

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**

**PT PARTICIPANT GUIDE**

**September 2020**

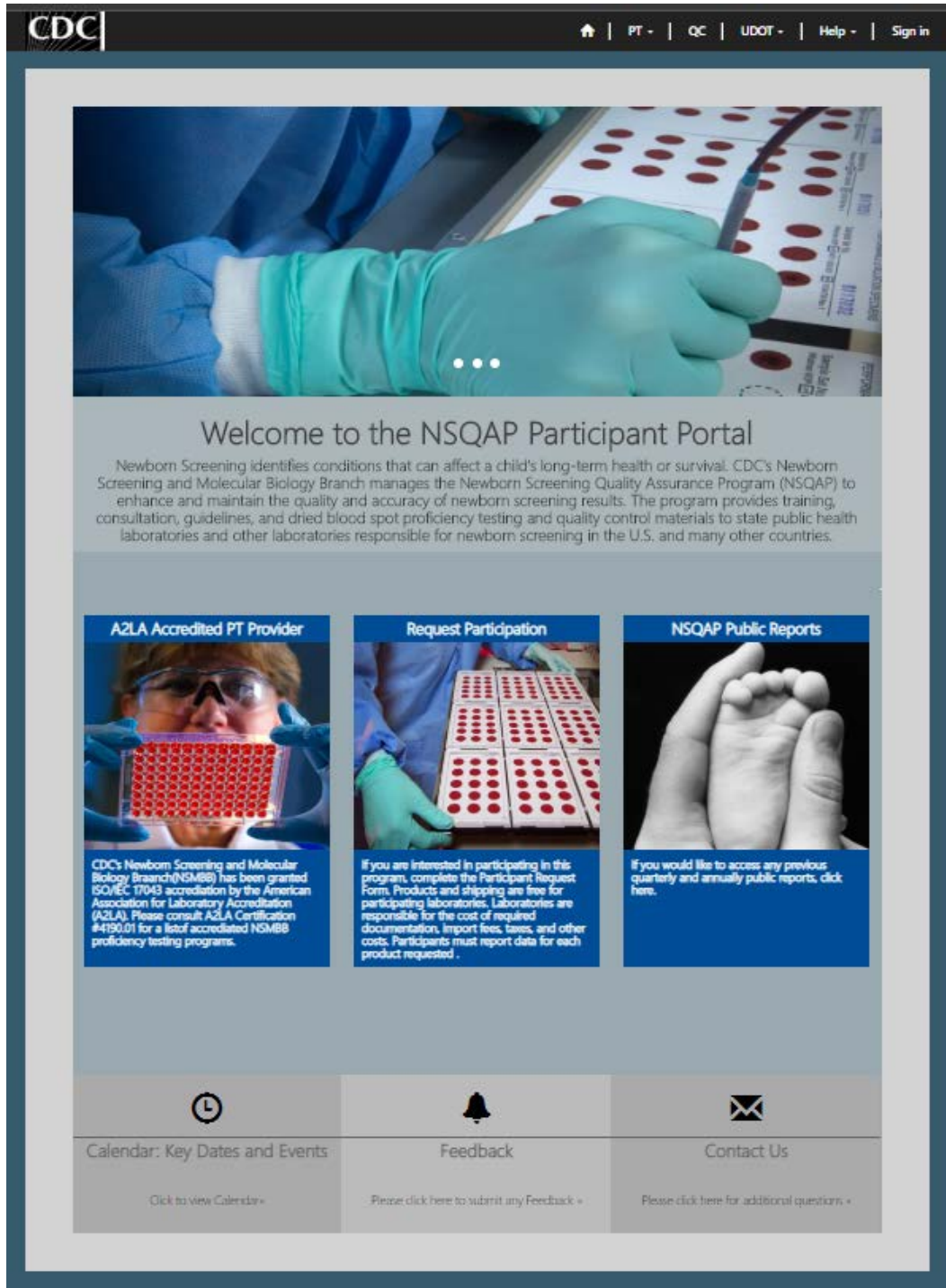
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# 1. Navigating the NSQAP Portal

## 1.1 NSQAP Portal Landing Page

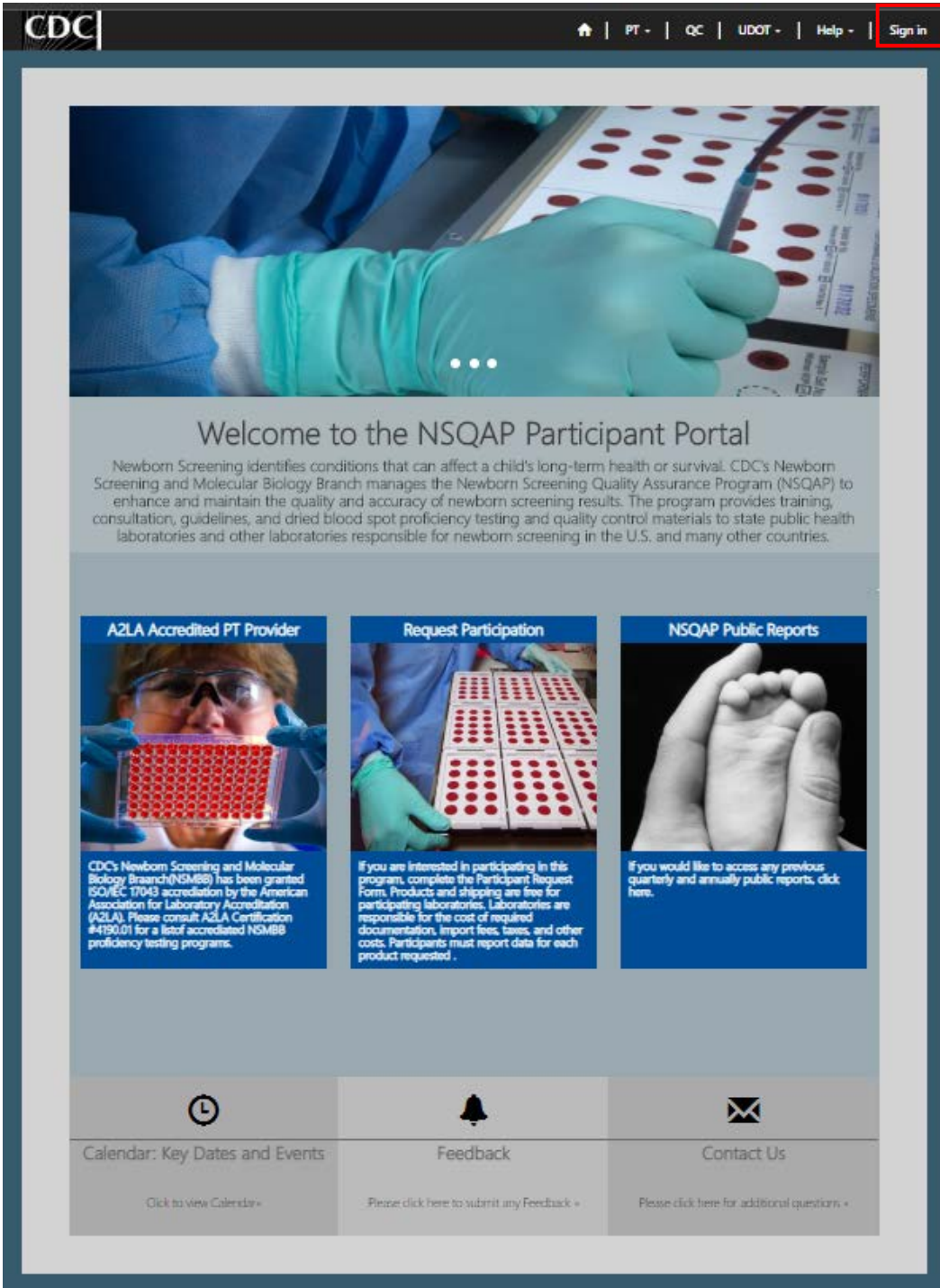
Enter <https://nbs.dynamics365portals.us/> into your web browser. The link will connect you to the NSQAP Portal Landing Page.



## 1.2 Signing into the NSQAP Portal

To access the NSQAP Portal, participants will need to sign in.

1. Click the **'Sign In'** button at the top right of the page on the toolbar.

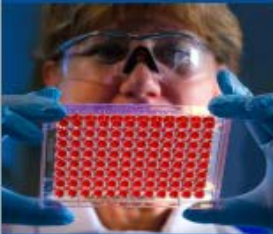


**CDC** | [Home](#) | [PT](#) | [QC](#) | [UDOT](#) | [Help](#) | [Sign In](#)

### Welcome to the NSQAP Participant Portal


Newborn Screening identifies conditions that can affect a child's long-term health or survival. CDC's Newborn Screening and Molecular Biology Branch manages the Newborn Screening Quality Assurance Program (NSQAP) to enhance and maintain the quality and accuracy of newborn screening results. The program provides training, consultation, guidelines, and dried blood spot proficiency testing and quality control materials to state public health laboratories and other laboratories responsible for newborn screening in the U.S. and many other countries.

#### A2LA Accredited PT Provider




CDC's Newborn Screening and Molecular Biology Branch (NSMBB) has been granted ISO/IEC 17043 accreditation by the American Association for Laboratory Accreditation (A2LA). Please consult A2LA Certification #4190.01 for a list of accredited NSMBB proficiency testing programs.

#### Request Participation




If you are interested in participating in this program, complete the Participant Request Form. Products and shipping are free for participating laboratories. Laboratories are responsible for the cost of required documentation, import fees, taxes, and other costs. Participants must report data for each product requested.

#### NSQAP Public Reports




If you would like to access any previous quarterly and annually public reports, click [here](#).




Calendar: Key Dates and Events

[Click to view Calendar >](#)



Feedback

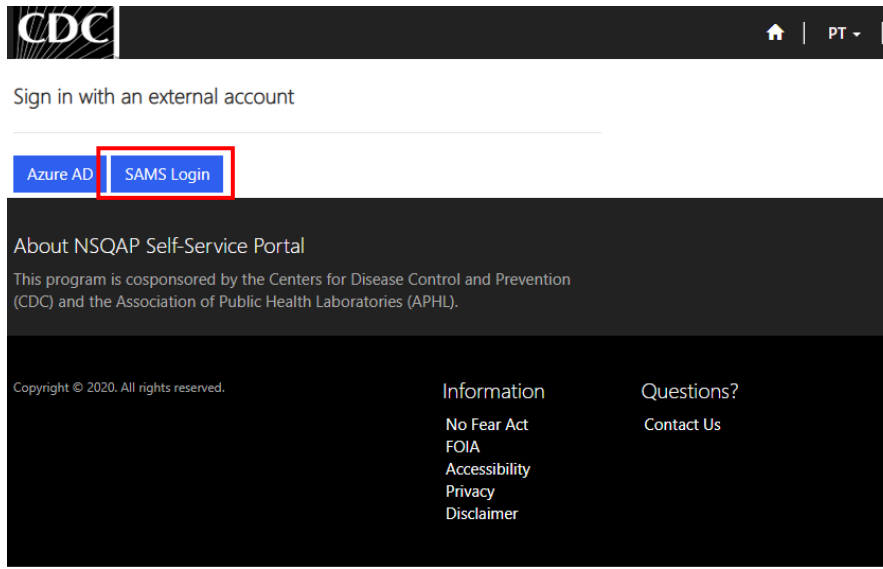
[Please click here to submit any Feedback >](#)



Contact Us

[Please click here for additional questions >](#)

- Click the **'SAMS Login'** button and you will be directed to the SAMS login page.



- Enter your SAMS Username and SAMS Password and select the **'Login'** button. You will be redirected to the Profile Page when logging in for the first time, otherwise you will be redirected to the NSQAP Portal Landing Page.

[CDC A-Z INDEX](#)

**SAMS**  
 secure access management services

**Warning:** This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

**Choose a login option**

**External Partners**

**SAMS Credentials**

SAMS Username

SAMS Password

**Login**

Forgot Your Password?

For External Partners who login with **only** a SAMS issued UserID and Password.

**SAMS Grid Card**

Click the Login button to sign on with a SAMS Grid Card

**Login**

For External Partners who have been issued a SAMS Grid Card.

**HHS Staff**

**AMS Login**

How to use AMS

**Login**

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)

**AMS One Time Password**


How to use OTP

**Login**

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

4. When logging in for the first time, verify your information (First Name, Last Name, & Email) is correct. If not, correct it in the corresponding text box and select the **'Update'** button at the bottom of the page. Then select the **'Home'** icon on the toolbar at the top of the page to navigate back to the NSQAP Portal Landing Page.

## Profile



Corvin Bradley

Profile

Security

Manage External Authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

### Your Information

<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="Corvin"/>	<input type="text" value="Bradley"/>
<b>E-mail *</b>	<b>Business Phone</b>
<input type="text" value="cpw7@cdc.gov"/>	<input type="text"/>
<b>Organization Name</b>	<b>Title</b>
<input type="text"/>	<input type="text"/>
<b>Nickname</b>	<b>Web Site</b>
<input type="text"/>	<input type="text"/>

**Public Profile Copy**

**Preferred Language**

Q

How may we contact you? Select all that apply.

☒ Email

☒ Fax

☒ Phone

☒ Mail

Update

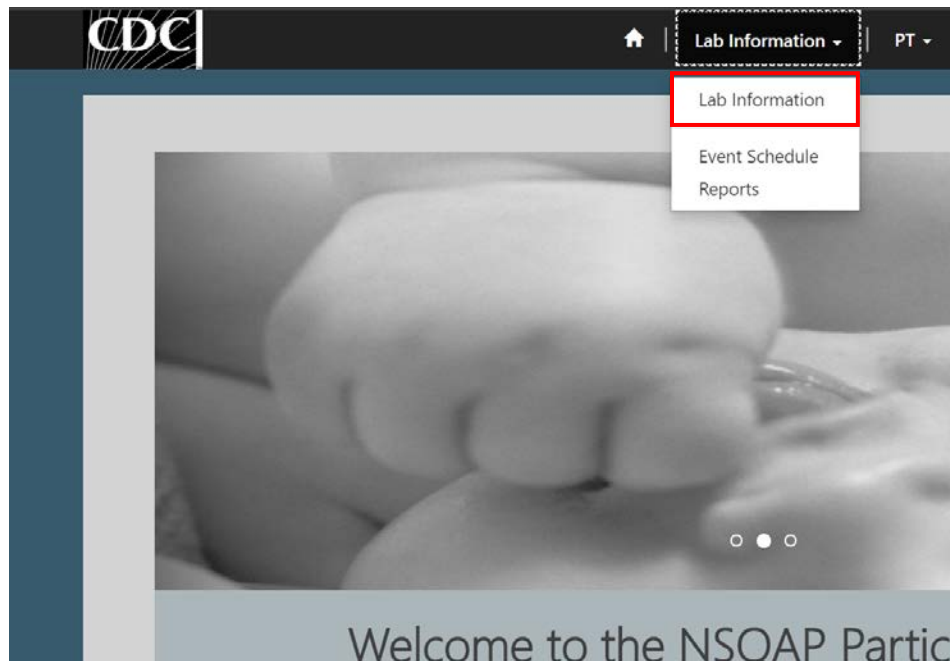
- When logged in, your name will appear in the Top Right Corner where the 'Sign In' button appeared prior to logging in.



## 1.3 Lab Information

The Lab Information Page contains lab specific data. Steps to navigate to and review lab information are listed below.

- Select the '**Lab Information**' button at the top of the page on the toolbar and select the '**Lab Information**' option.



The Lab Information Page will appear, and it is broken into four sections: Account Information, Shipping Address, Laboratory Profile, and Shipment.

## Summary

### ACCOUNT INFORMATION

LCN

LAB-0300

Lab Name \*

Centers for Disease Control and Prevention NSQAP Lab

Phone

770-488-7945

Email

nsqaplab@cdc.gov

Fax

770-488-4255

Website

—

Enrollment Date

—

Tax ID Number

—

### Main Address

4747 buford Building 110 Room 3201  
Chamblee GA 30341  
US

### Primary Contact

NSQAP LAB

### Email \*

nsqaplab@cdc.gov

### Business

—

### CONTACTS

#### Full Name ↑

#### Email

Corvin Bradley	opw7@cdc.gov
Daniel Mandel	ibt17@cdc.gov
Hema Desai	jpx2@cdc.gov
Irene Williams	ial2@cdc.gov
Joanne Mei	jym0@cdc.gov
John Bernstein	ytf5@cdc.gov

< 1 2 >

## ACCOUNT INFORMATION

Contains the following:

Lab code number (LCN)

Lab Name

Phone Number

Email Address

Fax Number

Website

Enrollment Date

Tax ID Number

Main Address

Primary Contact

Contacts

## Shipping Address

### Ship to Name:

Centers for Disease Control and Prevention NSQAP Lab

### Ship Address 1:

4747 buford

### Ship Address 2:

Building 110 Room 3201

### Ship Address 3:

—

### Ship Address City:

Chamblee

### Ship: State/Province

GA

### Ship: ZIP/Postal Code

30341

### Ship: Country/Region

US

## SHIPPING ADDRESS

Contains the following:

Ship to Name

Ship Address 1

Ship Address 2

Ship Address 3

Ship Address City

Ship: State/Province

Ship: ZIP/Postal Code

Ship: Country/Region

## Details

### Laboratory Profile

Profile Category ↑	Program Overview	Lab Profile Status	Name
PT	AAPT,ACPT,BIOTPT,CAHPT,CFDNAPT,G6PDPT,GALPT,HbPT,HIVPT,HORMPT,JRTPT,LSDDPT,TOXOPT,TRECPT,UDOT,XALDPT	Active	PT-0300
QC	170HP,AAACQC,CAHQC,GALTQC,GAMTQC,HIVQC,IRTQC,LSDDQC,MMA-HCYQC,MSUD-PKUQC,T4QC,TSHQC,XALDQC	Active	QC-0300

## LABORATORY PROFILE

Contains information related to the programs the lab is enrolled in:

Proficiency Testing (PT)

Quality Control (QC)

SHIPMENT						
Name ↑	FedEx tracking No.	Package Type	Shipment Type	Shipping Date	Shipping Quarter	Shipping Held
There are no records to display.						

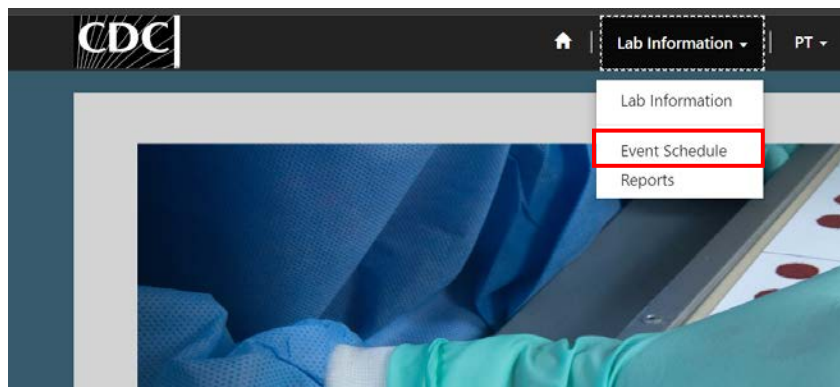
**SHIPMENT**  
Contains FEDEX Tracking information

**Note:** Lab information should be reviewed from time-to-time for accuracy so that information stays updated.

## 1.4 Event Schedule

The Event Schedule Page will display quarterly shipping events and provide labs with deadlines to submit data to NSQAP. Steps to navigate to and review the event schedule are listed below.

1. Select the **'Lab Information'** button at the top of the page on the toolbar and select the **'Event Schedule'** option.



2. The Event Schedule Page will appear with a list of events on the left side and a calendar with the number of events per month on the right side.

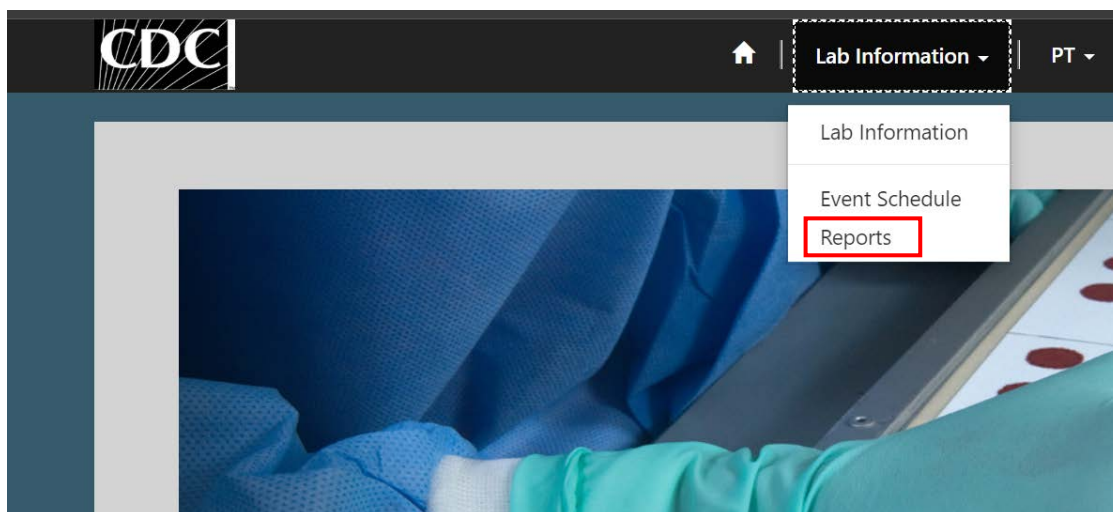
### Event Schedule



## 1.5 Reports

The Reports Page displays summary and other reports, i.e. 'Quarterly Summary Reports' and Laboratory-specific evaluations are found here.


1. Select the '**Lab Information**' button at the top of the page on the toolbar and select the '**Reports**' option.



2. The Reports Page appears with a list of available reports underneath the 'Portal Reports and Documents' text. Toward the bottom of the page, is a document area that houses reports or documents specific to the lab.

Home > Portal Reports and Documents

## Portal Reports and Documents

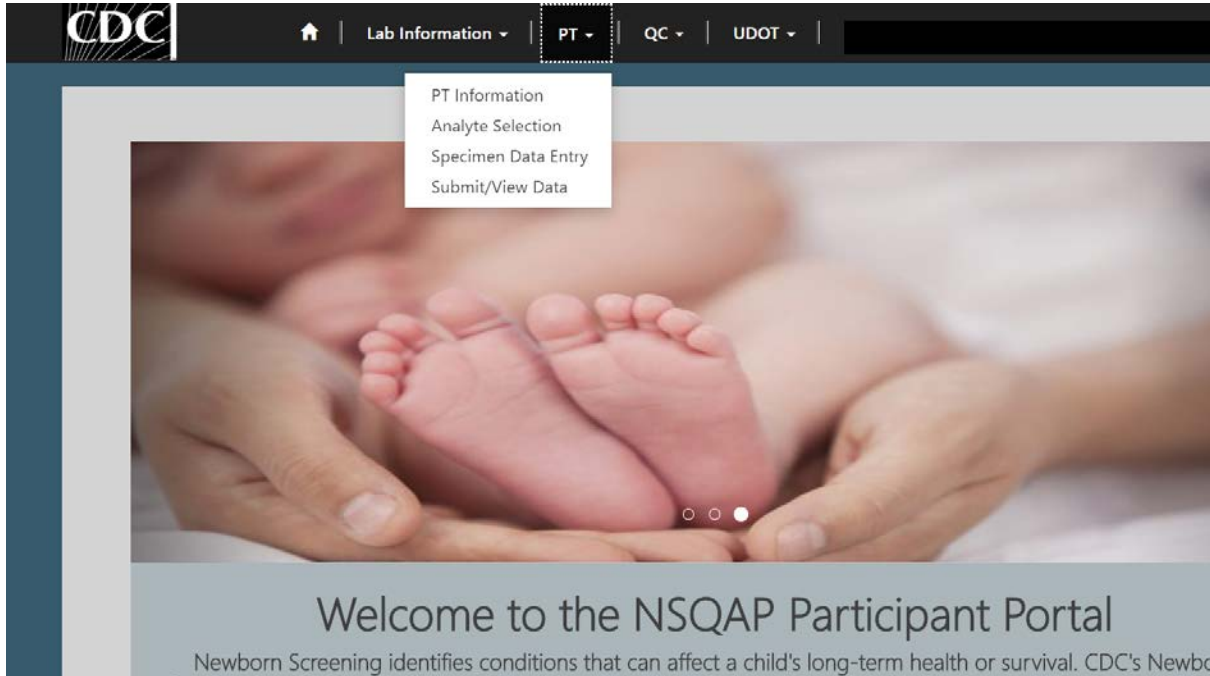
• [Current Quarterly Summary](#)  [PDF - 1 MB]

Name ↑	Created On
<a href="#">RESULTS - LAB - 0237/LAB-9000</a>	1/28/2020 4:12 PM
<a href="#">RESULTS - LAB-9000</a>	1/28/2020 4:42 PM
<a href="#">RESULTS - LAB-9000</a>	1/28/2020 4:27 PM

**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 (APHL).

## 1.6 Proficiency Testing

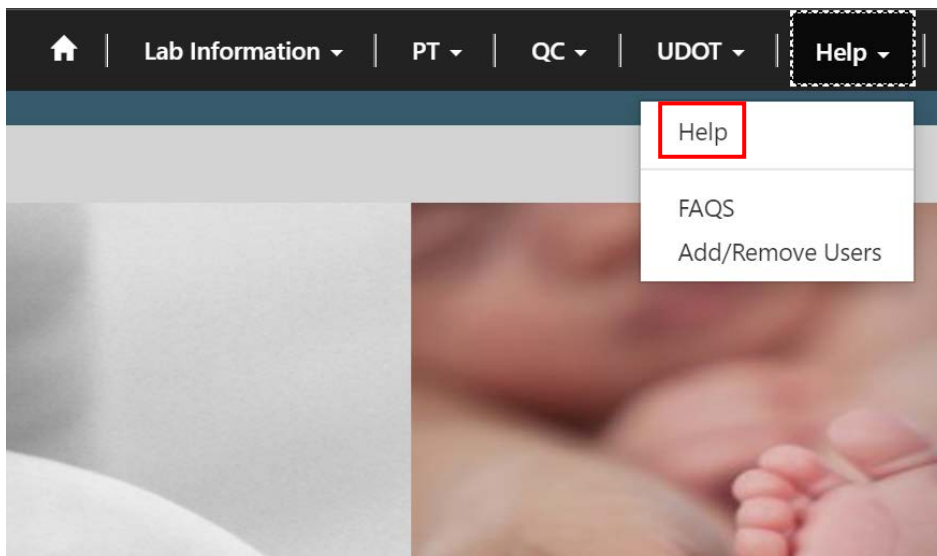
The PT section is used to enter and submit data for Proficiency Testing events. Steps for navigating, entering, and submitting data are covered in Sections 2 – 5.



## 1.7 Help Request

Help can be requested from the 'Help' area.

1. Select the **'Help'** button at the top of the page on the toolbar and select the **'Help'** option.



- To create a Help Request, select the **'Open a New Request'** button.

Home > Open a Request

## Open a Request

What can we help you with?

e.g. User login is failing

My Open Request

Search

**Open a New Request**

Request Number	Request Title	Help Category	LCN	Status	Created On
CAS-01113-Y456X7	Contact/Address Update	Contact/Address Update	LAB-9000	In Progress	6/24/2020 5:02 PM
CAS-01110-R7V1M8	Enrollments	Enrollments	LAB-9000	In Progress	4/6/2020 12:00 PM
CAS-01109-F4F0T5	Add Portal User	Other	LAB-9000	In Progress	3/19/2020 1:49 PM
CAS-01108-C77C90	Add Portal User	Other	LAB-9000	In Progress	3/18/2020 10:26 PM

- On the new request form, select a Help Category from the drop-down list: Certificates, Contact/Address Update, Extra Material Request, NSQAP Website, Reporting Request, Shipping, or Other. Select a category and enter a detailed description of the request. Using the **'Browse'** button at the bottom of the request form, upload supporting documents. When all fields are complete, select the **'Submit'** button to submit the request to NSQAP.

## Open a New Request

Help Category \*

Description \*

Use to attach supporting files

Choose Files No file chosen

Submit Cancel

**NOTE:** If the 'Other' category is selected, use the text box to describe the help request.

- To track the status of a help request, refer to the 'Request Number' in the 'My Open Request' table in the Help Page.

Home > Open a Request

## Open a Request

What can we help you with?

e.g. User login is failing

My Open Request

Search

Open a New Request

Request Number	Request Title	Help Category	LCN	Status	Created On
CAS-01113-Y4S6X7	Contact/Address Update	Contact/Address Update	LAB-9000	In Progress	6/24/2020 5:02 PM
CAS-01110-R7V1M8	Enrollments	Enrollments	LAB-9000	In Progress	4/6/2020 12:00 PM
CAS-01109-F4F0T5	Add Portal User	Other	LAB-9000	In Progress	3/19/2020 1:49 PM
CAS-01108-F77ED8	Add Portal User	Other	LAB-9000	In Progress	3/18/2020 10:35 PM

- If a request needs to be closed out or cancelled because the issue was resolved before NSQAP resolved it, select the 'Request Number' hyperlink in the 'My Open Request' table and scroll to the bottom of the page and select the '**Close Case**' or '**Cancel Case**' button.

Created On

6/24/2020 5:02 PM

Timeline

Add Comment

There are no activities to display.

### Tab

Upload Files here

Add files New folder

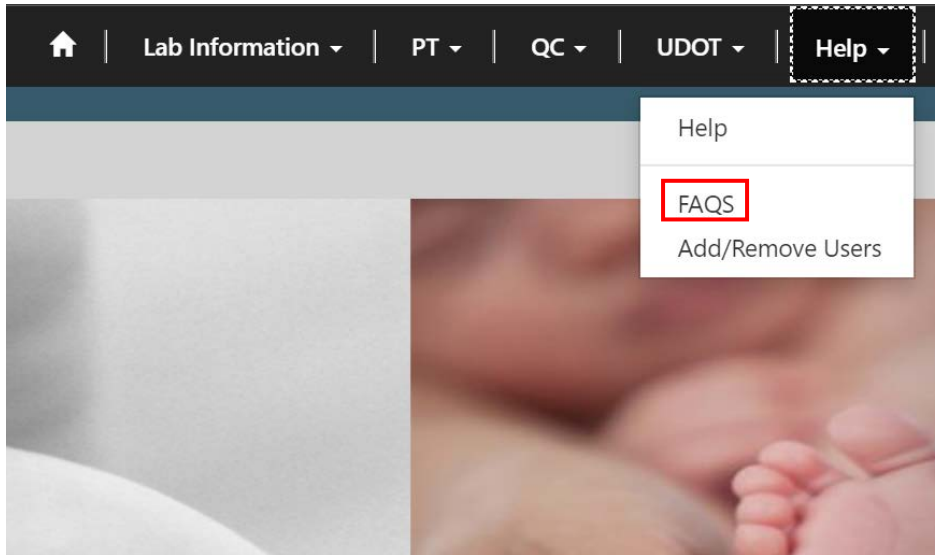
You don't have permissions to view these files and folders.

Update Close case Cancel case

## 1.8 Frequently Asked Questions (FAQs)

Answers to Frequently Asked Questions (FAQs) are found on the FAQs page.

1. Select the **'Help'** button at the top of the page on the toolbar and select the **'FAQs'** option.



2. Select a question and it will navigate to the answer.

## Frequently Asked Questions

[What are criteria for participation?](#)

[Is there a cost for materials or a cost for shipping?](#)

[What information do you need to ship my DBS materials?](#)

[When will I start receiving PT and/or QC dried blood spot materials as a Domestic \(US/Canada\) Participant?](#)

[When will I start receiving PT and/or QC dried blood spot materials as an International Participant?](#)

[How do I remain active in the NSQAP?](#)

[Do I have to re-enroll each year?](#)

[How do I change the primary contact person, shipping address, email address, etc. for our laboratory?](#)

[How do I report data?](#)

[When are materials shipped? When are the data due?](#)

[What if I do not receive my materials?](#)

[What if I cannot report my results by the data deadline? Can I ask for an extension?](#)

[What if I forgot my SAMS password or my SAMS password has expired?](#)

[What are criteria for participation?](#)

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

[Top](#)

[Is there a cost for materials or a cost for shipping?](#)

There is no cost for dried blood spot materials or shipping. However, any documents, import permits, fees, taxes, or other costs required by your country for release of your package from customs are your responsibility.

## 1.9 NSQAP Landing Page Links

### Request Participation

The Request Participation section on the NSQAP Landing Page links to the Participation Request Form outlined in Section 1.7.

### NSQAP Public Reports

The NSQAP Public Reports section on the NSQAP Landing Page links to the CDC page with past NSQAP quarterly and annual reports.

### Calendar: Key Dates and Events

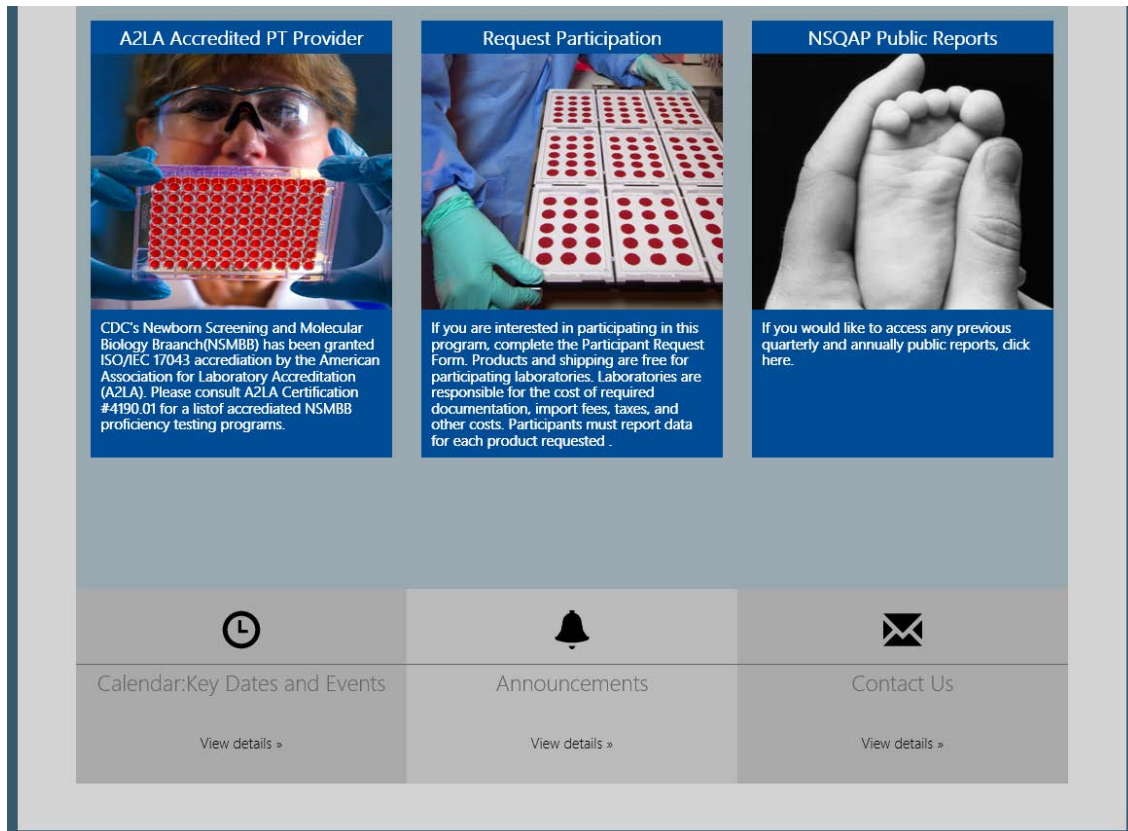
The Key Dates and Events link at the bottom left of the NSQAP Landing Page links to the Event Schedule outlined in Section 1.4.

### Announcements

The Announcements link at the bottom center of the NSQAP Landing Page links to the Event Schedule outlined in Section 1.4.

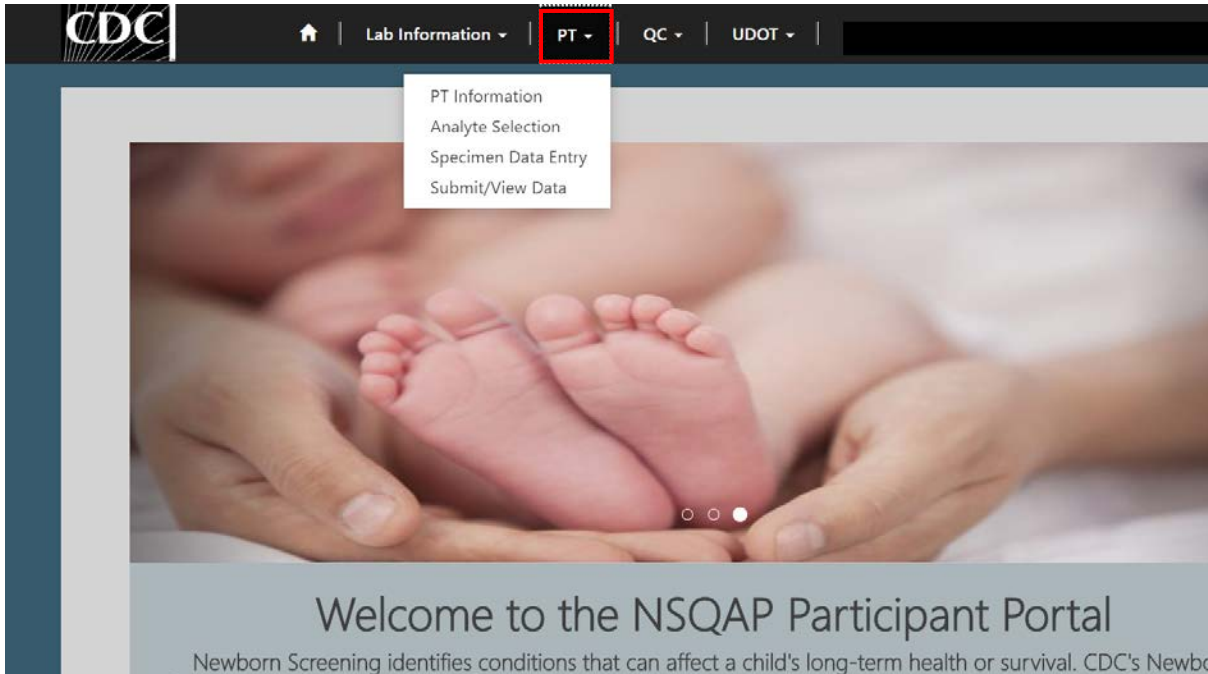
### Contact Us

The Contact Us link at the bottom right of the NSQAP Landing Page opens an email window to send an email directly to the NSQAP team.



## 2. PT Navigation

The PT section of the NSQAP Portal can be accessed by clicking **'PT'** from the menu bar. Four options will be revealed: PT Information, Analyte Selection, Specimen Data Entry, and Submit/View Data.



### 2.1 PT Information Homepage

1. Select the **'PT'** button at the top of the page on the toolbar and select the **'PT Information'** option.



2. This page serves as the homepage and resource for all PT related activities.

## PT Information

### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.



PT Portal Entry Instructions



PT Analyte Selection



PT Specimen Data Entry



PT Submit/View Data



Program File Drop-off Instructions

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



Program File Drop-off

3. The PT Information homepage contains several icons that are used to navigate to the various PT sections within the NSQAP Portal.

## PT Information

### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.

1



PT Portal Entry Instructions

2



PT Analyte Selection

3



PT Specimen Data Entry

4



PT Submit/View Data

5



Program File Drop-off Instructions

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

6



Program File Drop-off

1. **PT Portal Entry Instructions** – Downloadable Instructions for Completing Data Entry in the NSQAP Portal.
2. **PT Analyte Selection** – Page for setting up the portal for PT Data Entry.
3. **PT Specimen Data Entry** – Page for entering PT Program Data.
4. **PT Submit/View Data** – Page for reviewing and submitting PT Program Data.
5. **Program File Drop-Off Instructions**– Downloadable Instructions for uploading PT program data entry forms into the NSQAP Portal.

6. **Program File Drop-Off** – Page for uploading PT program data report forms into the NSQAP Portal.

## 2.2 Analyte Selection

1. Laboratories participating in the following programs should utilize the analyte selection page to set up the portal for data entry: ACPT, AAPT, BIOT, GALTPT, G6PDPT, HORMPT, & IRTPT.

Home > Program List - Select Analytes, Method(s) and Cutoff(s)

### Program List - Select Analytes, Method(s) and Cutoff(s)

Program Name ↑	Created On
Acylcarnitines (ACPT)	4/10/2020 10:20 AM
Amino Acids and SUAC (AAPT)	4/10/2020 10:20 AM
Biotinidase (BIOT)	4/10/2020 10:20 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)	4/10/2020 10:20 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)	4/10/2020 10:20 AM
Hormone + Total Galactose (HORMPT)	4/10/2020 10:20 AM
Immunoreactive Trypsinogen (IRTPT)	4/10/2020 10:20 AM

2. This page can be accessed by clicking on **'PT'** on the drop-down menu or **'PT Analyte Selection'** on the PT Information page.
3. For additional information on specimen data entry, see section 3.1.

## 2.3 Specimen Data Entry

1. Laboratories participating in the following programs should utilize the specimen data entry page to enter data into the portal: ACPT, AAPT, BIOT, GALTPT, G6PDPT, HORMPT, & IRTPT.

Home > Program List - Specimen Data Entry

### Program List - Specimen Data Entry

Program Name ↑	Created On
Acylcarnitines (ACPT)	4/10/2020 10:20 AM
Amino Acids and SUAC (AAPT)	4/10/2020 10:20 AM
Biotinidase (BIOT)	4/10/2020 10:20 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)	4/10/2020 10:20 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)	4/10/2020 10:20 AM
Hormone + Total Galactose (HORMPT)	4/10/2020 10:20 AM
Immunoreactive Trypsinogen (IRTPT)	4/10/2020 10:20 AM

2. This page can be accessed by clicking on **'PT'** on the drop-down menu or **'PT Specimen Data Entry'** on the PT Information page.
3. For additional information on analyte selection, see section 3.2.

## 2.4 Submit/View Data

1. Laboratories participating in the following programs should utilize the summary and submission page to review and submit data: ACPT, AAPT, BIOT, GALTPT, G6PDPT, HORMPT, & IRTPT.

### Summary and Submission

Program Name ↑	Submitted User
Acylcarnitines (ACPT)	
Amino Acids and SUAC (AAPT)	
Biotinidase (BIOT)	
Galactose-1-phosphate Uridyltransferase (GALTPT)	
Glucose-6-phosphate Dehydrogenase (G6PDPT)	
Hormone + Total Galactose (HORMPT)	
Immunoreactive Trypsinogen (IRTPT)	

2. This page can be accessed by clicking on **'PT'** on the drop-down menu or **'PT Submit/View Data'** on the PT Information page.
3. For additional information on analyte selection, see section 4.

## 2.5 Program File Drop-Off

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

Home > Program File Drop-off

### Program File Drop-off

Note: Select the link below to access file upload folder for: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT. ([Click here to download PT template](#))

Folder ↑	Created On
PT Drop Box - LAB-9000	9/1/2020 1:21 PM

#### 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 (APHL).

2. This page can be accessed by clicking on **'Program File Drop-Off'** on the PT Information page.

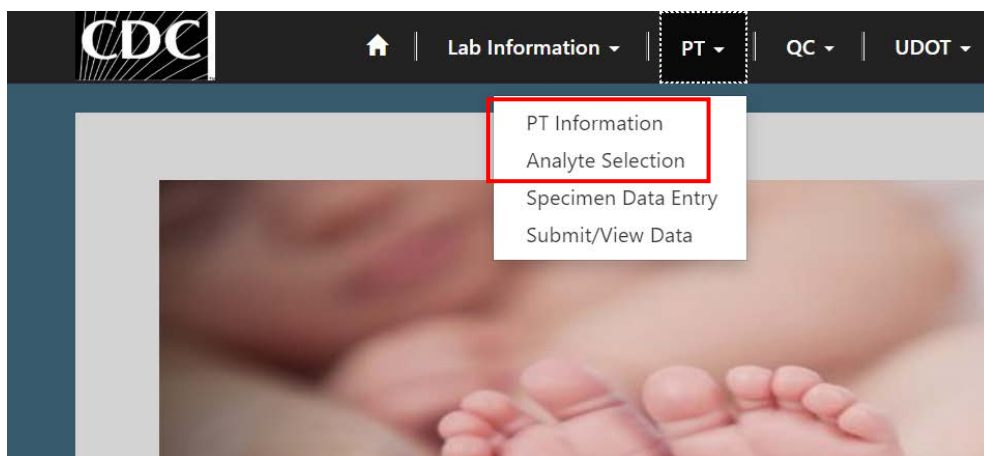
3. For additional information on program file drop-off, see section 5.

## 3. Data Entry

### 3.1 Analyte Selection

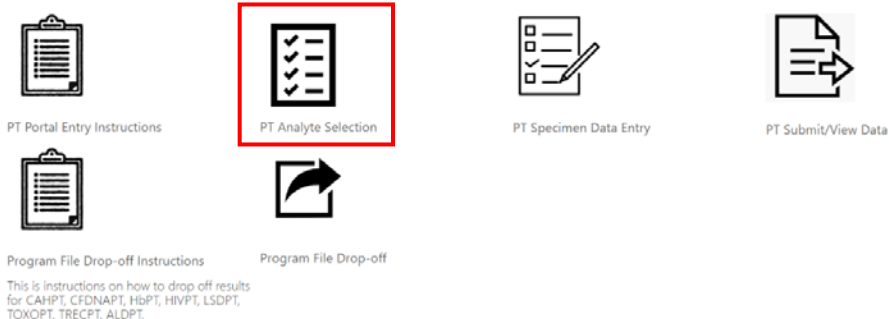
Enter and submit data in the NSQAP Portal by first setting up the portal for PT Data Entry.

1. Select the **'PT'** button at the top of the page on the toolbar and select either the **'PT Information'** or the **'Analyte Selection'** option. On the PT Information page select **'PT Analyte Selection'**.



### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.



2. Select the PT program to begin data entry by clicking the program hyperlink in the Program List.

## Program List - Select Analytes, Method(s) and Cutoff(s)

Program Name ↑	Created On
<a href="#">Acylcarnitines (ACPT)</a>	4/10/2020 10:20 AM
<a href="#">Amino Acids and SUAC (AAPT)</a>	4/10/2020 10:20 AM
<a href="#">Biotinidase (BIOT)</a>	4/10/2020 10:20 AM
<a href="#">Galactose-1-phosphate Uridyltransferase (GALTPT)</a>	4/10/2020 10:20 AM
<a href="#">Glucose-6-phosphate Dehydrogenase (G6PDPT)</a>	4/10/2020 10:20 AM
<a href="#">Hormone + Total Galactose (HORMPT)</a>	4/10/2020 10:20 AM
<a href="#">Immunoreactive Trypsinogen (IRTPT)</a>	4/10/2020 10:20 AM

3. The Method Selection page will appear for all reportable analytes within the selected program. Select the analytes for which data will be reported. To select all analytes, check the **'Select All Analytes'** box. This assumes data will be reported for every analyte in the program. To select individual analytes, select the check box next to the analytes to be reported.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

☐ Select All Analytes

☐ Arginine (Arg)  
  
☐ Citrulline (Cit)  
  
☐ Leucine (Leu)  
  
☐ Methionine (Met)  
  
☐ Phenylalanine (Phe)  
  
☐ Succinylacetone (SUAC)  
  
☐ Tyrosine (Tyr)  
  
☐ Valine (Val)

Set All Methods Below		
	<input type="text"/>	<input type="button" value="Q"/>
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	
Method	<input type="text"/>	<input type="button" value="Q"/>
Cutoff (μmol/L blood)	<input type="text"/>	

SAVE AND SET VALUES

**NOTE:** The **'Select All Analytes'** checkbox is only present for AAPT and ACPT. All other PT Programs must have method set for each analyte.

**NOTE:** When the **'Select All Analytes'** is checked for ACPT, all analytes except C3DC, C3DC+C4OH, and C4OH will be checked. To choose these analytes, manually check the boxes and select a compatible method for each.

4. Select the method to be used for each analyte tested. If the same method is to be used for all analytes, select the **'Magnifying Glass'** icon on the 'Set All Methods Below' field. If different methods are to be used for specific analytes, select the **'Magnifying Glass'** icon on the **'Method'** field for that specific analyte.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

☐ Select All Analytes

☐ Arginine (Arg)

☐ Citrulline (Cit)

☐ Leucine (Leu)

☐ Methionine (Met)

☐ Phenylalanine (Phe)

☐ Succinylacetone (SUAC)

☐ Tyrosine (Tyr)

☐ Valine (Val)

Set All Methods Below



Method



Method



Method



Method



Method



Method



Method



Method



Cutoff (μmol/L blood)

Cutoff (μmol/L blood)

Cutoff (μmol/L blood)

Cutoff (μmol/L blood)

Cutoff (μmol/L blood)

Cutoff (μmol/L blood)


Cutoff (μmol/L blood)

Cutoff (μmol/L blood)

SAVE AND SET VALUES

5. A new window will appear listing methods for the analyte(s). To select a method, click on the method, and the row will highlight with a check mark on the left side. Click the **'Select'** button at the bottom of the window to select the method for all analytes or a single analyte.

Lookup records ×

Search 

	Derivatized - MS/MS NeoGram PerkinElmer
	Derivatized - MS/MS non-kit
	High-performance liquid chromatography (HPLC) non-kit
	LC-MS/MS non-kit
	Non-derivatized - MS/MS MassChrom® Chromsystems
	Non-derivatized - MS/MS MS2 Screening Neo (MS-Neo)Siemens
<input checked="" type="checkbox"/>	Non-derivatized - MS/MS NeoBase™ PerkinElmer
	Non-derivatized - MS/MS NeoBase™2 PerkinElmer

< 1 2 >

Select

Cancel

Remove value

6. If 'Set All Methods Below' is used, the method will populate in the 'Method' field for all analytes on the page.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

☐ Select All Analytes

☐ Arginine (Arg)

☐ Citrulline (Cit)

☐ Leucine (Leu)

☐ Methionine (Met)

☐ Phenylalanine (Phe)

☐ Succinylacetone (SUAC)

☐ Tyrosine (Tyr)

☐ Valine (Val)

**Set All Methods Below**

Non-derivatized - MS/MS NeoBase™ PerkinElmer ✕ 🔍

<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	
<b>Method</b>	Non-derivatized - MS/MS NeoBase™ PerkinElmer <span style="float: right;">🔍</span>	<b>Cutoff (μmol/L blood)</b>	

SAVE AND SET VALUES

**NOTE:** For ACPT, the method will populate for all analytes except C3DC, C3DC+C4OH, and C4OH. If these analytes are selected, the method for each must be set individually.

**NOTE:** For HORMPT, the method must be set individually for each analyte.

7. If a method has been selected for an individual analyte, it will appear in the 'Method' field for the selected analyte only.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

<input type="checkbox"/> Select All Analytes	<b>Set All Methods Below</b>		
	<input type="text"/>		<input type="button" value="Q"/>
<input checked="" type="checkbox"/> Arginine (Arg)	<b>Method</b>	<input type="text" value="Non-derivatized - MS/MS NeoBase™ PerkinElmer"/>	<input type="button" value="X"/> <input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input type="checkbox"/> Citrulline (Cit)	<b>Method</b>	<input type="text"/>	<input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input checked="" type="checkbox"/> Leucine (Leu)	<b>Method</b>	<input type="text" value="Non-derivatized - MS/MS NeoBase™ PerkinElmer"/>	<input type="button" value="X"/> <input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input type="checkbox"/> Methionine (Met)	<b>Method</b>	<input type="text"/>	<input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input checked="" type="checkbox"/> Phenylalanine (Phe)	<b>Method</b>	<input type="text" value="Non-derivatized - MS/MS NeoBase™ PerkinElmer"/>	<input type="button" value="X"/> <input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input type="checkbox"/> Succinylacetone (SUAC)	<b>Method</b>	<input type="text"/>	<input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input type="checkbox"/> Tyrosine (Tyr)	<b>Method</b>	<input type="text"/>	<input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>
<input type="checkbox"/> Valine (Val)	<b>Method</b>	<input type="text"/>	<input type="button" value="Q"/>
			<b>Cutoff (μmol/L blood)</b>
			<input type="text"/>

SAVE AND SET VALUES

8. If the method for testing is not shown in the provided list, click the **'Other'** option, then the **'Select'** button.

Lookup records ×

Search 🔍

✓ **Method Name** ↑

Non-derivatized - MS/MS non-kit

✓ Other

< 1 2 >

Select Cancel Remove value

9. If 'Other' method is selected type the name of the 'Other Method' the field.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

<input type="checkbox"/> Select All Analytes	<b>Set All Methods Below</b> <input type="text" value="Other"/> <input type="button" value="x"/> <input type="button" value="Q"/>	<b>Other Method *</b> <input type="text"/>
<input type="checkbox"/> Arginine (Arg)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Citrulline (Cit)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Leucine (Leu)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Methionine (Met)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input checked="" type="checkbox"/> Phenylalanine (Phe)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Succinylacetone (SUAC)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Tyrosine (Tyr)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>
<input type="checkbox"/> Valine (Val)	<b>Method</b> <input type="text" value="Other"/> <input type="button" value="Q"/>	<b>Cutoff (μmol/L blood)</b> <input type="text"/>

**NOTE:** 'Other' methods must be set individually for each analyte in HORMPT.

## 10. Enter the cutoff value for each analyte in the 'Cutoff' field.

### Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

<input type="checkbox"/> Select All Analytes	<b>Set All Methods Below</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>✕</span> <span>🔍</span>	
<input type="checkbox"/> Arginine (Arg)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="70.0"/>
<input type="checkbox"/> Citrulline (Cit)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="55.0"/>
<input type="checkbox"/> Leucine (Leu)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="290.0"/>
<input type="checkbox"/> Methionine (Met)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="75.0"/>
<input checked="" type="checkbox"/> Phenylalanine (Phe)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="150.0"/>
<input type="checkbox"/> Succinylacetone (SUAC)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="2.2"/>
<input type="checkbox"/> Tyrosine (Tyr)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="350.0"/>
<input type="checkbox"/> Valine (Val)	<b>Method</b> Non-derivatized - MS/MS NeoBase™ PerkinElmer <span>🔍</span>	<b>Cutoff (μmol/L blood)</b> <input type="text" value="300.0"/> <span>✕</span>

SAVE AND SET VALUES

**NOTE:** Cutoffs shown are for illustration only and have no clinical utility. Laboratories are expected to report their own cutoffs.

11. Complete program setup for data entry by selecting the **'Save and Set Values'** button at the bottom of the setup page.

## Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

☐ Select All Analytes

Set All Methods Below

Non-derivatized - MS/MS NeoBase™ PerkinElmer



☐ Arginine (Arg)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

70.0

☐ Citrulline (Cit)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

55.0

☐ Leucine (Leu)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

290.0

☐ Methionine (Met)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

75.0

☒ Phenylalanine (Phe)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

150.0

☐ Succinylacetone (SUAC)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

2.2

☐ Tyrosine (Tyr)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

350.0

☐ Valine (Val)

Method

Non-derivatized - MS/MS NeoBase™ PerkinElmer



Cutoff (μmol/L blood)

300.0

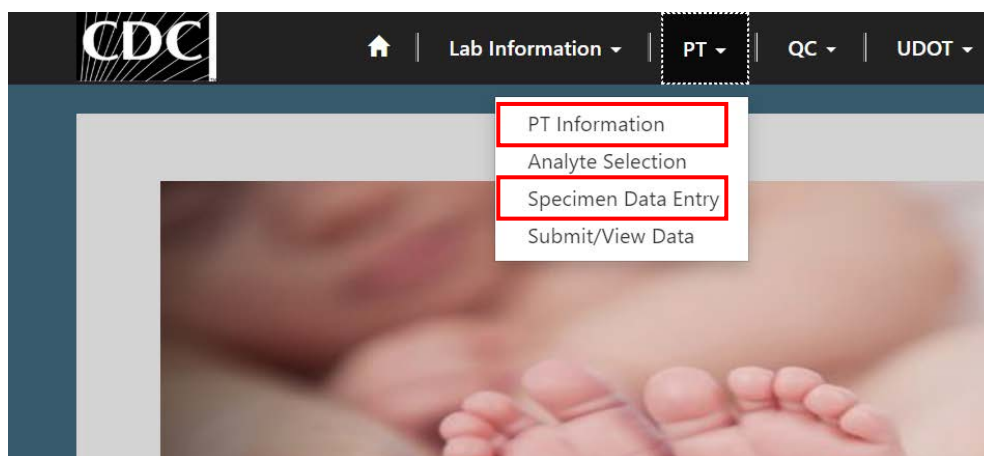


SAVE AND SET VALUES

**NOTE:** If the **'Save and Set Values'** button is not selected, data will not be retained.

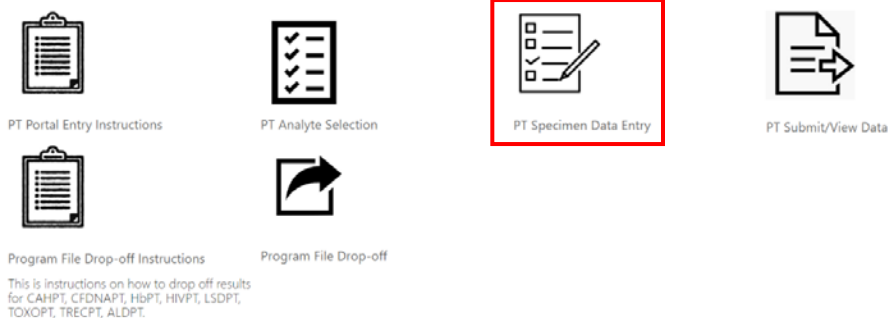
## 3.2 Data Entry

1. Select the 'PT' button at the top of the page on the toolbar and select either the 'PT Information' or the 'Specimen Data Entry' option. On the PT Information page select 'PT Specimen Data Entry'.



### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPPT, ALDPT.



2. Select the PT Program by clicking on the program hyperlink in the list of programs.

Home > Program List - Specimen Data Entry

### Program List - Specimen Data Entry






Program Name ↑	Created On
<a href="#">Acylcarnitines (ACPT)</a>	4/10/2020 10:20 AM
<a href="#">Amino Acids and SUAC (AAPT)</a>	4/10/2020 10:20 AM
<a href="#">Biotinidase (BIOT)</a>	4/10/2020 10:20 AM
<a href="#">Galactose-1-phosphate Uridyltransferase (GALTPT)</a>	4/10/2020 10:20 AM
<a href="#">Glucose-6-phosphate Dehydrogenase (G6PDPT)</a>	4/10/2020 10:20 AM
<a href="#">Hormone + Total Galactose (HORMPT)</a>	4/10/2020 10:20 AM
<a href="#">Immunoreactive Trypsinogen (IRTPT)</a>	4/10/2020 10:20 AM

- The specimen list page will appear for that program.

## Specimen List

[View Summary](#)

### Specimen

Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By
<a href="#">20202005001</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005002</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005003</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005004</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005005</a>	AAPT	Set	4/13/2020 4:31 PM	

- To navigate to the specimen data entry page, select the '**Specimen Number**' hyperlink.

## Specimen List

[View Summary](#)

### Specimen

Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By
<a href="#">20202005001</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005002</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005003</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005004</a>	AAPT	Set	4/13/2020 4:31 PM	
<a href="#">20202005005</a>	AAPT	Set	4/13/2020 4:31 PM	

## 5. Data from the PT program setup page will populate for each analyte.

## Phenylalanine (Phe)

Method*	Cutoff (μmol/L blood)
Non-derivatized - MS/MS NeoBase™ PerkinElmer	150.0

Specimen Number	Result μmol/L blood	Phe Presumptive Clinical Assessment*
20194005001	<input type="text"/>	<input type="text" value="▼"/>

## Succinylacetone (SUAC)

Method*	Cutoff (μmol/L blood)
Non-derivatized - MS/MS NeoBase™ PerkinElmer	2.2

Specimen Number	Result μmol/L blood	SUAC Presumptive Clinical Assessment*
20194005001	<input type="text"/>	<input type="text" value="▼"/>

## Tyrosine (Tyr)

Method*	Cutoff (μmol/L blood)
Non-derivatized - MS/MS NeoBase™ PerkinElmer	350.0

Specimen Number	Result μmol/L blood	Tyr Presumptive Clinical Assessment*
20194005001	<input type="text"/>	<input type="text" value="▼"/>

6. Enter the results for each analyte and specimen number. Choose the 'Presumptive Clinical Assessment' from the drop down list and select '1 – Within Normal Limits' or '2 – Outside Normal Limits'. Method and Presumptive Clinical Assessment must be completed for each analyte.

## Phenylalanine (Phe)

<b>Method*</b>	<b>Cutoff (μmol/L blood)</b>	
Non-derivatized - MS/MS NeoBase™ PerkinElmer	150.0	
<b>Specimen Number</b>	<b>Result μmol/L blood</b>	<b>Phe Presumptive Clinical Assessment*</b>
20194005001	134.3	1- Within normal limits ▼

## Succinylacetone (SUAC)

<b>Method*</b>	<b>Cutoff (μmol/L blood)</b>	
Non-derivatized - MS/MS NeoBase™ PerkinElmer	2.2	
<b>Specimen Number</b>	<b>Result μmol/L blood</b>	<b>SUAC Presumptive Clinical Assessment*</b>
20194005001	1.7	1- Within normal limits ▼

## Tyrosine (Tyr)

<b>Method*</b>	<b>Cutoff (μmol/L blood)</b>	
Non-derivatized - MS/MS NeoBase™ PerkinElmer	350.0	
<b>Specimen Number</b>	<b>Result μmol/L blood</b>	<b>Tyr Presumptive Clinical Assessment*</b>
20194005001	334.7	1- Within normal limits ▼

7. Select the 'Save Data' button at the bottom of the specimen data entry page to save results. Select the 'OK' button when prompted with 'Are you sure you want to save data?'.

## Tyrosine (Tyr)

<b>Method*</b>	<b>Cutoff (μmol/L blood)</b>	
Non-derivatized - MS/MS NeoBase™ PerkinElmer	350.0	
<b>Specimen Number</b>	<b>Result μmol/L blood</b>	<b>Tyr Presumptive Clinical Assessment*</b>
20194005001	334.7	1- Within normal limits ▼

Save Data

8. When the specimen has been saved, the specimen list page will update the 'Specimen Status' to 'Saved', show the time it was last saved, and show the last person to save the specimen data.

## Specimen List

[View Summary](#)

### Specimen

Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By	
20202005001	AAPT	Saved	8/27/2020 5:49 PM	Kawanda Foster	▼
20202005002	AAPT	Set	4/13/2020 4:31 PM		▼
20202005003	AAPT	Set	4/13/2020 4:31 PM		▼
20202005004	AAPT	Set	4/13/2020 4:31 PM		▼
20202005005	AAPT	Set	4/13/2020 4:31 PM		▼

9. In order to submit the data for the program, all specimen numbers must be completed and in a 'Saved' or 'Saved (Edited)' specimen status.

## Specimen List

[View Summary](#)

### Specimen

Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By	
20193005001	AAPT	Saved (Edited)	7/10/2019 12:39 PM	Corvin Bradley	▼
20193005002	AAPT	Saved (Edited)	7/10/2019 12:40 PM	Corvin Bradley	▼
20193005003	AAPT	Saved (Edited)	7/10/2019 12:42 PM	Corvin Bradley	▼
20193005004	AAPT	Saved (Edited)	7/10/2019 12:45 PM	Corvin Bradley	▼
20193005005	AAPT	Saved	7/10/2019 12:47 PM	Corvin Bradley	▼

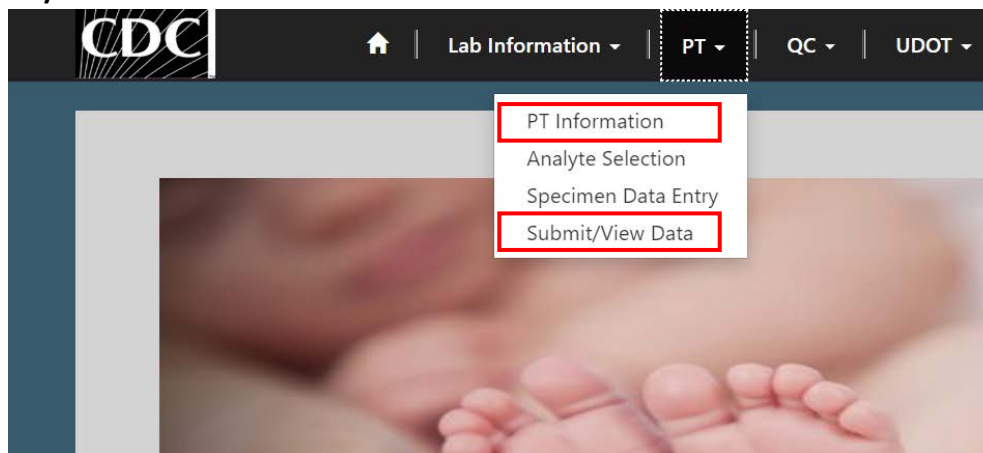
**NOTE:** The 'Saved (Edited)' status appears when a record is saved again, after the initial save.

**NOTE:** Data can only be submitted if ALL specimens have a 'Saved' or 'Saved (Edited)' specimen status.

## 4. Data Summary and Submission

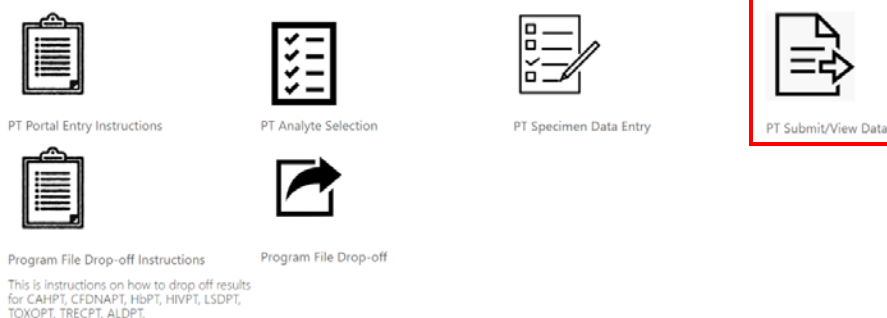
### 4.1 Data Summary

1. Select the 'PT' button at the top of the page on the toolbar and select either the 'PT Information' or the 'Submit/View Data' option. On the PT Information page select 'PT Submit/View Data'.



#### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.



2. Select the PT Program by clicking on the program hyperlink.

#### Summary and Submission

Program Name ↑	Submitted User
Acylcarnitines (ACPT)	
Amino Acids and SUAC (AAPT)	
Biotinidase (BIOT)	
Galactose-1-phosphate Uridyltransferase (GALTPT)	
Glucose-6-phosphate Dehydrogenase (G6PDPT)	
Hormone + Total Galactose (HORMPT)	
Immunoreactive Trypsinogen (IRTPT)	

## 3. The summary page will appear for that program.

## RESULTS

Select Views to Download

AAPT - View All Data ▾

Download

Specimen Number ↑	Arg_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_Method	Cit_Presumptive Clinical Assessment	Cit_Cutoff	Cit_Result	Leu_Method	Leu_Pi Clinical Assess
20193005001	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	54.2	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Out norma
20193005002	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	73.9	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	50.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005003	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	69.2	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	53.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005004	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	75.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	55.0	55.6	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005005	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	45.8	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	35.7	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits

4. The results can be reviewed in 3 ways: 'View All Data', 'View Method(s) Only', and 'View Results Only'. Each view can be downloaded to a MS Excel spreadsheet by clicking the 'Download' button.

## RESULTS

Select Views to Download

AAPT - View All Data

AAPT - View All Data

AAPT - View Method(s) Only

AAPT - View Results Only

		Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_N
20193005001	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non-derivatized - MS/MS NeoBase™ PerkinElmer
20193005002	Non-derivatized - MS/MS NeoBase™	2- Outside normal limits	70.0	73.9	Non-derivatized - MS/MS NeoBase™

## View All Data

## RESULTS

Select Views to Download

AAPT - View All Data

Download

Specimen Number ↑	Arg_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_Method	Cit_Presumptive Clinical Assessment	Cit_Cutoff	Cit_Result	Leu_Method	Leu_Presumptive Clinical Assessment
20193005001	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	54.2	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits
20193005002	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	73.9	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	50.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits
20193005003	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	69.2	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	53.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits
20193005004	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	75.4	Non-derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	55.0	55.6	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits
20193005005	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	45.8	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	35.7	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits

## View Methods Only

## RESULTS

Select Views to Download

AAPT - View Method(s) Only

Download

Specimen Number ↑	Arg_Method	Cit_Method	Leu_Method	Met_Method	Phe_Method	SUAC_Method	Tyr_Method	Val_Method
20193005001	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer
20193005002	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer
20193005003	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer
20193005004	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer
20193005005	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Non-derivatized - MS/MS NeoBase™ PerkinElmer

## View Results Only

## RESULTS

Select Views to Download

AAPT- View Results Only

Download

Specimen Number ↑	Arg_Result	Arg_Cutoff	Arg_Presumptive Clinical Assessment	Cit_Result	Cit_Cutoff	Cit_Presumptive Clinical Assessment	Leu_Result	Leu_Cutoff	Leu_Presumptive Clinical Assessment	Met
20193005001	68.3	70.0	1- Within normal limits	54.2	55.0	1- Within normal limits	295.6	290.0	2- Outside normal limits	73.2
20193005002	73.9	70.0	2- Outside normal limits	50.4	55.0	1- Within normal limits	247.7	290.0	1- Within normal limits	67.6
20193005003	69.2	70.0	1- Within normal limits	53.4	55.0	1- Within normal limits	287.3	290.0	1- Within normal limits	76.8
20193005004	75.4	70.0	2- Outside normal limits	55.6	55.0	2- Outside normal limits	278.3	290.0	1- Within normal limits	67.3
20193005005	45.8	70.0	1- Within normal limits	35.7	55.0	1- Within normal limits	237.4	290.0	1- Within normal limits	67.8

5. The specimen table shows a summary view of the specimen numbers, the specimen status, when the specimen was last saved, and the last person to save the data.

## Specimen

Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By
20202005001	AAPT	Saved	8/27/2020 5:55 PM	Kawanda Foster
20202005002	AAPT	Saved	8/27/2020 5:53 PM	Kawanda Foster
20202005003	AAPT	Saved	8/27/2020 5:54 PM	Kawanda Foster
20202005004	AAPT	Saved	8/27/2020 5:54 PM	Kawanda Foster
20202005005	AAPT	Saved	8/27/2020 5:54 PM	Kawanda Foster

## 4.2 Data Submission

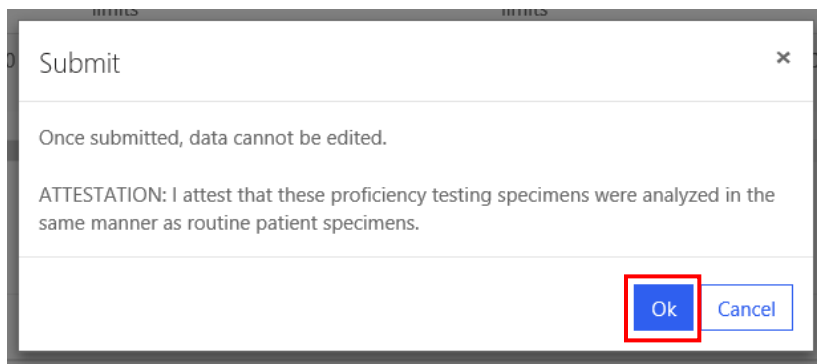
1. To submit data for the program, click the **'Submit'** button at the bottom of the summary page.

## Specimen

Specimen Number ↑	Program Name	Specimen Status
20202005001	AAPT	Saved
20202005002	AAPT	Saved
20202005003	AAPT	Saved
20202005004	AAPT	Saved
20202005005	AAPT	Saved

SUBMIT

2. Select the **'Ok'** button on the submission prompt.

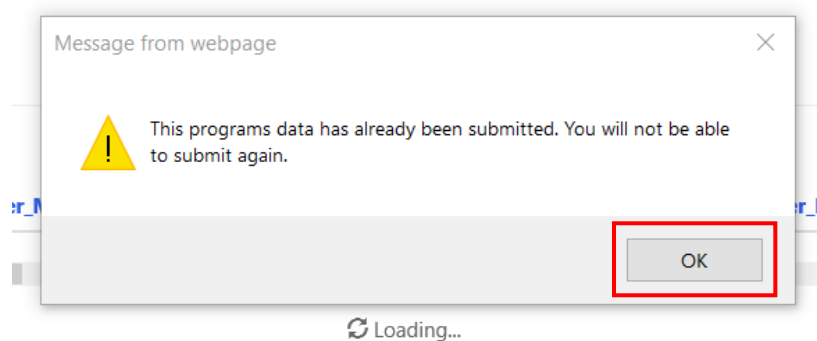


3. The user who submitted the data will appear in the program list for summary and submission.

## Summary and Submission

Program Name ↑	Submitted User
Acylcarnitines (ACPT)	
Amino Acids and SUAC (AAPT)	Corvin Bradley
Biotinidase (BIOT)	
Galactose-1-phosphate Uridyltransferase (GALTPT)	
Glucose-6-phosphate Dehydrogenase (G6PDPT)	
Hormone + Total Galactose (HORMPT)	
Immunoreactive Trypsinogen (IRTPT)	

4. If you click on a submitted program's link, you will be prompted that data has already been submitted and cannot be submitted again. Click the **'Ok'** button to proceed to the summary page.



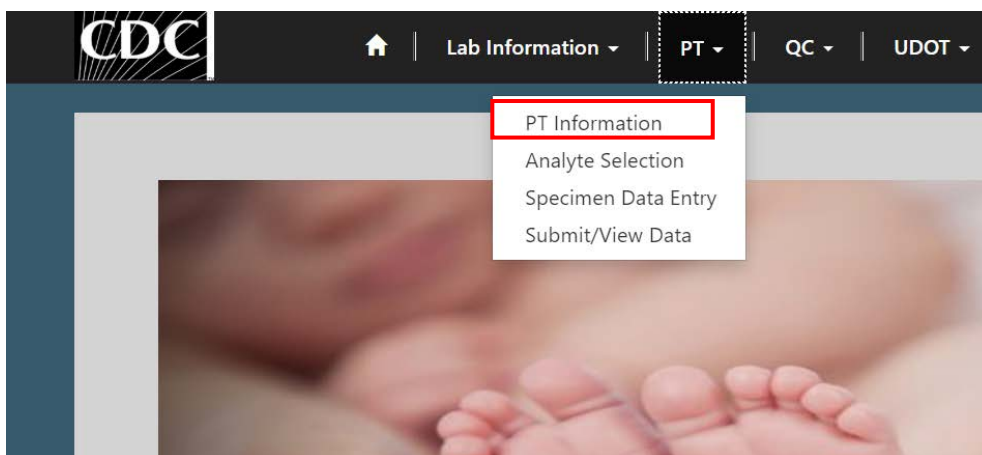
5. The 'Specimen Status' for each specimen will read 'Submitted'.

### Specimen

Specimen Number ↑	Program Name	Specimen Status
20193005001	AAPT	Submitted
20193005002	AAPT	Submitted
20193005003	AAPT	Submitted
20193005004	AAPT	Submitted
20193005005	AAPT	Submitted

## 5. Program File Drop-Off

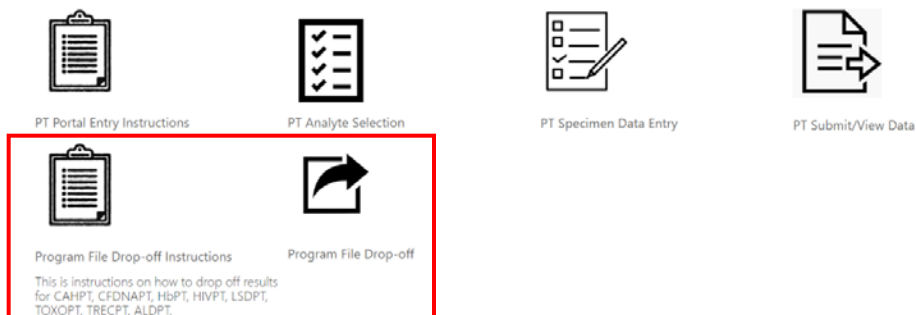
1. Laboratories participating in the following programs will need to utilize the program file drop-off page to upload data report forms: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
2. Navigate to the program file drop-off area by selecting the **'PT'** button at the top of the page on the toolbar then **'PT Information'**.



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

### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.

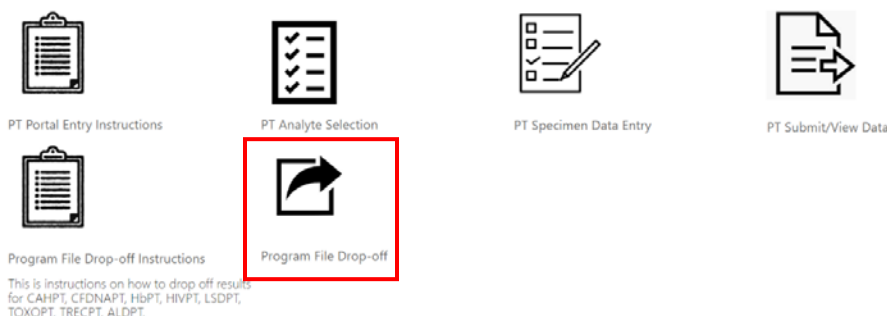


## 5.1 Download the Data Report Form

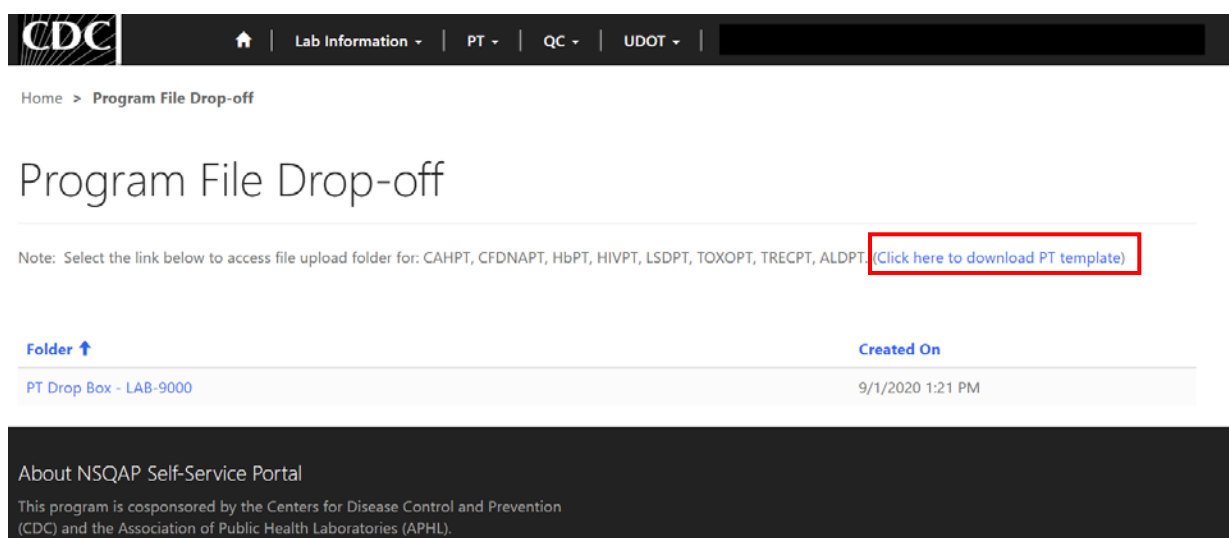
1. Data report forms for the following programs can be downloaded from the NSQAP Portal: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
2. Select the **'Program File Drop-off'** on the PT Information page.

### 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.



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



4. Click on the Microsoft Excel icon to download data report forms. Click below the Excel icon to assess PT program assay instructions.

Home | Lab Information | PT | QC | UDOT

Home > PT Templates

## PT Templates

Click the "excel icon" to download the program report form and click below the icon for assay instructions.

<b>CAHPT Form</b>  <a href="#">Click here for CAHPT Assay Instructions.</a>	<b>CFDNAPT Form</b>  <a href="#">Click here for CFDNAPT Assay Instructions.</a>	<b>HbPT Form</b>  <a href="#">Click here for HbPT Assay Instructions.</a>	<b>HIVPT Form</b>  <a href="#">Click here for HIVPT Assay Instructions.</a>
<b>LSDPT Form</b>  <a href="#">Click here for LSDPT Assay Instructions.</a>	<b>TOXOPT Form</b>  <a href="#">Click here for TOXOPT Assay Instructions.</a>	<b>TRECPT Form</b>  <a href="#">Click here for TRECPT Assay Instructions.</a>	<b>ALDPT Form</b>  <a href="#">Click here for ALDPT Assay Instructions.</a>

- Complete the Data Report Form templates according to the data report form instructions.

## 5.2 Upload the PT Program Data Report Form

- Data report forms for the following programs should be uploaded to the PT Drop Box: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
- 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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.

 PT Portal Entry Instructions	 PT Analyte Selection	 PT Specimen Data Entry	 PT Submit/View Data
 Program File Drop-off Instructions <small>This is instructions on how to drop off results for CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.</small>	 <b>Program File Drop-off</b>		

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, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT. ([Click here to download PT template](#))

Folder ↑	Created On
PT Drop Box - LAB-9000	9/1/2020 1:21 PM

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 (APHL).

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. "CFDNAPT\_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

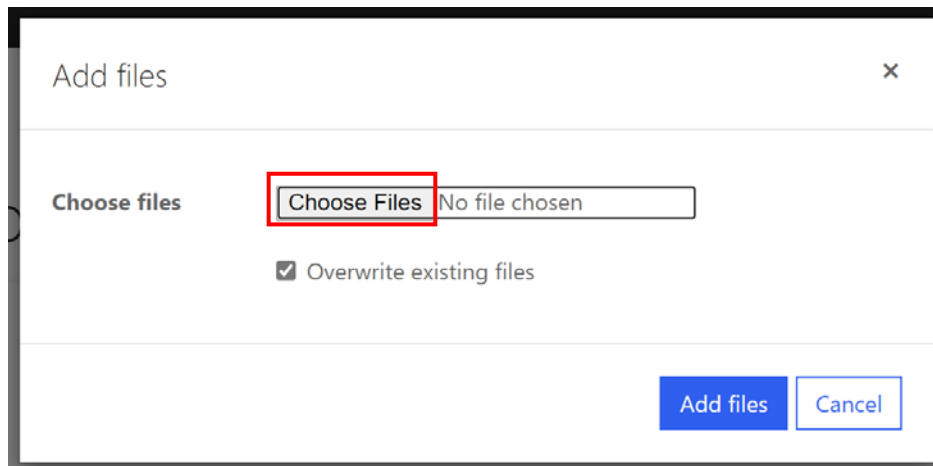
Note: Please use the following naming convention before uploading your files. "Program name\_Lab Number", eg. "CFDNAPT\_LAB0300".

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.

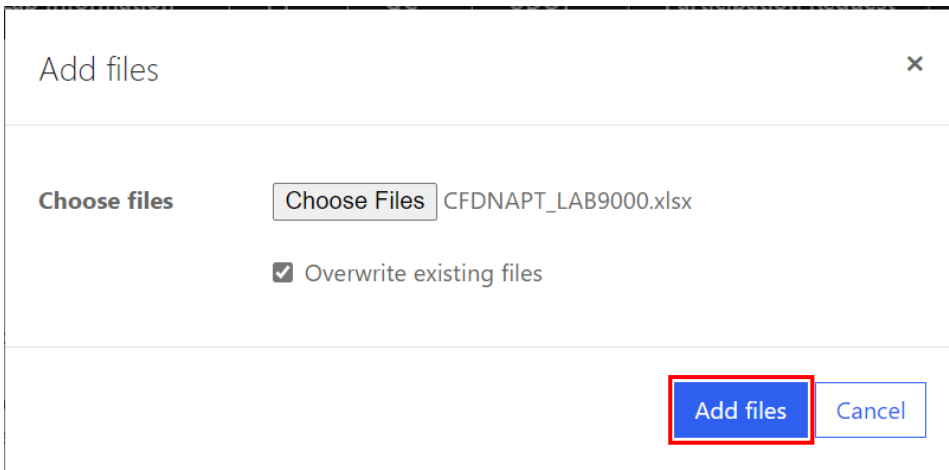
There are no folders or files to display.

Add files

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.

Home > Upload Files

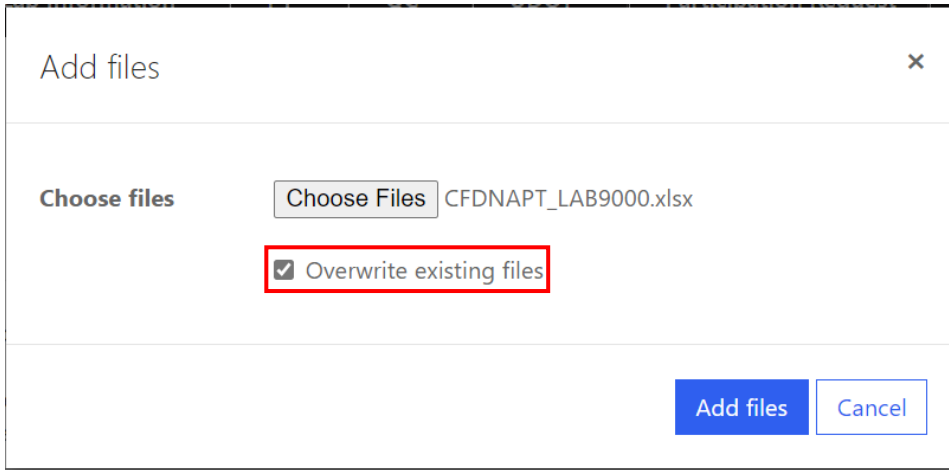
## Upload Files

Note: Please use the following naming convention before uploading your files. "Program name\_Lab Number", eg. "CFDNAPT\_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.



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



Add files

Choose files

Choose Files CFDNAPT\_LAB9000.xlsx

☒ Overwrite existing files

Add files Cancel

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


Home > Upload Files

## Upload Files

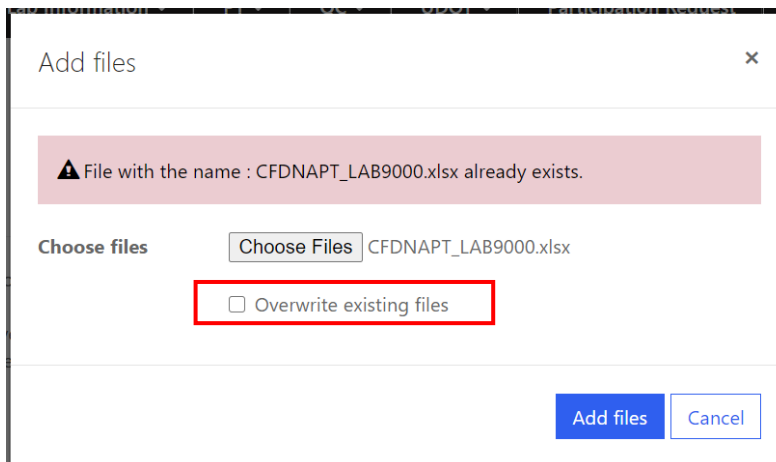
Note: Please use the following naming convention before uploading your files. "Program name\_Lab Number", eg. "CFDNAPT\_LAB0300".

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
 CFDNAPT_LAB9000.xlsx (15 KB)	less than a minute ago

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.



Add files

Choose files

Choose Files CFDNAPT\_LAB9000.xlsx

☐ Overwrite existing files

Add files Cancel

⚠ File with the name : CFDNAPT\_LAB9000.xlsx already exists.

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.

## Upload Files

Note: Please use the following naming convention before uploading your files. "Program name\_Lab Number". eg. "CFDNAPT\_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 <span style="font-size: 0.8em;">↑</span>	Modified	
CFDNAPT_LAB9000.xlsx (15 KB)	13 minutes ago	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">  Delete </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; vertical-align: middle;">▼</div>

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

## Upload Files

Note: Please use the following naming convention before uploading your files. "Program name\_Lab Number". eg. "CFDNAPT\_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.

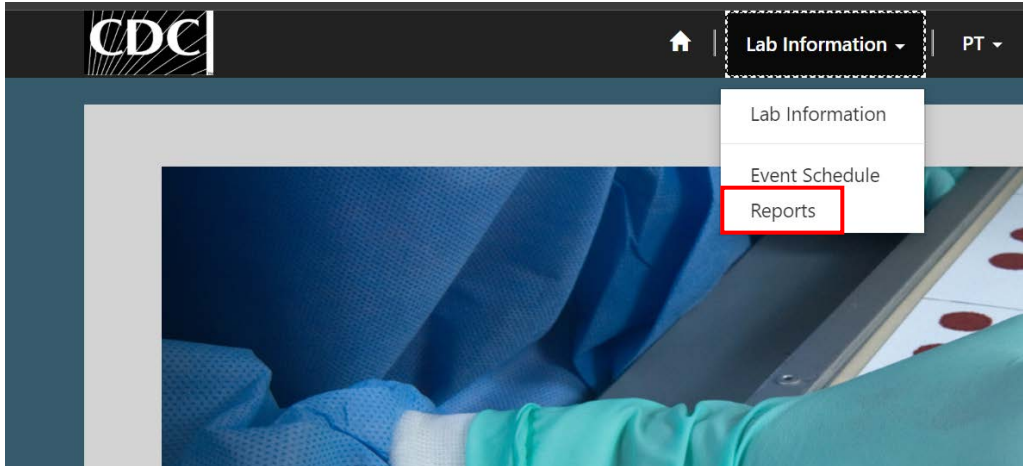
[Add files](#)

Name	Modified <span style="font-size: 0.8em;">↑</span>	
CFDNAPT_LAB9000.xlsx (15 KB)	18 minutes ago	▼
TOXOPT_LAB9000.xlsx (15 KB)	about a minute ago	▼
ALDPT_LAB9000.xlsx (15 KB)	about a minute ago	▼

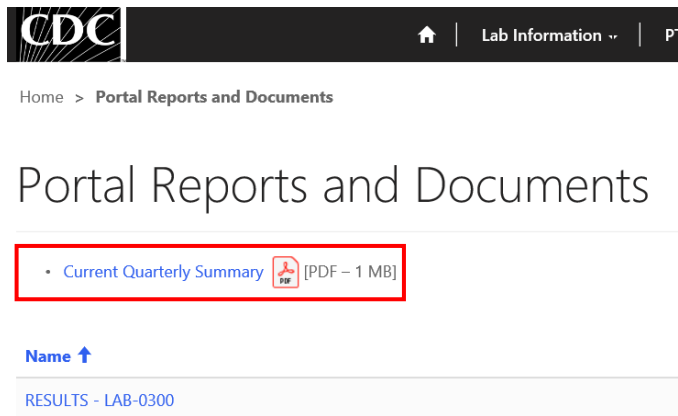
## 6. Reporting

### 6.1 Quarterly Summary Report

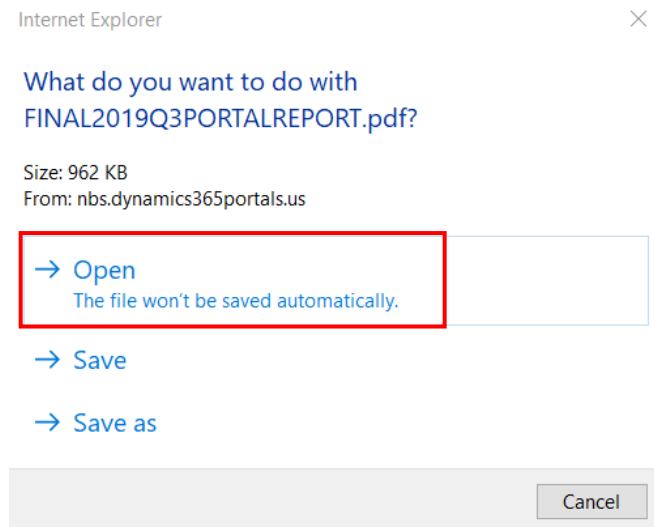
1. Select the **'Lab Information'** button at the top of the page on the toolbar and select the **'Reports'** option.



2. Select the **'Current Quarterly Summary'** link.

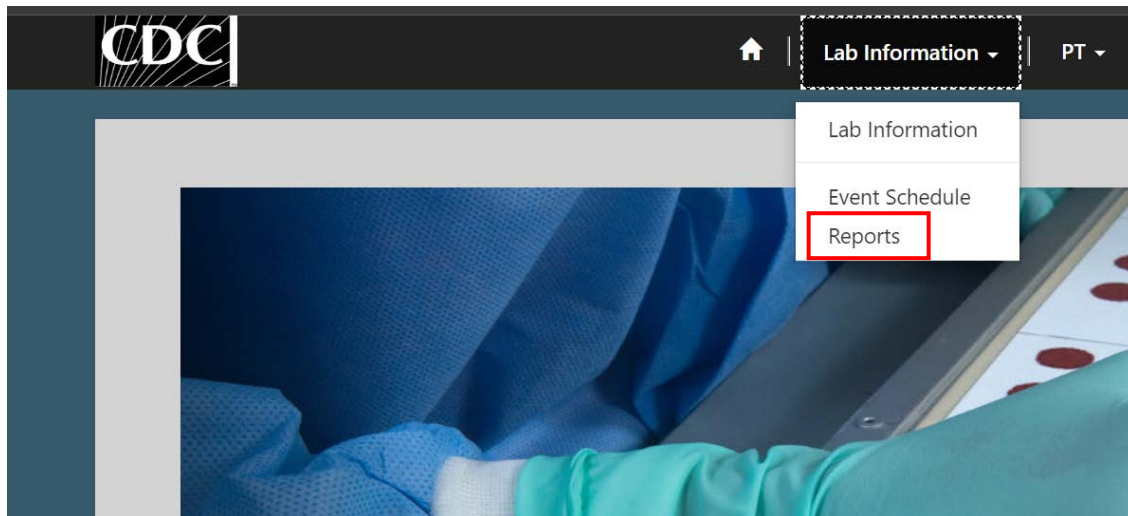


3. Click the **'Open'** option in the pop-up window to download and view the Quarterly Summary Report.



## 6.2 Evaluation Report

1. Select the '**Lab Information**' button at the top of the page on the toolbar and select the '**Reports**' option.



2. Select the **'RESULTS – LAB - <Your Lab Number> (ex. RESULTS – LAB-0300)'** link.

Home > Portal Reports and Documents

## Portal Reports and Documents

• [Current Quarterly Summary](#)  [PDF – 1 MB]

Name ↑

Created On

RESULTS - LAB-0300

8/8/2019 3:58 PM

3. Select the Evaluation Report by clicking the file link that reads **'LAB\_<Your Lab Number>\_<Quarter><Year> (ex. LAB\_0300\_032019.pdf)'**

Home > Edit Resource

## Edit Resource

### Documents

Document Locations (Regarding)

Name ↑

Modified

 LAB\_0300\_032019.pdf (114 KB)

8/27/2019 11:06 AM

4. Click the **'Open'** button at the bottom of the page to download and view the Evaluation Report.

and the Association of Public Health Laboratories (APHL).

Do you want to open or save LAB\_0300\_032019.pdf (114 KB) from nbs.dynamics365portals.us?

Open

Save

Cancel

×