Country Origin and Destination are required when import/export is selected as Purpose.

## 4. Animal Information

A. **Premises ID** - Enter premises id.

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

B. **Address:**

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

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

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

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

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

C. **Herd/Flock:**

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

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

III. **Number Dead** - Enter total number of animals dead.

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# Diagnostics Sample Submission With Spreadsheet Form

## D. Country:

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

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

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

## Specimen and Testing Information

Upload Spreadsheet

 Browse ...

Note: Uploaded Spreadsheet must match template file (please visit the [Diagnostic Testing at NVSL](#) website for template). If Uploaded File already exists, uploading a new one will remove the old one.

## 5. Specimen Information

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

A. **Upload File** - Select browse to open file explorer, and select template to upload samples.

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# Diagnostics Sample Submission With Spreadsheet Form

Additional Information

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

✓ Save & Review Submission

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0090, 0101, and 0212. The time required to complete this information collection is estimated to average .5 hours per response for 0579-0090, 1 hour per response for 0579-0101, and .333 hours per response for 0579-0212, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved  
0579-0090  
0579-0101  
0579-0212

## 6. Save & Review Submission

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

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

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

**Form Submission Complete**

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# Diagnostics Sample Submission With Spreadsheet Form

## Submission Information

United States Department of Agriculture  
National Centers for Animal Health  
Ames, IA

NCAH Portal Dashboard Guest User Help

- This entry is available and may be edited up to 14 days after completion or upon receipt of samples by NVSL. If after 14 days no samples have been received by NVSL submission will be removed by the system and you must start a new entry.
- Questions about shipping contact: NVSL-Ames Shipping Department (515) 337-7530 or [NVSL.Shipping@aphis.usda.gov](mailto:NVSL.Shipping@aphis.usda.gov)
- If you prefer to not submit credit card information on Packing Slip, contact User Fees (515) 337-6200.
- For more information about Services and Fees or Shipping of Specimens please visit the [Diagnostic Testing at NVSL](#) website.

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 Information

Specimen				
Species	Specimen	Specimen ID	Additional Information	
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information	

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

Edit Add Attachments Finish and Generate Packing Slip Delete Submission Clone

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

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# Diagnostics Sample Submission With Spreadsheet Form

Diagnostic Sample Submission Information

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

[Submission Info](#)

[Submitter Information](#)

[Owner Information:](#)

[Animal Information](#)

[Specimen Information](#)

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

[Misc](#)

[Submission History](#)

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

**Note\***: Submissions are only available to be edited up to 14 days after completion or upon receipt of samples by NVSL. If after 14 days no samples have been received by NVSL, the submission will be removed by the system and you must start a new entry.

## 7. Edit Submission

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

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# Diagnostics Sample Submission With Spreadsheet Form

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

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

Additional Submission Information

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

[✓ Save & Review Submission](#) [✗ Cancel](#)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0090, 0101, and 0212. The time required to complete this information collection is estimated to average .5 hours per response for 0579-0090, 1 hour per response for 0579-0101, and .333 hours per response for 0579-0212, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved  
0579-0090  
0579-0101  
0579-0212

## C. Save & Review Submission/Cancel:

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

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

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# Diagnostics Sample Submission With Spreadsheet Form

Diagnostic Sample Submission Information

NVSL Home / Create - Diagnostic Sample Submission Form / Diagnostic Sample Submission Information

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

Submission Info

Submitter Information

Owner Information:

Animal Information

Specimen Information

Specimen				
Species	Specimen	Specimen ID	Additional Information	
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent	Laboratory Test	Additional Test Information	

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

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

## 8. Attachments

### View/Remove/Add Attachments

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

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# Diagnostics Sample Submission With Spreadsheet Form

## B. View Attachments

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

Add Attachments - Diagnostic Sample Submission

[NVSL Home](#) / [Review - Diagnostic Sample Submission Form](#) Add Attachments to Diagnostic Sample Submission

**Current Attachments**

[Test PDF.pdf](#)

Comments: This is a test comment.

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

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# Diagnostics Sample Submission With Spreadsheet Form

## C. Remove Attachments

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

The image shows two screenshots of the NVSL Diagnostic Sample Submission form. The top screenshot, labeled 'BEFORE', shows the 'Current Attachments' section with a file named 'Test PDF.pdf' and a 'Delete' button. A red box highlights the 'Delete' button, and a red circle with the letter 'I.' points to it. The bottom screenshot, labeled 'AFTER', shows the same file now marked '- TO BE REMOVED' and a 'Restore' button. A red box highlights the 'Restore' button, and a red circle with 'II. & III.' points to the 'Save to Submission' button in the 'New Attachments' section. A large red arrow on the left indicates the transition from the 'BEFORE' state to the 'AFTER' state.

**Note:** Select restore to undo file deletion.

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

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

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# Diagnostics Sample Submission With Spreadsheet Form

## D. Add Attachments

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

**BEFORE**

Diagnostic Sample Submission

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

Current Attachments NA

New Attachments **+ Add Document** **I.**

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

**AFTER**

Attachment REMOVE

File

Test PDF.pdf Remove Browse ...

Comments

This is a test.

+ Add Document

I agree that I've looked over this information and everything entered is true to my knowledge. **IV. & V.**

Save to Submission Cancel

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

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

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

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

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# Diagnostics Sample Submission With Spreadsheet Form

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 Information

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

## 9. Finish and Generate Packing Slip

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

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# Diagnosics Sample Submission With Spreadsheet Form

05/24/2017 - FOR OFFICIAL USE ONLY

National Veterinary Services Laboratories  
Diagnostic Sample Submission (APHIS 10-4) Packing Slip

  
13868

<b>Submitting To</b>	<b>Submitter(Including Business)</b>	<b>Contact Information</b>	
<b>Attachments</b>	<b>Purpose</b>	<b>Country</b>	
<b>Owner</b>	<b>Location Of Animals</b>	<b>Collected</b>	
<b>Number</b>	<b>Herd/Flock</b>	<b>Preservation</b>	<b>Total Number Of</b>
<b>Additional Data</b>		<b>Submitted By</b>	
<b>Specimens :</b>			
<b>Disease Category</b>	<b>Disease or Causative Agent</b>	<b>Laboratory Test</b>	<b>Additional Test Information</b>
<b>User Fee Account Number:</b>			
<b>Credit Card Number:</b>			<b>Exp Date:</b>
----- LABORATORY USE ONLY			
<b>CONDITION</b>	<b>PRIORITY</b>	<b>DISTRIBUTION</b>	<b>RECEIVED BY</b>

- B. **Credit Card Information** - If submitting payment along with the packing slip please enter credit card information here along with the cards expiration date. — Please do **NOT** send cash.
- C. **Print** - Print the packing slip and ship specimens.

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# Diagnostics Sample Submission With Spreadsheet Form

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 Information

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

## 10. Delete Submission

A. Select one of the delete submission buttons located at the top and bottom of this page to remove the submission.

# Diagnostics Sample Submission With Spreadsheet Form

Are you sure you wish to Delete this Submission? Press OK to continue. Press Cancel <sup>x</sup> to stay on this page.

B. Select ok to confirm the deletion of the request.

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# Diagnostics Sample Submission With Spreadsheet Form

Diagnostic Sample Submission Information

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

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

Submission Info

Submitter Information

Owner Information:

Animal Information

Specimen Information

Specimen				
Species	Specimen		Specimen ID	Additional Information
Animal ID	Gender	Age Number	Age Unit	Age Class
Disease Category	Disease or Causative Agent		Laboratory Test	Additional Test Information

Misc

Submission History

Action	Timestamp	User	Info
Submission Entered	Apr-20-2017 03:12 PM CDT	Guest User	

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

## 10. Clone Submission

- Select one of the clone buttons located at the top and bottom of this page to make a copy of the submission.
- Doing so will create a copy of the submission and prepopulate that information on a new submission for you excluding the date collected and specimen id # fields.

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# Diagnostics Sample Submission

## Generate Packing Slip

### 1. Accessing the Diagnostics Sample Submission Generate Packing Slip Page: 10-4

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

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



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# Diagnostics Sample Submission

## Generate Packing Slip

B. Select “**Generate Packing Slip**” under Diagnostics Sample Submission.

The screenshot displays the NCAH Portal dashboard. The top navigation bar includes 'NCAH Portal', 'Dashboard', 'Submission History', and 'Admin'. The user is logged in as 'GuestUser'. The main content area is titled 'Dashboard' and features a sidebar with 'NVSL', 'Submission History', 'Application Messages', and 'Account Details'. The main content area shows 'NVSL - National Veterinary Services Laboratories' with a sub-section for 'Diagnostic Sample Submission (APHIS 10-4)'. This sub-section contains a list of options: 'Sample Submission Form', 'Sample Submission With Spreadsheet Form', 'Generate Packing Slip', and 'Samples Not Yet Received by NVSL'. A red arrow points to the 'Generate Packing Slip' option, which is highlighted with a red box.

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# Diagnostics Sample Submission

## Generate Packing Slip

NCAH Portal | Dashboard | Guest User | Help

Diagnostic Sample Submission Packing Slip

NVSL Home / Diagnostic Sample Submission Packing Slip

Select submission to generate a packing slip

Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
<input checked="" type="radio"/> WILDLIFE	04/01/2017	12	12	Other (please specify), Turtle (not otherwise specified)	<a href="#">More Info...</a>

[Generate Packing Slip](#)

## 2. Generating Packing Slip

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

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

B. Select generate packing slip to create a pdf packing slip document of the selected submission.

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# Diagnosics Sample Submission

## Generate Packing Slip

05/24/2017 - FOR OFFICIAL USE ONLY

National Veterinary Services Laboratories  
Diagnostic Sample Submission (APHIS 10-4) Packing Slip



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**Submitting To** \_\_\_\_\_ **Submitter(Including Business)** \_\_\_\_\_ **Contact Information** \_\_\_\_\_

**Attachments** \_\_\_\_\_ **Purpose** \_\_\_\_\_ **Country** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Location Of Animals** \_\_\_\_\_ **Collected** \_\_\_\_\_

**Number** \_\_\_\_\_ **Herd/Flock** \_\_\_\_\_ **Preservation** \_\_\_\_\_ **Total Number Of** \_\_\_\_\_

**Additional Data** \_\_\_\_\_ **Submitted By** \_\_\_\_\_

Specimens : \_\_\_\_\_

**Disease Category** \_\_\_\_\_ **Disease or Causative Agent** \_\_\_\_\_ **Laboratory Test** \_\_\_\_\_ **Additional Test Information** \_\_\_\_\_

**User Fee Account Number:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_

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LABORATORY USE ONLY

CONDITION	PRIORITY	DISTRIBUTION	RECEIVED BY

### 3. Payment Information/Print

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

B. Using your browser/PDF viewer print the packing slip.

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# Diagnosics Sample Submission

## Generate Packing Slip

### 4. Shipping Guidelines/Information

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

- Specimens include, but are not limited to: excreta, secretta, blood and its components, tissue and tissue fluids, organs, animal parts, and cultures.
- For serological testing, submit one tube containing 2ml of clear serum per animal for each test requested.
- Pack fresh and formalin-fixed specimens separately. Formalin-fixed tissues should be packaged in leak proof containers with adequate absorbent material.
- Fresh specimens: Refrigerate tissues using pre-frozen ice packs if samples will reach the laboratory within 24 hours
- Each tube should be individually labeled and arranged in numerical order starting with 1, 2, 3... Animal identification numbers or names may be written on tubes in addition to numerical numbers, but should not be used as the only means of tube identification.
- Pre-label specimen containers to insure all recommended specimens will be collected.
- If tissues or swabs are to be in transit more than 48 hours, use dry ice unless agents should not be frozen. Note that CO<sub>2</sub> gas can inactivate some viruses and prohibit isolation. Do not freeze or use dry ice in boxes that contain formalized tissues.

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# Diagnosics Sample Submission

## Generate Packing Slip

- Formalin-fixed specimens may be shipped in the jars containing the 10% formalin solution. Alternatively, the tissue may be removed from the liquid and placed in a leak-proof bag with a formalin soaked cotton ball, provided that the tissues remained in the 10% formalin for at least 3 hours.
- All samples should be packaged for shipment to include a leak proof container along with absorbent material sufficient to absorb leaking or broken containers.
- Samples must be shipped in compliance with 49CFR and IATA regulations.
  - All relevant persons involved must have training to carry out their responsibilities.
  - Appropriate types of packaging should be utilized.
  - Sufficient absorbent materials to contain the contents of the package must be included.

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

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

- **Category A:** Specific **formal** training and documentation of it is required for all staff who package or transport items in this category.

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# Diagnosics Sample Submission

## Generate Packing Slip

- **Category B**: Documented training is required for all staff who package or transport items in this category. Staff who ship waste cultures or stock of a Category B infectious substance must be hazmat trained. Otherwise those who ship Category B infectious substances such as samples for routine testing must be trained on the information and compliant packaging techniques presented in 49 CFR 173.199. Even though the training may be **informal** and in-house, it must be documented.
- Most clients package and ship Category B items on a routine basis. If the individuals who package these items have not had the required training, it is imperative that they receive it immediately and that the training is documented. Remember any clients shipping Category A items will need to have the responsible staff **formally** trained on the subject.
- Each client is responsible for maintaining the training record for at least 3 years for each employee trained to package these substances, and for 90 days beyond the duration of employment.
- Training records must be made available to the proper regulatory authorities upon request.

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# Diagnosics Sample Submission

## Generate Packing Slip

- The DOT / PHMSA provides answers to frequently asked question on the required training on its website, [Hazmat Training](#), and in its publication, "[Does Your HazMat Training Measure Up?](#)".
- The [DOT / PHMSA website](#) and publication, *[What You Should Know: a Guide to Developing a Hazardous Materials Training Program](#)*, provides valuable information and resources including sample training records.

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

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

**1.) Examples of Category A infectious substances are confirmed cultures of organisms such as Bacillus anthraxis, Brucella abortus, Chlamydia psittaci or Eastern equine encephalitis virus.**

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# Diagnosics Sample Submission

## Generate Packing Slip

- **Category B:** *"An infectious substance that is not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. This includes Category B infectious substances transported for diagnostic or investigational purposes."* [49CFR § 173.134 Class 6, Division 6.2(a)(1)(ii)] \*

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

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

**1.)** Samples collected for *"routine testing not related to the diagnosis of an infectious disease, such as..."* blood chemistries " ... or ... for diagnosis of non-infectious diseases, such as cancer biopsies, and for which there is a low probability the sample is infectious."

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# Diagnosics Sample Submission

## Generate Packing Slip

2.) Samples, other than Category A materials, which are transported by private or contract carrier in a motor vehicle used exclusively for these materials.

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

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

- **Category A:** Watertight primary container for the specimen, absorbent material, watertight secondary container with list of contents on the outside, United Nations (UN) rated rigid outer container with proper UN labeling.
- **Category B:** Leak proof primary container with the specimen, absorbent material and leak proof secondary packaging like a sealed plastic bag, rigid outer package with proper markings. Cushioning material should be added as needed. It is no longer appropriate to use the term "*Diagnostic Specimen*" or "*Clinical Specimen*" to label the package.

# Diagnosics Sample Submission

## Generate Packing Slip

- **Exempt**: Leak-proof primary container with the specimen, absorbent material and leak-proof secondary packaging like a sealed plastic bag, rigid outer package marked "*Exempt animal specimen.*" Biohazard symbols or bags should not be used.
- In all cases, fragile primary sample packaging (tubes, slides, vials, etc.) must be wrapped or separated to prevent breakage.
- Always ask the receiving lab how best to package the sample, or if it can provide the proper packaging materials to be used. When in doubt, package it as the more stringent conditions require.
- The DOT/ PHMSA guide, [\*Transporting Infectious Substances Safely\*](#), provides additional packaging information on pages 27 – 34, with especially helpful diagrams on pages 28 – 31.

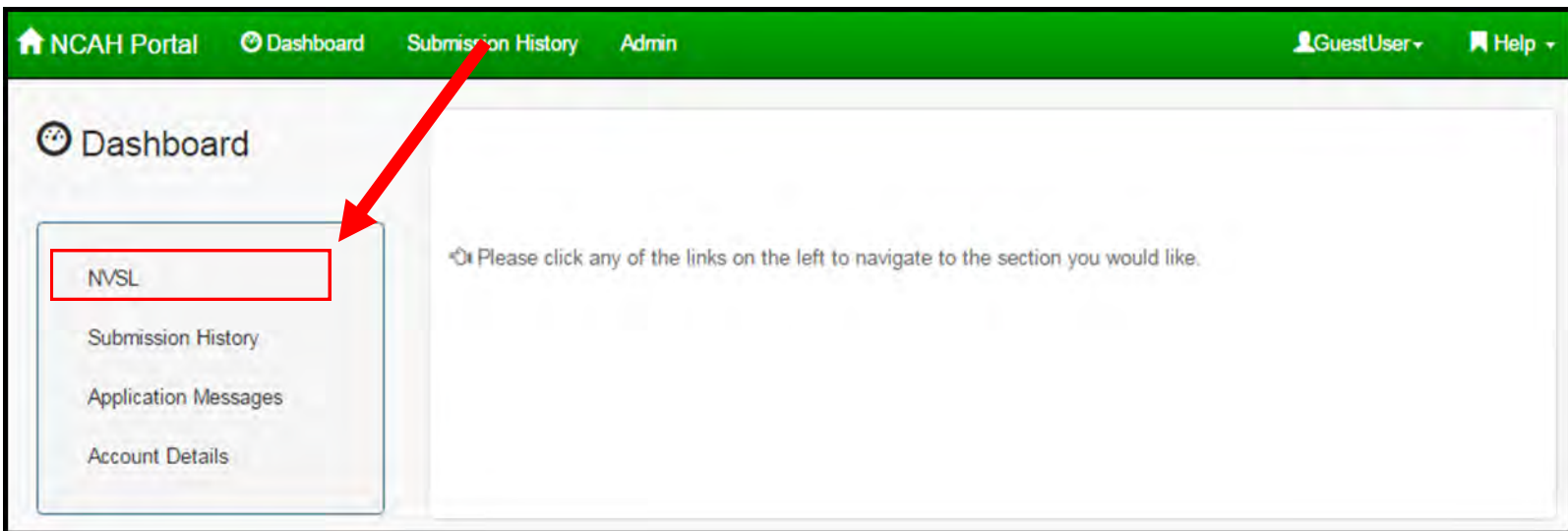
# Diagnostics Sample Submission

## Samples Not Yet Received by NVSL

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

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

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



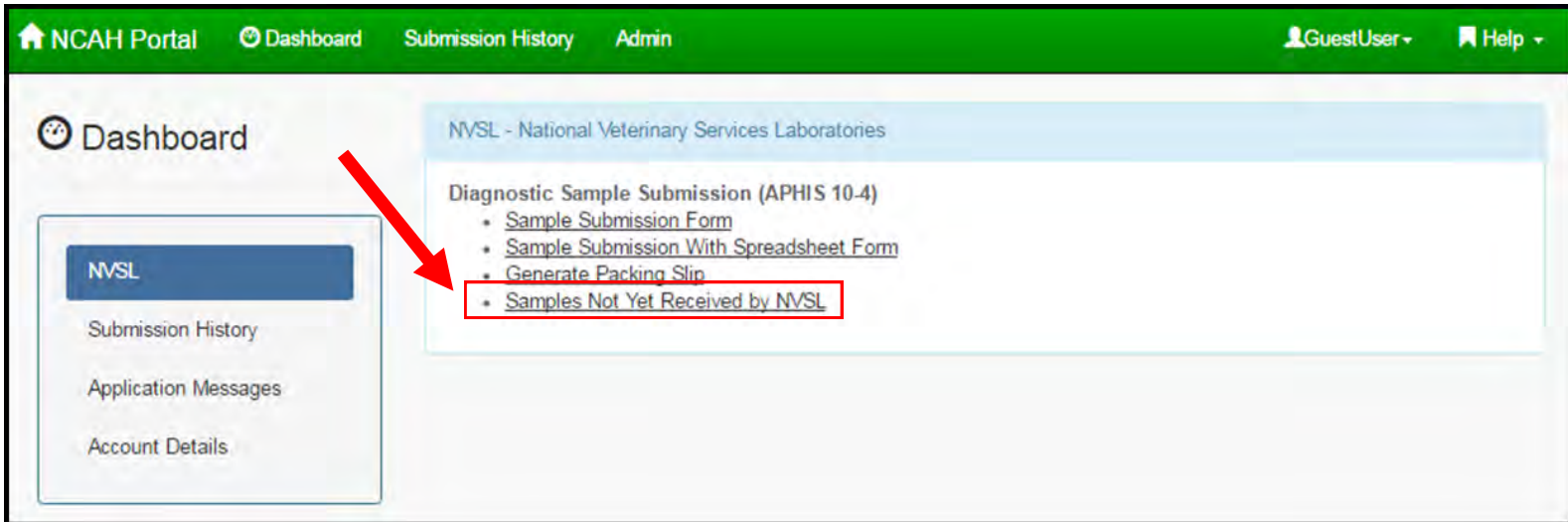
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# Diagnostics Sample Submission

## Samples Not Yet Received by NVSL

B. Select “**Samples Not Yet Received by NVSL**” under Diagnostics Sample Submission.



The screenshot displays the NCAH Portal dashboard. The top navigation bar includes 'NCAH Portal', 'Dashboard', 'Submission History', and 'Admin'. The user is logged in as 'GuestUser'. The main content area is titled 'Dashboard' and features a sidebar with 'NVSL', 'Submission History', 'Application Messages', and 'Account Details'. The 'NVSL' section is expanded, showing a list of options under 'Diagnostic Sample Submission (APHIS 10-4)'. A red arrow points to the 'Samples Not Yet Received by NVSL' option, which is also highlighted with a red box.

NCAH Portal Dashboard Submission History Admin GuestUser Help

Dashboard

NVSL

Submission History

Application Messages

Account Details

NVSL - National Veterinary Services Laboratories

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- [Sample Submission With Spreadsheet Form](#)
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- [Samples Not Yet Received by NVSL](#)

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# Diagnostics Sample Submission

## Samples Not Yet Received by NVSL

Previously Printed Diagnostic Sample Submissions

[NVSL Home](#) | [Previously Printed Diagnostic Sample Submission](#)

### Diagnostic Samples not yet received by NVSL

Show 10 entries Search:

	Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	
<input type="radio"/>	Pat Morita - Dows	04/11/2017	4	4	Horse, Grade Horse or Breed Unknown	<a href="#">More Info...</a>
<input type="radio"/>	WILDLIFE	04/01/2017	12	12	Cattle, Beef Type (Breed Unknown or Mixed)	<a href="#">More Info...</a>
<input checked="" type="radio"/>	WILDLIFE	04/01/2017	12	12	Other (please specify), Turtle (not otherwise specified)	<a href="#">More Info...</a>

Showing 1 to 4 of 4 entries

Previous 1 Next

[Generate Packing Slip](#)

## 2. Generating Processed Packing Slips

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

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

B. Select generate packing slip to create a pdf packing slip document of the selected submission.

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# Diagnosics Sample Submission

## Samples Not Yet Received by NVSL

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National Veterinary Services Laboratories  
Diagnostic Sample Submission (APHIS 10-4) Packing Slip

  
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<u>Submitting To</u>	<u>Submitter(Including Business)</u>	<u>Contact Information</u>	
<u>Attachments</u>	<u>Purpose</u>	<u>Country</u>	
<u>Owner</u>	<u>Location Of Animals</u>	<u>Collected</u>	
<u>Number</u>	<u>Herd/Flock</u>	<u>Preservation</u>	<u>Total Number Of</u>
<u>Additional Data</u>			<u>Submitted By</u>
<u>Specimens :</u>			
<u>Disease Category</u>	<u>Disease or Causative Agent</u>	<u>Laboratory Test</u>	<u>Additional Test Information</u>

<u>User Fee Account Number:</u>	
<u>Credit Card Number:</u>	<u>Exp Date:</u>

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### 3. Payment Information/Print

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

B. Using your browser/PDF viewer print the packing slip.

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# Diagnostics Sample Submission

## Samples Not Yet Received by NVSL

### **4. Shipping Guidelines/Information**

A. Please [CLICK HERE](#) to view shipping guidelines/information.

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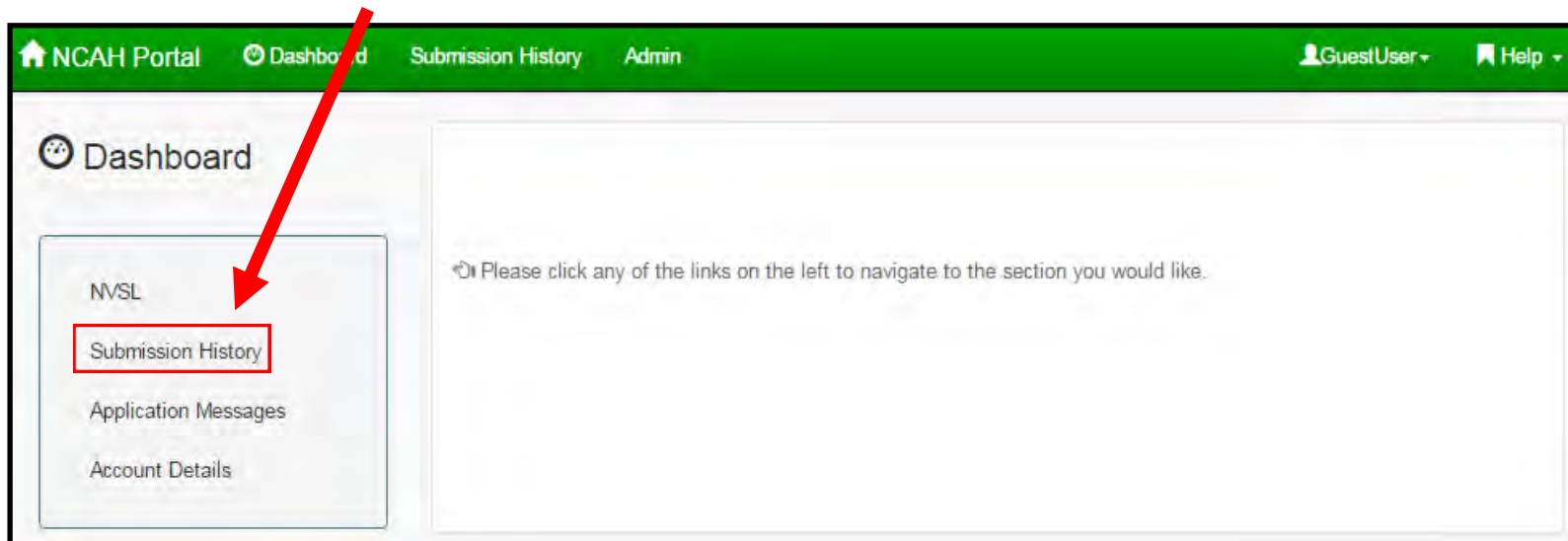


# Diagnostics Sample Submission Submission History

These instructions will show you how to access the submission history page and how to view/utilize recent submission activity, submissions not yet received and submission historical search.

## 1. Accessing The Submission History Page:

A. Select “**Submission History**”.



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# Diagnostics Sample Submission Submission History

Recent Activity (2 Weeks) Submissions Not Yet Received NVSL Historical 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); Bearded

Showing 1 to 1 of 1 entries

V. Next/Previous-> Previous 1 Next

III. Sort IV. Info-> Info

## 2. Recent Activity (2 Weeks)

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

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

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

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

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

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

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# Diagnostics Sample Submission Submission History

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

Diagnostic Sample Submissions not yet received by NVSL

I. Show Entries-> Show 100 entries II. Search-> Search:

Owner Name	Date Collected	# Of Animals	# Of Specimens	Species	Info
Pat Morita - Dows	04/11/2017	4	4	Horse, Grade Horse or Breed Unknown	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-> Previous 1 Next

## 3. Submissions Not Yet Received

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

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

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

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

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

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

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# Diagnostics Sample Submission Submission History

The screenshot shows the NVSL Historical Search interface. At the top, there is a navigation bar with 'NAVIGATION' and 'SUBMISSIONS' tabs. The 'NVSL Historical Search' link is highlighted. Below this is a search criteria form with the following fields: 'Form' (dropdown menu set to 'APHIS 10-4'), 'Submission Status' (dropdown menu set to 'Submitted'), and 'Submission Date' (with 'From:' and 'To:' date input fields set to '04/01/2017' and '04/30/2017' respectively). A green 'Search' button is at the bottom of the form. To the right of the form is the annotation '<- I. Search Criteria'. Below the form is a table with columns: 'Owner Name', 'Date Collected', '# Of Animals', '# Of Specimens', and 'Species'. The first row contains 'WILDLIFE', '04/01/2017', '1', '1', and 'Turkey, Bronze'. Below the table is the annotation 'Showing 1 to 4 of 4 entries'. To the left of the table is the annotation 'II. Show Entries->' pointing to a 'Show 100 entries' dropdown. To the right is 'III. Search->' pointing to a search input field. Below the table is 'IV. Sort' pointing to the '# Of Specimens' column header. To the right is 'V. Info->' pointing to an 'Info' button. Below the table is 'VI. Next/Previous->' pointing to 'Previous', '1', and 'Next' buttons.

## 4. NVSL Historical Search

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

### I. Search Criteria:

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

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

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

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

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

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

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# Diagnostics Sample Submission Submission History

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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