Centers for Disease Control and Prevention (CDC)

National Center for Environmental Health (NCEH)

Division of Laboratory Sciences (DLS)

NEWBORN SCREENING AND MOLECULAR BIOLOGY BRANCH (NSMBB)

NEWBORN SCREENING QUALITY ASSURANCE PROGRAM (NSQAP) PORTAL
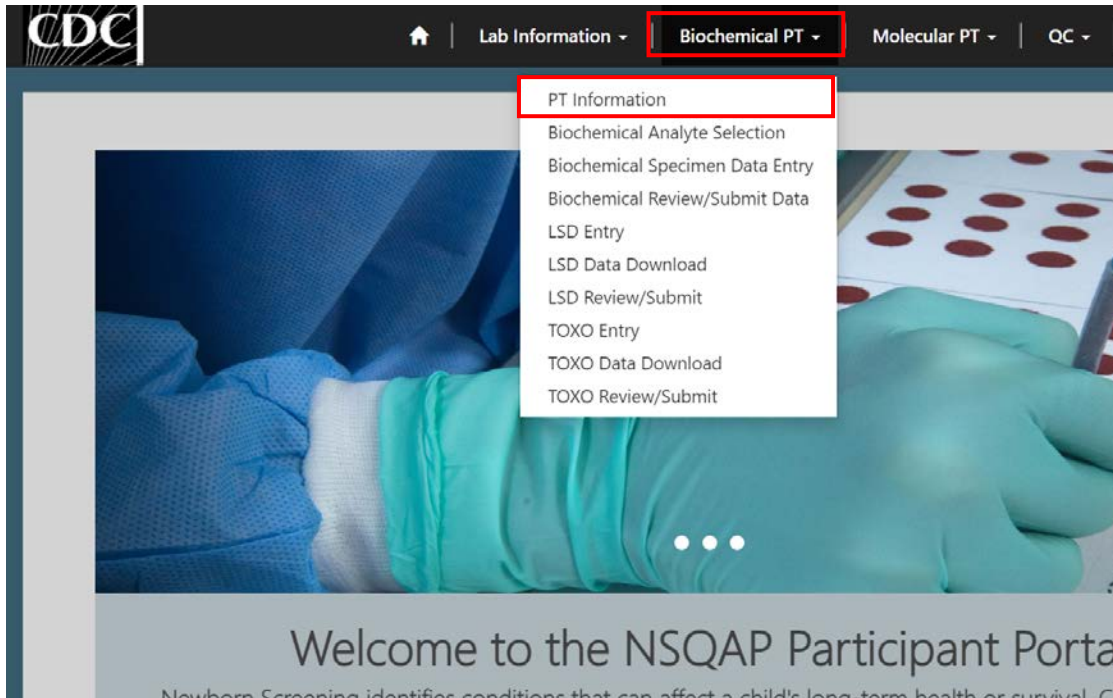
PROFICIENCY TESTING DROP-OFF USER GUIDE

February 2021

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1. PT Program File Drop-Off

Laboratories participating in the following programs will need to utilize the PT program file drop-off page to upload data report forms: ALDPT, CAHPT, HbPT, HIVPT.

1. Navigate to the program file drop-off area by selecting the **'Biochemical PT '** tab at the top of the page on the toolbar then **'PT Information'.**

2. Select the **'Program File Drop-off Instructions'** icon for upload instructions and/or select **'Program File Drop-off'** icon to upload data entry forms.

1.1 Download the Data Report Form

Data report forms for the following programs can be downloaded from the NSQAP Portal: ALDPT, CAHPT, HbPT, HIVPT.

1. Select the **'Program File Drop-off'** on the PT Information page.

Proficiency Testing

Download the PT Portal Entry Instructions for how to enter and submit your PT results.
Use the Program File Drop-off for the following PT Programs: CAHPT, HbPT, HIVPT, ALDPT.

PT Portal Entry Instructions   PT Analyte Selection   PT Specimen Data Entry   PT Submit/View Data

Program File Drop-off Instructions   Program File Drop-off   PT Assay and Reporting Instructions

This is instructions on how to drop off results
for CAHPT, HbPT, HIVPT, ALDPT.

2. Select **'Click here to download PT template'**.

Home > **Program File Drop-off**

Program File Drop-off

Note: Select the link below to access file upload folder for: CAHPT, HbPT, HIVPT, ALDPT (Click here to download PT template)

Folder ↑	Created On
PT Drop Box - LAB-9001	8/31/2020 10:13 AM

About NSQAP Self-Service Portal

This program is cosponsored by the Centers for Disease Control and
Prevention (CDC) and the Association of Public Health Laboratories

3. Click on the Microsoft Excel icon to download the data report form(s). Click below the Excel icon to assess PT program assay and reporting instructions.

4. Complete the data report form template(s) according to the data report form instructions.

1.2 Upload the PT Program Data Report Form

1. Data report forms for the following programs should be uploaded to the PT Drop Box: ALDPT, CAHPT, HbPT, HIVPT.

2. Select the **'Program File Drop-off'** on the PT Information page.

3. Select **'PT Drop Box'** to access your lab's upload folder.

Home > **Program File Drop-off**

Program File Drop-off

Note: Select the link below to access file upload folder for: CAHPT, HbPT, HIVPT, ALDPT. (Click here to download PT template)

Folder ↑	Created On
PT Drop Box - LAB-9001	8/31/2020 10:13 AM

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4. Upload files to your lab's folder by clicking **'+Add files'**.

Note: You are required to use the following naming convention before uploading your files. "Program Name_Lab Number". eg. "CAHPT_LAB0300"
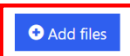
Note: You can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.

Home > **Upload Files**
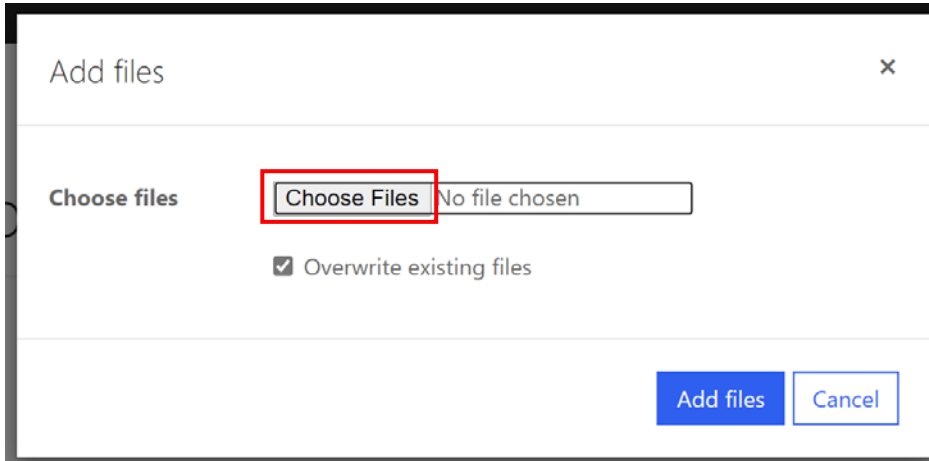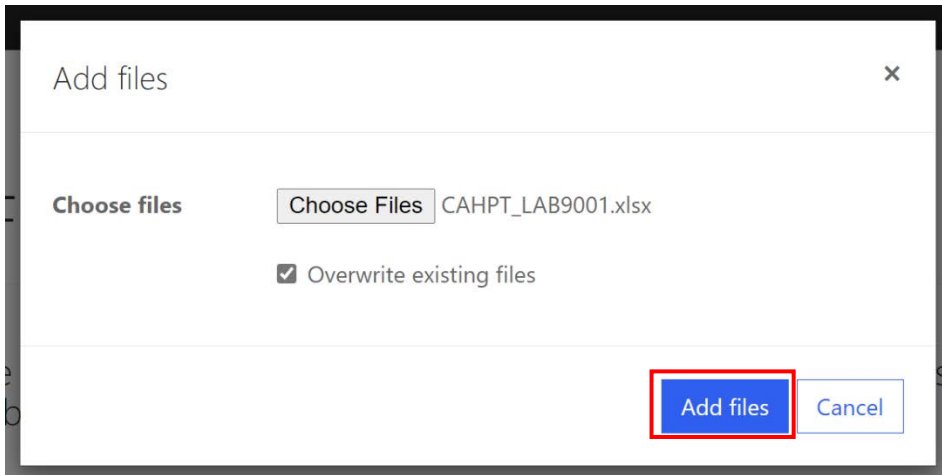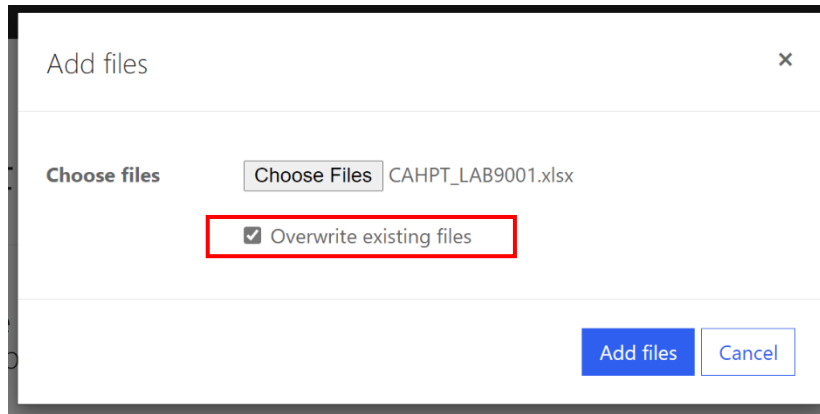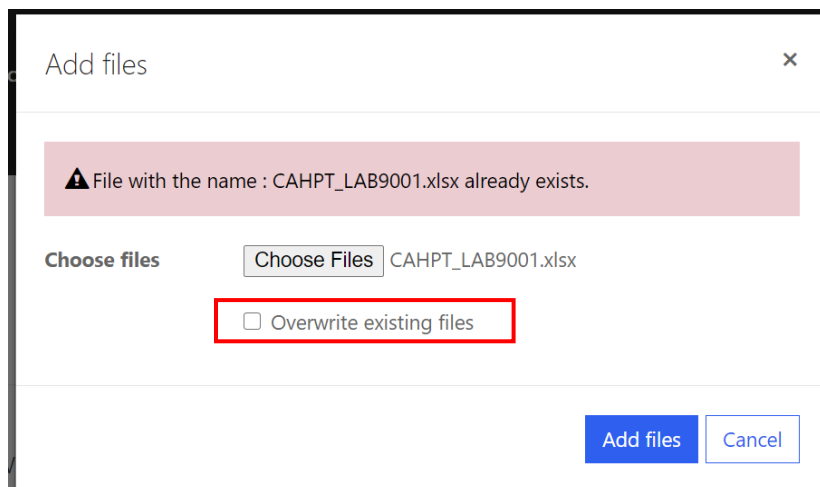
Upload Files

Note: Please use the following naming convention before uploading your files. "Program name_Lab Number". eg. "CAHPT_LAB0300".

Note: Participants can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.

⊕ Add files

Name ↑	Modified
There are no folders or files to display.	

5. A small separate window **'Add Files'** will appear. Select **'Choose Files'** to locate and attach your file.

6. Select **'Add Files'** to upload your file.

7. The file will appear in your folder once successfully uploaded.

8. To replace an existing file with the same name, repeat steps 4-6 ensuring that **'overwrite existing files'** is checked.

9. The previous file of the same name will be replaced with the new file.

10. If the new file has the same name as an existing file and 'overwrite existing files' is not checked, an error message will appear.

11. Select overwrite existing files or manually delete the existing file to upload the file. Ensure that all uploaded files are compliant with the required naming convention. See step 4 above.

12. To manually delete files, select the down arrow next to the file and click delete.

13. Follow steps 3 – 7 to upload other PT program files if necessary.