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## Program Additions and Account Updates

### Role of Primary Contact:

- Receives email communication from NSQAP
- Receives NSQAP packages
- Responsible for making program changes
  - Add/remove users
  - Contact email addresses
  - Laboratory name
  - Laboratory physical address
  - Laboratory shipping address, etc.

### Add or Remove Proficiency Testing or Quality Control Program

The PRIMARY CONTACT must make this request.

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on HELP on black bar
- Click on HELP on the drop-down
- Click “OPEN NEW REQUEST”
- On next screen, click on “**Modify (Add/Delete) Program**” under the Help Category
- Type the program(s) to add or delete. (*refer to the list of programs at the end of these FAQs*)
- Click Submit

Enrollment in these programs is not guaranteed and is subject to review.

Program changes received between November 1 to October 31 will be reviewed and if approved, go into effect in January of the upcoming year. Changes received after October 31 will go into effect in January of the following year.

Example: Changes made between October 31, 2024 -November 1, 2025 will go into effect in January of 2026.  
Changes made after November 1, 2025 be effective in January 2027.

### Request Extra Materials

The PRIMARY CONTACT must make this request.

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on HELP on black bar
- Click on HELP on the drop-down
- Click “OPEN NEW REQUEST”
- On next screen, click on “**Extra Materials Request**” under the Help Category
- Type material needed and how material will be used
- Click Submit

### Materials not received

If you have not received your materials **within ten days of the shipment date**, submit a HELP REQUEST.

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on HELP from the black bar
- Click HELP in the pulldown menu
- Click “OPEN NEW REQUEST” in blue box
- Choose “**Shipping**” under Help Category
- Type the shipment information
- Click submit

Notify NSQAP within 10 days of shipment to inform us of issues with receiving your package that may impact your ability to report results.

### Update Primary Contact

The current Primary contact must email [NSQAPDMT@cdc.gov](mailto:NSQAPDMT@cdc.gov) with laboratory code number, first name, last name, and email of new primary contact.

NOTE: If the current primary contact has left the organization, the new primary contact must email [NSQAPDMT@cdc.gov](mailto:NSQAPDMT@cdc.gov) and include laboratory code number, first name, last name, and email of new primary contact.

**Update Shipping Address, telephone number, etc.**

The PRIMARY CONTACT must email [NSQAPDMT@cdc.gov](mailto:NSQAPDMT@cdc.gov) with laboratory code number and description of updates needed.

**Contact NSQAP for general or technical questions**

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on HELP on black bar
- Click on HELP on the drop-down
- Click "OPEN NEW REQUEST"
- On next screen, click on "**Other**" under the Help Category
- Enter question
- Click Submit

## NSQAP Portal Access

### **Add or Remove User Access**

The PRIMARY CONTACT must make this request.

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on HELP from the black bar
- Click on Add/Remove Users

### **List of users with access**

- Log into the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>
- Click on Lab Information on black bar
- Click on Lab Information in the pull-down
- See CONTACTS list
- Note: YES next to name indicates portal access
- NO next to name indicates no portal access

### **Account is locked, forgot password or cannot recover password**

The user must email [NSQAPDMT@cdc.gov](mailto:NSQAPDMT@cdc.gov). Include your laboratory code number, first name, last name of the locked account.

**The email must come from the users email address associated with the locked account.**

### **Forgot password**

- From the NSQAP Participant Portal, click SAMS Login
- Click Forgot Password under SAMS Credentials section
- Enter your UserID
- Click OK
- Follow instructions to create new password

*If your UserID disappears when you click OK, repeat the process.*

# Data Reporting and Summary Reports

## Shipping Dates and Data Deadlines

The NSQAP event schedule is located on the NSQAP Participant Portal CALENDAR: KEY DATES AND EVENTS.  
<https://nbs.dynamics365portals.us/>

## Data Entry

All results are reported in the NSQAP Participant Portal <https://nbs.dynamics365portals.us/>  
User guides for each program are located by clicking HELP > NSQAP Portal User Guides

## No Emailed Results Accepted

We do not accept results by email. All results must be reported using the NSQAP Participant Portal  
<https://nbs.dynamics365portals.us/>

## Data Deadline Extension

We cannot extend the data deadline. If you are unable to report results, we suggest you conduct a self-evaluation when the summary reports are released.

## QC template upload

The QC User guide with template upload instructions is located under the HELP section.

**The ability to upload QC templates will close 15 days before the QC data deadline. Manual QC data reporting will be available until the QC data deadline.**

## QC Certification Page Location

The QC certification pages can be accessed from the NSQAP Participant Portal under the HELP section.

## PT Summary Report Location

PT Biochemical summary report location:

- Log into the NSQAP Data Reporting Portal <https://nbs.dynamics365portals.us/>
- Click on Lab Information in the black bar
- Click on Reports from the pull-down menu

See 3.8 PT Evaluation Location for ALDPT, CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, SMAPT, TOXOPT, and TRECPT summary report locations.

## PT Evaluation Location

PT Evaluation Location:

- Log into the NSQAP Data Reporting Portal <https://nbs.dynamics365portals.us/>
- Click on Lab Information in the black bar
- Click on Reports from the pull-down menu
- Click on RESULTS-LAB-#### under Portal Reports and Document

Summary reports are attached to evaluations for following programs: ALDPT, CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, SMAPT, TOXOPT, and TRECPT.

## QC Summary Report Location

QC summary report location:

- Log into the NSQAP Data Reporting Portal <https://nbs.dynamics365portals.us/>
- Click on Lab Information in the black bar
- Click on Reports from the pull-down menu

## Enrollment information

### **NSQAP participation requirements**

The laboratory must use the dried blood spot (DBS) matrix, and the laboratory's analyte reference ranges must represent the newborn period of life.

### **Application for NSQAP Participation**

NEW PARTICIPANTS must complete the Participation Request Form at this link <https://nbs.dynamics365portals.us/pr/>

*A business street address is required for shipping. We cannot ship to a residential address or a Post Office Box. Tax ID and broker information may be required for laboratories located outside the United States.*

Enrollment in NSQAP is not guaranteed and is subject to review. Approved applications received before 31 October will ship in January of upcoming year.

### **Cost for Materials and Shipping**

There is no cost for DBS materials or shipping for regularly scheduled shipments. You are responsible for any documents, import permits, fees, taxes, or other costs required by your country for release of your package from customs. While there is no monetary cost for materials or shipping, results must be reported for all PT and/or QC programs you receive. **You must report results at least one time each year to stay active in NSQAP and to continue to receive materials in the following year. Failure to report results will result in inactivation from the program(s).**

### **Requirements for Manufacturer Enrollment**

A manufacturer must have at least three NSQAP participants using your product to enroll in our program. We will verify this criterion when we receive your registration request.

### **Laboratory's Responsibility as a Participant**

You must report results at least one time each year to stay active in NSQAP and to continue to receive materials in the following year. Failure to report results will result in inactivation from the program(s).

### **Maximum Number of Laboratories per Country**

NSQAP can support up to 50 laboratories per country

## Proficiency Testing Program List

PROFICIENCY TESTING PROGRAMS	ANALYTE(S) INCLUDED
<b>Acylcarnitines (ACPT)</b>	C0(L), C2(L), C3, C3DC, C3DC+C4OH, C4, C4OH, C5, C5:1, C5DC, C5OH, C6, C8, C10, C10:1, C10:2, C14, C14:1, C16, C16OH, C18, C18:1, C18OH
<b>Adrenoleukodystrophy (ALDPT)</b>	C24:0-Lysophosphatidylcholine, C 26:0-Lysophosphatidylcholine
<b>Amino Acids and SUAC (AAPT)</b>	Arginine, Citrulline, Creatine, Guanidinoacetic Acid, GAMT Ratio, Leucine, Methionine, Phenylalanine, Succinylacetone, Tyrosine, Valine
<b>Biotinidase Deficiency (BIOTPT)</b>	Biotinidase
<b>Cystic Fibrosis DNA Variant Detection (CFDNA)</b>	Cystic Fibrosis DNA Variants
<b>Galactose-1-phosphate Uridyltransferase Deficiency (GALTPT)</b>	Galactose-1-phosphate Uridyltransferase
<b>Glucose-6-phosphate Dehydrogenase Deficiency (G6PDPT)</b>	Glucose-6-phosphate Dehydrogenase
<b>anti-HIV-1 Antibodies (HIVPT)</b>	anti-HIV-1 Antibodies
<b>Hormone + Total Galactose (HORMPT)</b>	Thyroxine, Thyroid Stimulating Hormone, 17 $\alpha$ -Hydroxyprogesterone, and Total Galactose
<b>Immunoreactive Trypsinogen (IRTPT)</b>	Immunoreactive Trypsinogen
<b>Lysosomal Storage Disorders (LSDPT)</b>	Galactoceramidase, Acid $\alpha$ -Glucosidase, $\alpha$ -L-Iduronidase, $\alpha$ -Galactosidase, $\beta$ -Glucocerebrosidase, Acid Sphingomyelinase, Iduronate-2-Sulfatase
<b>Second-tier Congenital Adrenal Hyperplasia (CAHPT) by LC-MS/MS</b>	17 $\alpha$ -hydroxyprogesterone, 4-androstenedione, cortisol, 11-deoxycortisol, 21-deoxycortisol
<b>Sickle Cell Disease and Other Hemoglobinopathies (HbPT)</b>	Sickle Cell Disease and Other Hemoglobinopathies
<b>Spinal Muscular Atrophy (SMAPT)</b>	Survival Motor Neuron 1 (SMN1) Exon 7
<b>T-cell Receptor Excision Circle (TRECPT)</b>	T-cell Receptor Excision Circle
<b>anti-Toxoplasma Antibodies (TOXOPT)</b>	<i>Toxoplasma gondii</i> IgM Antibodies

## Quality Control Program List

QUALITY CONTROL PROGRAMS	ANALYTE(S) INCLUDED
<b>17 <math>\alpha</math>-Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)</b>	17 $\alpha$ -Hydroxyprogesterone and Total Galactose
<b>Cystic Fibrosis DNA Variant Detection (CFDNAQC)</b>	QC specimens collectively contain 35 of the 39 <i>CFTR</i> pathogenic variants included in the Luminex xTAG Cystic Fibrosis 39 kit v2. In addition, one specimen contains a pathogenic variant detected by the Luminex xTAG 60 v2 kit, and two specimens contain a pathogenic variant detectable using a sequencing method.
<b>Galactose-1-phosphate Uridyltransferase (GALTQC)</b>	Galactose-1-phosphate Uridyltransferase
<b>anti-HIV-1 Antibodies (HIVQC)</b>	anti-HIV-1 Antibodies
<b>Immunoreactive Trypsinogen (IRTQC)</b>	Immunoreactive Trypsinogen
<b>Lysosomal Storage Disorders (LSDQC)</b>	Galactoceramidase, Acid $\alpha$ -Glucosidase, $\alpha$ -L-Iduronidase, $\alpha$ -Galactosidase, $\beta$ -Glucocerebrosidase, Acid Sphingomyelinase, Iduronate-2-Sulfatase
<b>Tandem MS 1 (MSMS1QC)</b>	Arginine, Alanine, Citrulline, Creatine, Creatinine, Guanidinoacetic Acid, Glycine, Leucine, Methionine, Ornithine, Phenylalanine, Succinylacetone, Tyrosine, Valine, C0, C2, C3, C3DC, C3DC+C4OH, C4, C4OH, C5, C5:1, C5DC, C5OH, C6, C8, C10, C12, C14, C14:1, C16, C16OH, C18, C18OH, C20-LPC, C22-LPC, C24-LPC, C26-LPC, Adenosine, Deoxyadenosine
<b>Thyroxine (T4QC)</b>	Thyroxine
<b>Thyroid-Stimulating Hormone (TSHQC)</b>	Thyroid Stimulating Hormone