

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**

QC PARTICIPANT USER GUIDE

July 2020

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1. Introduction

The NSMBB Newborn Screening Quality Assurance Program (NSQAP) Portal has been designed to accept participant quality control (QC) data using two options: manual data entry and data upload. Participants are advised to consider their laboratory's internal workflow, processes, and needs, before choosing one of the two options for data submission. Additionally, participants are advised to consider the following before deciding on a data entry option:

1. Participants are permitted to only use one data entry option (manual or upload) per event.
2. If the upload option is chosen, data must be consolidated into a single template for upload. Participants are required to download the template, enter data from all QC programs into the template and save the file before uploading. If multiple uploads are performed, the previous file will be overwritten.
3. The review feature enables participants to review and edit manually entered or uploaded data in the Portal directly from the review page.

The following pages describe how to enter data into the NSQAP Portal once a data entry option is chosen.

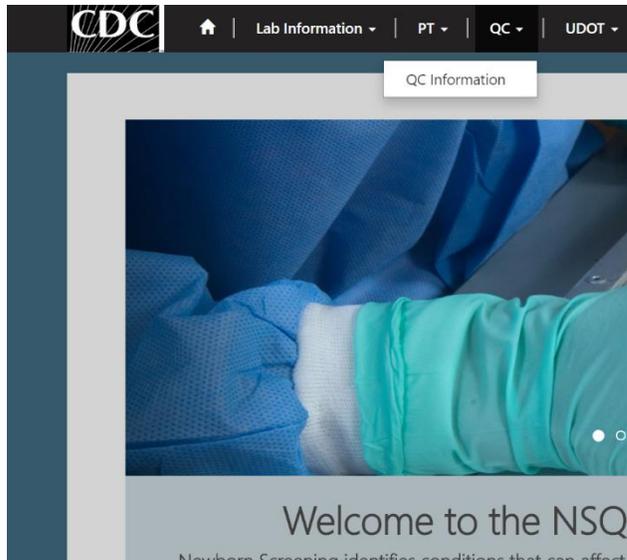
2. QC Manual Data Entry

QC Programs data can be manually entered into the NSQAP Portal from the QC Information section of the Portal.

Note: If you choose to manually enter data, you cannot upload data to the Portal.

2.1 QC Information Homepage

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



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



QC Information

Quality Control Testing

You can enter your data manually or upload it using a prepared template. Select **QC Programs Manual Data Entry** to enter data manually. Select **QC Data Upload** to access the template and upload your results.



QC Portal Manual Data Entry Instructions



QC Assay and Reporting Instructions



QC Programs Manual Data Entry



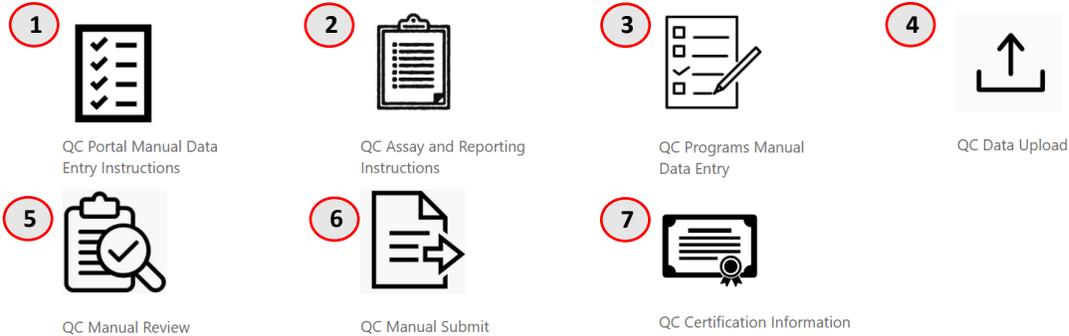
QC Data Upload

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

QC Information

Quality Control Testing

You can enter your data manually or upload it using a prepared template. Select **QC Programs Manual Data Entry** to enter data manually. Select **QC Data Upload** to access the template and upload your results.



1. **QC Portal Manual Data Entry Instructions** – Downloadable Instructions for Completing Manual Data Entry in the NSQAP Portal.
2. **QC Assay and Reporting Instructions** – NSQAP QC Assaying and Reporting Instructions for QC Analytes
3. **QC Programs Manual Data Entry** –Page for Manually Entering QC Data into the Portal
4. **QC Data Upload** – Homepage for Accessing Information for Uploading QC Program Data into the Portal
5. **QC Manual Review** – Page for Reviewing QC Data Manually Entered into the Portal
6. **QC Manual Submit** – Page for Submitting QC Data Manually Entered into the Portal
7. **QC Certification Information** – NSQAP Report Forms and Certification Data Information

2.2 Manual Data Entry

1. Select the 'QC Programs Manual Entry' icon on the QC Information homepage.

QC Information

Quality Control Testing

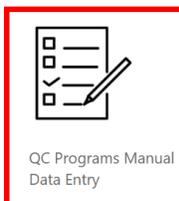
You can enter your data manually or upload it using a prepared template. Select **QC Programs Manual Data Entry** to enter data manually. Select **QC Data Upload** to access the template and upload your results.



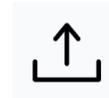
QC Portal Manual Data Entry Instructions



QC Assay and Reporting Instructions



QC Programs Manual Data Entry



QC Data Upload



QC Manual Review



QC Manual Submit



QC Certification Information

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

QC Programs

Program Name ↑	Created On
17 α-Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)	3/5/2020 11:05 AM
Galactose-1-phosphate Uridyltransferase (GALTQC)	3/5/2020 11:05 AM
Immunoreactive Trypsinogen (IRTQC)	3/5/2020 11:05 AM
Lysosomal Storage Disorders (LSDQC)	3/5/2020 11:05 AM
Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)	3/5/2020 11:05 AM
Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)	3/5/2020 11:05 AM
Second-tier Methylmalonic /Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA-HCYQC)	3/5/2020 11:05 AM
Tandem MS 1 (MSMS1QC)	3/5/2020 11:05 AM
Thyroid-Stimulating Hormone (TSHQC)	3/5/2020 11:05 AM
Thyroxine (T4QC)	3/5/2020 11:05 AM

3. Select the Analyte by clicking on the analyte abbreviation hyperlink.

Analytes List - (DATA ENTRY)

Program Name:

Tandem MS 1 (MSMS1QC)

Analytes

Abbreviation ↑	Name	Submitted By	Submission Date
ALA	Alanine (ALA)		▼
ARG	Arginine (ARG)		▼
C0	Free Carnitine (C0)		▼
C10	Decanoylcarnitine (C10)		▼
C12	Dodecanoylcarnitine (C12)		▼
C14	Myristoylcarnitine (C14)		▼
C14:1	Tetradecenoylcarnitine (C14:1)		▼
C16	Palmitoylcarnitine (C16)		▼

4. Select the 'Magnifying Glass' icon on the 'Method' field.

Home > QC Data Entry

QC Data Entry

[View Summary](#)

SAVE METHOD

General

Analyte Name

Arginine (ARG)

Method *



5. A new window will appear listing methods for the analyte. 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 choose the method.

Lookup records ×

Q

✓	Method Name ↑
	Derivatized - MS/MS ClinSpot® Complete Kit RECIPE
	Derivatized - MS/MS MassChrom® Chromsystems
	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 Non (MS Neo)Simons

<

1

2>

Select Cancel Remove value

6. Select the **'Save Method'** button to save the method for the analyte.

Home > QC Data Entry

QC Data Entry

[View Summary](#)

SAVE METHOD

General

Analyte Name

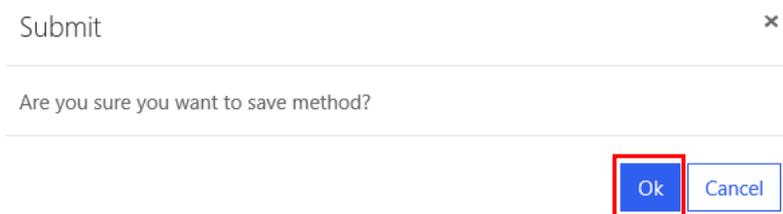
Arginine (ARG)

Method *

Derivatized - MS/MS non-kit



7. Select the 'OK' button when prompted "are you sure you want to save the method?".



8. To add QC data, select the run hyperlink in the 'Runs' summary table.

Runs

The summary table will display data with two decimal places, regardless of the values entered. Results entered as <LOD will not be displayed in the summary table.

[Download Summary](#)

RUNS													
	Analyte	Lot_A	Replicate_1	Replicate_2	Lot_B	Replicate_1	Replicate_2	Lot_C	Replicate_1	Replicate_2	Lot_D	Replicate_1	Replic
1	Arginine (ARG)	A1815			B1815			C1815			D1815		
2	Arginine (ARG)	A1815			B1815			C1815			D1815		
3	Arginine (ARG)	A1815			B1815			C1815			D1815		
4	Arginine (ARG)	A1815			B1815			C1815			D1815		
5	Arginine (ARG)	A1815			B1815			C1815			D1815		

- A data entry window will appear. Enter a quantitative value or select the <LOD checkbox for both replicates per lot then select the **'SAVE RUN DATA'** button.

View details
×

Analyte: Arginine (ARG)

1

SAVE RUN DATA

Data cannot not be saved until all replicates have been completed

Values

A1815

<p>Replicate 1A * <input type="checkbox"/> <LOD</p> <input style="width: 60px;" type="text" value="8.7"/>	<p>Replicate 2A * <input type="checkbox"/> <LOD</p> <input style="width: 60px;" type="text" value="8.9"/>
<p>Replicate 1B * <input type="checkbox"/> <LOD</p> <input style="width: 60px;" type="text" value="76.8"/>	<p>Replicate 2B * <input type="checkbox"/> <LOD</p> <input style="width: 60px;" type="text" value="77"/>

NOTE: To save run data, both replicates must have a quantitative value or <LOD selected.

- Data will appear in the summary table when the run is saved.

Runs

The summary table will display data with two decimal places, regardless of the values entered. Results entered as <LOD will not be displayed in the summary table.

[Download Summary](#)

↑	Analyte	Lot_A	Replicate_1	Replicate_2	Lot_B	Replicate_1	Replicate_2	Lot_C	Replicate_1	Replicate_2	Lot_D	Replicate_1	Replic
1	Arginine (ARG)	A1815	8.70	8.90	B1815	76.80	77.00	C1815	150.60	150.80	D1815	224.50	224.70
2	Arginine (ARG)	A1815	8.60	9.00	B1815	76.70	77.10	C1815	150.50	150.90	D1815	224.40	224.80
3	Arginine (ARG)	A1815			B1815			C1815			D1815		
4	Arginine (ARG)	A1815			B1815			C1815			D1815		
5	Arginine (ARG)	A1815			B1815			C1815			D1815		

11. Analyte specific data can be entered, reviewed, and edited on this page.

NOTE: Export results to an Excel spreadsheet by selecting the 'Download Summary' button.
(Optional)

Runs

The summary table will display data with two decimal places, regardless of the values entered. Results entered as <LOD will not be displayed in the summary table.

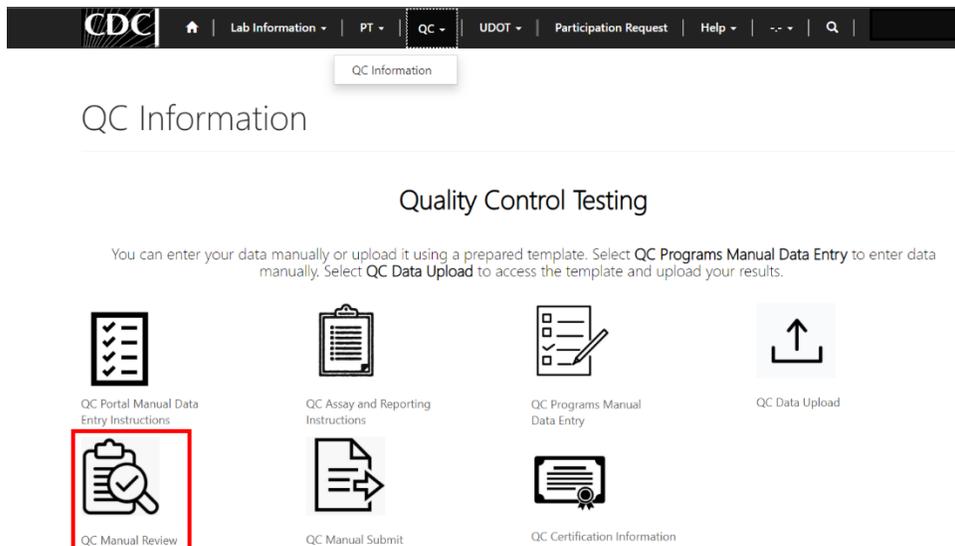


RUNS												
↑	Analyte	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C	Replicate_1C	Replicate_2C	Lot_D	Replicate_1
1	Arginine (ARG)	A1815	8.70	8.90	B1815	76.80	77.00	C1815	150.60	150.80	D1815	224.50
2	Arginine (ARG)	A1815	8.60	9.00	B1815	76.70	77.10	C1815	150.50	150.90	D1815	224.40
3	Arginine (ARG)	A1815	8.50	9.10	B1815	76.60	77.20	C1815	150.40	151.00	D1815	224.30
4	Arginine (ARG)	A1815	8.40	9.20	B1815	76.50	77.20	C1815	150.40	151.00	D1815	224.30
5	Arginine (ARG)	A1815	8.30	9.30	B1815	76.40	77.40	C1815	150.20	151.20	D1815	224.10

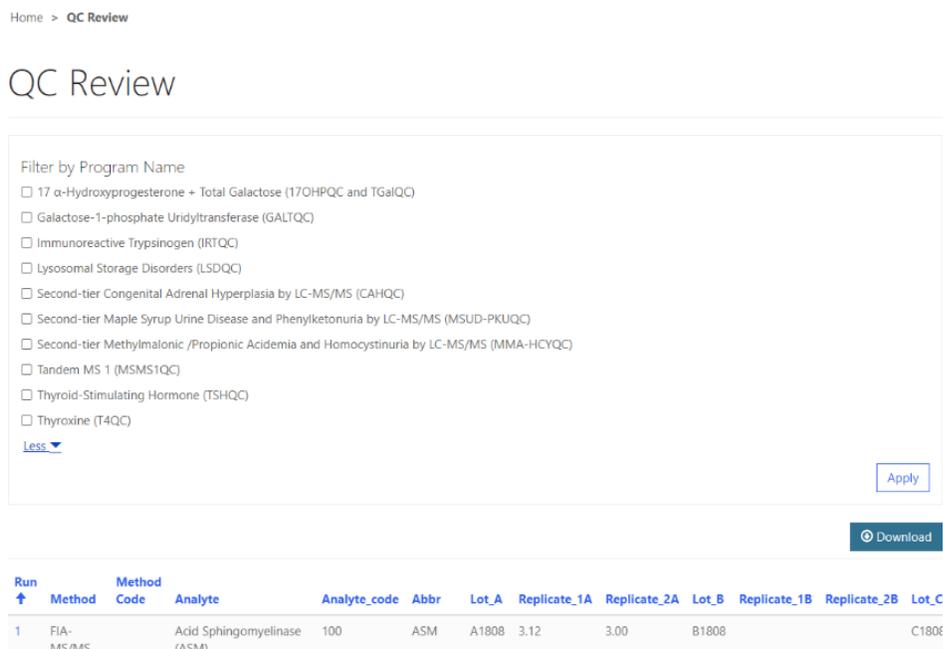
2.3 Review Manually Entered Data

All manually entered QC Programs data can be reviewed by accessing the ‘QC Manual Review’ page on the QC Information page.

1. Select the ‘QC Manual Review’ icon from the QC Information page



2. On the QC Manual Review page, results can be reviewed and edited.



- To review QC data, navigate through the results table using the navigation features located on the right side and the bottom of the table.
- To edit data, select the hyperlinked run number of the row of interest.

[Apply](#)

[Download](#)

Run	Method	Method Code	Analyte	Analyte_code	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot
1	FIA-MS/MS non-kit individual enzyme reaction		Acid Sphingomyelinase (ASM)	100	ASM	A1808	3.12	3.00	B1808			C1
1			Thyroxine (T4)	61	T4	A1700	4.60	4.12	B1700	4.20	4.43	C1
1			Immunoreactive Trypsinogen (IRT)	78	IRT	A1809			B1809			C1
1			17 α-Hydroxyprogesterone (17OHP2)	113	17OHP2	A1811	3.45	3.21	B1811	3.10	3.00	C1
1			Alloisoleucine (ALE2)	205	ALE2	A1813	0.34	5.78	B1813	5.80	5.87	C1

17 α-Hydroxyprogesterone + Total Galactose (17OHP2 and TGal)
 Galactose-1-phosphate Uridyltransferase (GALTQC)
 Immunoreactive Trypsinogen (IRTQC)
 Lysosomal Storage Disorders (LSDQC)
 Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)
 Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)

[More](#) [Apply](#)

[Download](#)

Run	Method	Method Code	Analyte	Analyte_code	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot
1	FIA-MS/MS non-kit individual enzyme reaction		Acid Sphingomyelinase (ASM)	100	ASM	A1808	3.12	3.00	B1808			C1
1			Thyroxine (T4)	61	T4	A1700	4.60	4.12	B1700	4.20	4.43	C1
1			Immunoreactive Trypsinogen (IRT)	78	IRT	A1809			B1809			C1
1			11-Deoxycortisol (11D2)	203	11D2	A1811	4.60	5.78	B1811	1.65	5.87	C1
1			Total Galactose (TGal)	64	TGal	A1705	5.12	5.78	B1705	4.32	4.43	C1
1			17 α-Hydroxyprogesterone (17OHP)	65	17OHP	A1705	4.60	1.20	B1705	5.80	5.20	C1
1			Thyroid-Stimulating Hormone (TSH)	62	TSH	A1801	3.40	3.20	B1801	3.90	3.40	C1
1			22:0-Lysophosphatidylcholine (C22-LPC)	109	C22-LPC	A1815	3.33	3.56	B1815	5.80	5.23	C1

[1](#) 2 3 4 5 6 7 8 ... 23 >

5. The analyte data entry page will appear. The data can be edited and saved.

View details

Analyte: Immunoreactive Trypsinogen (IRT)

1

SAVE RUN DATA

Data cannot not be saved until all replicates have been completed

Values

A1809

Replicate 1A * <LOD 45.83

Replicate 2A * <LOD 48.02

B1809

Replicate 1B * <LOD

Replicate 2B * <LOD

6. After selecting 'Save Run Data' you will be directed back to the QC Review page to continue reviewing your data.

[Download](#)

Run	Method	Method Code	Analyte	Analyte_code	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C
1	FIA-MS/MS non-kit individual enzyme reaction		Acid Sphingomyelinase (ASM)	100	ASM	A1808	3.12	3.00	B1808			C1808
1			Thyroxine (T4)	61	T4	A1700	4.60	4.12	B1700	4.20	4.43	C1700
1			Immunoreactive Trypsinogen (IRT)	78	IRT	A1809	45.83	48.02	B1809	125.76	128.79	C1809
1			17 α-Hydroxyprogesterone (17OHP2)	113	17OHP2	A1811	3.45	3.21	B1811	3.10	3.00	C1811
1			Alloisoleucine (ALE2)	205	ALE2	A1813	0.34	5.78	B1813	5.80	5.87	C1813

- Review QC data offline by selecting 'Download' to generate an Excel spreadsheet of the data entered.

Home > QC Review

QC Review

Filter by Program Name

- 17 α -Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)
- Galactose-1-phosphate Uridyltransferase (GALTQC)
- Immunoreactive Trypsinogen (IRTQC)
- Lysosomal Storage Disorders (LSDQC)
- Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)
- Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)

[More](#) ▾

[Apply](#)

Download

Run	Method	Method Code	Analyte	Analyte_code	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lo
1	FIA-		Acid Sphingomyelinase	100	ASM	A1808	3.12	3.00	B1808			C1

- QC data can be filtered by program. Check the box(es) next to all relevant program names then select 'Apply'.

Home > QC Review

QC Review

Filter by Program Name

- 17 α -Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)
- Galactose-1-phosphate Uridyltransferase (GALTQC)
- Immunoreactive Trypsinogen (IRTQC)
- Lysosomal Storage Disorders (LSDQC)
- Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)
- Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)
- Second-tier Methylmalonic /Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA-HCYQC)
- Tandem MS 1 (MSMS1QC)
- Thyroid-Stimulating Hormone (TSHQC)
- Thyroxine (T4QC)

[Less](#) ▾

Apply

9. The data table will then update based on the filters chosen.

Thyroid-Stimulating Hormone (TSHQC)

Thyroxine (T4QC)

[Less](#) [Apply](#)

[Download](#)

Run	Method	Method Code	Analyte	Analyte_code	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C	F
1	FIA-MS/MS non-kit individual enzyme reaction		Acid Sphingomyelinase (ASM)	100	ASM	A1808	3.12	3.00	B1808			C1808	5
1			Thyroxine (T4)	61	T4	A1700	4.60	4.12	B1700	4.20	4.43	C1700	4
1			Acid α-Glucosidase (GAA)	39	GAA	A1808			B1808	2.12	2.09	C1808	7
1			Galactoceramidase (GALC)	38	GALC	A1808	7.45	7.00	B1808	5.00	5.98	C1808	5
1			α-Galactosidase (GLA)	98	GLA	A1808	2.34	2.45	B1808	2.34	4.45	C1808	3

2.4 Submit Manually Entered Data

1. After reviewing data, navigate to the **'QC Manual Submit'** page on the **'QC Information'** page to submit all data at once.

QC Information

Quality Control Testing

You can enter your data manually or upload it using a prepared template. Select **QC Programs Manual Data Entry** to enter data manually. Select **QC Data Upload** to access the template and upload your results.



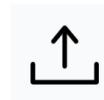
QC Portal Manual Data Entry Instructions



QC Assay and Reporting Instructions



QC Programs Manual Data Entry



QC Data Upload



QC Manual Review



QC Manual Submit



QC Certification Information

2. Select **'Submit'**.

Home > QC Submission Webpage - Manual

QC Submission Webpage - Manual

IMPORTANT: By clicking submit, you are submitting all of your **QC data** for the current event which will lock all records for editing. No changes can be made after this action.



3. A confirmation page will appear once the submission is complete.

QC Submission Complete

Your records are now locked, no further changes can be made. If you any issues, please email nsqapdmt@cdc.gov.

3. QC Data Upload

Data for QC Programs can be uploaded to the NSQAP Portal by accessing the 'QC Data Upload' area.

Note: If you choose to upload data, you cannot manually enter data into the Portal.

1. Select the '**QC Data Upload**' icon on the QC information page.

QC Information

Quality Control Testing

You can enter your data manually or upload it using a prepared template. Select **QC Programs Manual Data Entry** to enter data manually. Select **QC Data Upload** to access the template and upload your results.



QC Portal Manual Data Entry Instructions



QC Assay and Reporting Instructions



QC Programs Manual Data Entry



QC Data Upload



QC Manual Review



QC Manual Submit



QC Certification Information

2. The QC Data Upload Information homepage contains several icons to navigate to the various QC upload sections.

QC Data Upload Information

Quality Control Testing-Upload

1



QC Upload Instructions

2



Download Method List

3



Download Analyte List

4



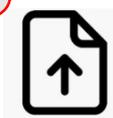
Download Template (pre-filled)

5



Download Template (blank)

6



Upload QC Data

7



Review QC Upload Data

8



Submit QC Upload Data

1. **QC Upload Instructions** – Instructions for data upload process.

1. Download one of the template options "Blank" or "Pre-filled".

2. Download and **READ** the QC Uploading Procedure.

3. Download the Method List.

4. Download the Analyte List if using "Blank" Template.

5. Enter all QC Programs data into a single consolidated template file. Report exactly 5 runs (10 data points) for each analyte. This is required for the template to be accepted.

a. For the blank template, provide the following information: method code, other method name (if applicable), analyte code, run number (1,2,3,4,5), lot number, and results.

b. For the pre-filled template, provide the following information: method code, other method name (if applicable), and results.

6. Do not alter column names, column order, or format of your template file. Any changes to the structure or format of the template will inactivate the template and the upload will fail.

7. Leave blank any inapplicable columns or fields. Add <LOD for results when necessary.

8. Upload the completed template for **ALL QC PROGRAMS** you are reporting. No partial results will be accepted at this time.

9. If you upload more than once, your previous file will be overwritten.

10. Use the 'Review QC Upload Data' page to review and edit entries. (if necessary) after uploading the completed template.

11. If you have trouble uploading your template please email NSQAPDMT@cdc.gov for assistance.

Upload QC Data Review QC Upload Data Submit

2. **Download Method List** – List of methods and their associated codes. (Method codes are needed for data upload.)

Method List

- **DOWNLOAD AND READ INSTRUCTIONS ON HOW TO USE THE QC UPLOAD TEMPLATE.**
- Use the method table below as a reference for entering method codes when using the pre-filled and blank QC templates.
- Method codes can be found by navigating through the pages of the table or searching by searching using the search bar.
- Note: Use an asterisk to search method names and codes using partial text (e.g. Enter *neobase to search for Non-derivatized - MS/MS NeoBase™ PerkinElmer).

Search

Method Name ↑	Method Code
50hr Reagent Kit Spotcheck® BIOT Astoria-Pacific, ERU (1µmol/dL/90min)	360
50hr Reagent Kit Spotcheck® G6PD Astoria-Pacific, µmol/L blood	320
50hr Reagent Kit Spotcheck® GALT Astoria-Pacific, µmol/L blood	240
50hr Reagent Kit Spotcheck® TGal Astoria-Pacific	200
Accuwell™ EIA TSH Neo-Genesis	120
AutoDELFA® Neonatal 17OHP PerkinElmer	160
AutoDELFA® Neonatal hTSH PerkinElmer	121
AutoDELFA® Neonatal IRT PerkinElmer	280

3. Download Analyte List – List of analytes and their associated codes. (Analyte codes are needed for data upload)

Analyte List

- **DOWNLOAD AND READ INSTRUCTION ON HOW TO USE THE QC UPLOAD TEMPLATE.**
- Use the analyte table below as a reference for entering analyte codes when using the blank QC template.
- Analyte codes can be found by navigating through the pages of the table or by searching using the search bar
- Note: The number "2" associated with an analyte abbreviation indicates analysis by a second-tier method
- Note: Use an asterisk to search analyte names and codes using partial text (e.g. Enter *alanine to search for Phenylalanine)

Analyte Name ↑	Analyte Code
11-Deoxycortisol (11D2)	203
17 α-Hydroxyprogesterone (17OHP)	65
17 α-Hydroxyprogesterone (17OHP2)	200
20:0-Lysophosphatidylcholine (C20-LPC)	108
21-Deoxycortisol (21D2)	204
22:0-Lysophosphatidylcholine (C22-LPC)	109
24:0-Lysophosphatidylcholine (C24-LPC)	110

4. Download Template (pre-filled) – Downloadable template that is pre-filled with QC Lot Numbers, analytes, and analyte codes.

Download QC Template - (Pre-filled)

Note: You will see only the program(s) in which you are enrolled.

To obtain a pre-filled template click download (obtain a current template for each QC event). A completed template can be replaced up until the data is Submitted. The most recently uploaded file will be displayed. Data cannot be edited or replaced after the file is Submitted.

Do not change any of the column names as your data will not be uploaded correctly and the file will not be accepted. For more information please go to the resource area and review/download directions.

RUN	Method		Analyte_code	Analyte ↓	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C
	Code	OTHER_METHOD										
1			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103
2			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103
3			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103

5. Download Template (blank) – Downloadable template that only includes data headers.

Download QC Template (BLANK)

Note: You will not see any data/records below.

To download a blank template click download. Do not change any of the column names as your data will not be uploaded correctly which will not be accepted. For more information please go to the resource area and review/download directions.

 Download

RUN Method

↑ Code OTHER_METHOD Analyte_code Lot_A Replicate_1A Replicate_2A Lot_B Replicate_1B Replicate_2B Lot_C Replicate_1C Replicate_2C

<  >

There are no records to display.

6. Upload QC Data – Page where completed templates are uploaded.

QC Data Upload

Steps for Uploading QC Template:

1. Download one of the template options "Blank" or "Pre-filled".
2. Download and **READ** the QC Uploading Procedure.
3. Download the Method List.
4. Download the Analyte List if using "Blank" Template.
5. Enter all QC Programs data into a single consolidated template file. Report exactly 5 runs (10 data points) for each analyte. This is required for the template to be accepted.
 - o For the blank template, provide the following information: method code, other method name (if applicable), analyte code, run number (1,2,3,4,5), lot number, and results.
 - o For the pre-filled template, provide the following information: method code, other method name (if applicable), and results.
6. Do not alter column names, column order, or format of your template file. Any changes to the structure or format of the template will inactivate the template and the upload will fail.
7. Leave blank any inapplicable columns or fields. Add <LOD for results when necessary.
8. Upload the completed template for **ALL QC PROGRAMS** you are reporting. No partial results will be accepted at this time
9. **If you upload more than once, your previous file will be overwritten.**
10. Use the 'Review QC Upload Data' page to review and edit entries (if necessary) after uploading the completed template.
11. If you have trouble uploading your completed template please email NSQAPDMT@cdc.gov for assistance.

Attach the Excel Template file *

No file chosen

7. Review QC Upload Data – Review uploaded data before submission.

QC Review and Edit Upload Data

To filter the data by program, select the check box(es) next to the program and click the "Apply" button in the table below.

Filter by Program Name

17 α -Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)

Galactose-1-phosphate Uridyltransferase (GALTQC)

Immunoreactive Trypsinogen (IRTQC)

Lysosomal Storage Disorders (LSDQC)

Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)

Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)

[More ▾](#)

[Apply](#)

[Download](#)

RUN ↑	Method	Method Code	OTHER_METHOD	Analyte	Analyte Code	Analyte Abbreviation	Lot_A	Replicate_1A	Replicate_2A
1	Colormetric BIOT non- kit, qualitative	365		α -L- Iduronidase (IDUA)	88	IDUA	A1808	366.00	359.00
2	Colormetric BIOT non- kit, qualitative	365		α -L- Iduronidase (IDUA)	88	IDUA	A1808	366.00	367.00

8. Submit QC Upload Data – Page to submit uploaded data.

Home > QC Submission Webpage - Upload

QC Submission Webpage - Upload

IMPORTANT: By clicking submit, you are submitting all of your *QC data* for the current event which will lock all records for editing. No changes can be made after this action.

[Submit](#)

3.1 Pre-filled Template

1. Select the 'Download Template (pre-filled)' icon from the QC Data Upload Information page.

QC Data Upload Information

Quality Control Testing-Upload

The interface displays eight icons for Quality Control Testing-Upload actions:

- QC Upload Instructions (Clipboard icon)
- Download Method List (Beaker icon)
- Download Analyte List (Test tubes icon)
- Download Template (pre-filled)** (Document icon, highlighted with a red box)
- Download Template (blank) (Document icon)
- Upload QC Data (Document with up arrow icon)
- Review QC Upload Data (Clipboard with checkmark icon)
- Submit QC Upload Data (Document with right arrow icon)

2. Select the 'Download' button from the Pre-filled Template Page.

Download QC Template - (Pre-filled)

Note: You will see only the program(s) in which you are enrolled.

To obtain a pre-filled template click download (obtain a current template for each QC event). A completed template can be replaced up until the data is Submitted. The most recently uploaded file will be displayed. Data cannot be edited or replaced after the file is Submitted.

Do not change any of the column names as your data will not be uploaded correctly and the file will not be accepted. For more information please go to the resource area and review/download directions.



RUN	Method Code	OTHER_METHOD	Analyte_code	Analyte ↓	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C
1			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103
2			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103
3			64	Total Galactose (TGal)	TGal	A0101			A0102			A0103

3. Select the 'Open' button on the downloaded Excel file at the bottom of the page.

1	61	Thyroxine (T4)	T4	A1700	B1700
1	113	17 α-Hydroxyprogesterone (17OHP2)	17OHP2	A1811	B1811

Do you want to open or save VIEW Pre-filled QC_Run_info.xlsx (28.4 KB) from nbs-uat.dynamics365portals.us?

Open
Save
Cancel

Note: The Excel download may look different depending on the browser used. This screenshot is from the Internet Explorer browser.

4. Complete the Excel template with data for submission and save the file.

To complete the Pre-filled template, you will need to include:

1. Method Code
2. Replicate Values (Insert "<LOD" where necessary)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	RUN	Method Code	OTHER_METHOD	Analyte_code	Analyte	Abbr	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C	Replicate_1C	Replicate_2C	Lot_D	
2	1	403	103	Tiglylcarnitine (C5:1	A1815			0.13	0.33	B1815		0.45	0.43	C1815	1.35	1.32	D1815
3	2	403	103	Tiglylcarnitine (C5:1	A1815			0.12	0.12	B1815		0.49	0.43	C1815	1.24	1.34	D1815
4	3	403	103	Tiglylcarnitine (C5:1	A1815			0.11	0.09	B1815		0.45	0.46	C1815	1.33	1.43	D1815
5	4	403	103	Tiglylcarnitine (C5:1	A1815			0.11	0.1	B1815		0.42	0.47	C1815	1.39	1.32	D1815
6	5	403	103	Tiglylcarnitine (C5:1	A1815			0.12	0.11	B1815		0.47	0.51	C1815	1.43	1.42	D1815
7	1	403	104	Tetradecenoylc C14:1	A1815			0.1	0.07	B1815		0.49	0.48	C1815	1.45	1.38	D1815
8	2	403	104	Tetradecenoylc C14:1	A1815			0.06	0.07	B1815		0.49	0.53	C1815	1.38	1.48	D1815
9	3	403	104	Tetradecenoylc C14:1	A1815			0.08	0.08	B1815		0.51	0.51	C1815	1.45	1.47	D1815
10	4	403	104	Tetradecenoylc C14:1	A1815			0.09	0.07	B1815		0.51	0.56	C1815	1.53	1.42	D1815
11	5	403	104	Tetradecenoylc C14:1	A1815			0.09	0.08	B1815		0.45	0.49	C1815	1.49	1.35	D1815
12	1	403	105	Creatine (CRE) CRE	A1815			185.57	137.51	B1815		275.83	272.05	C1815	469.75	462.38	D1815
13	2	403	105	Creatine (CRE) CRE	A1815			204.8	208.6	B1815		330.9	301.5	C1815	479.5	487.9	D1815
14	3	403	105	Creatine (CRE) CRE	A1815			186.05	190.15	B1815		290.68	301.17	C1815	473.97	467.75	D1815
15	4	403	105	Creatine (CRE) CRE	A1815			200.76	188.69	B1815		299.16	297.61	C1815	473.3	483.02	D1815
16	5	403	105	Creatine (CRE) CRE	A1815			222.14	208.44	B1815		296.15	322.09	C1815	505.45	474.55	D1815
17	1	403	106	Guanidinoaceti GUAC	A1815			1.34	2.64	B1815		5.87	5.97	C1815	11.3	10.93	D1815
18	2	403	106	Guanidinoaceti GUAC	A1815			1.62	1.58	B1815		7.21	6.61	C1815	11.87	11.95	D1815
19	3	403	106	Guanidinoaceti GUAC	A1815			1.19	1.32	B1815		6.16	6.3	C1815	10.91	11.18	D1815
20	4	403	106	Guanidinoaceti GUAC	A1815			1.31	1.28	B1815		6.13	6.45	C1815	11.7	12.01	D1815
21	5	403	106	Guanidinoaceti GUAC	A1815			1.58	1.49	B1815		6.45	6.66	C1815	12.18	11.38	D1815
22	1	403	107	Creatinine (CRN) CRN	A1815			43.06	40.14	B1815		74.92	74.5	C1815	124.48	120.13	D1815
23	2	403	107	Creatinine (CRN) CRN	A1815			39.75	41.19	B1815		81.65	71.52	C1815	116.7	121.98	D1815
24	3	403	107	Creatinine (CRN) CRN	A1815			39.61	40.28	B1815		77.74	82.25	C1815	122.72	124.27	D1815
25	4	403	107	Creatinine (CRN) CRN	A1815			42.21	40.76	B1815		81.65	83.44	C1815	127.02	127.05	D1815
26	5	403	107	Creatinine (CRN) CRN	A1815			43.54	40.34	B1815		71.83	79.7	C1815	128.78	126.39	D1815
27	1	408	108	20:0-Lysophosp C20-LPC	A1815			0.38	0.35	B1815		0.59	0.55	C1815	0.94	0.9	D1815
28	2	408	108	20:0-Lysophosp C20-LPC	A1815			0.34	0.35	B1815		0.54	0.53	C1815	0.94	0.95	D1815
29	3	408	108	20:0-Lysophosp C20-LPC	A1815			0.34	0.31	B1815		0.56	0.55	C1815	1.07	1.05	D1815

The table below explains each of the columns in the template.

Column name	Description	Values	Example Data
RUN	Shows the run number	Whole number (INTEGER) from 1-5	1
Method Code	Code for the method used	See Method list webpage	360
OTHER_METHOD	Name of method not in list	Type name of method	MYNewMethod
Analyte_code	Code for the analyte	See Analyte list webpage	203
Lot_A	Lot number for Lot A	Name of lot provided for each event	A1811
Replicate_1A	Result for replicate 1 of Lot A	Decimal numbers with periods or <LOD	1.12
Replicate_2A	Result for replicate 2 of Lot A	Decimal numbers with periods or <LOD	1.12
Lot_B	Lot number for Lot B	Name of lot provided each event	B1811
Replicate_1B	Result for replicate 1 of Lot B	Decimal numbers with periods or <LOD	1.12
Replicate_2B	Result for replicate 2 of Lot B	Decimal numbers with periods or <LOD	1.12
Lot_C	Lot number for Lot C	Name of lot provided each event	C1811
Replicate_1C	Result for replicate 1 of Lot C	Decimal numbers with periods or <LOD	1.12
Replicate_2C	Replicate 2 of Lot C	Decimal numbers with periods or <LOD	1.12
Lot_D	Lot number for Lot D	Name of lot provided each event	D1811
Replicate_1D	Result for replicate 1 of Lot D	Decimal numbers with periods or <LOD	1.12
Replicate_2D	Result for replicate 2 of Lot D	Decimal numbers with periods or <LOD	1.12
Lot_E	Lot number for Lot E	Name of lot provided each event	E1811
Replicate_1E	Result for replicate 1 of Lot E	Decimal numbers with periods or <LOD	1.12
Replicate_2E	Result for replicate 2 of Lot E	Decimal numbers with periods or <LOD	1.12

Note: If you choose to complete the Pre-filled Template, you cannot complete the Blank Template and submit it.

Note: Method Codes and Analyte Codes are found on the ‘Download Method List’ and the ‘Download Analyte List’ pages, respectively.

Note: Do not change any of the column headers. Headers must be exact for information to be uploaded properly.

3.2 Blank Template

1. Select the **'Download Template (blank)'** icon from the QC Data Upload Information page.

QC Data Upload Information

Quality Control Testing-Upload

The image shows a grid of eight icons for Quality Control Testing-Upload. The icons are arranged in two rows of four. The first row contains: a clipboard icon labeled 'QC Upload Instructions', a beaker icon labeled 'Download Method List', a test tube rack icon labeled 'Download Analyte List', and a document icon labeled 'Download Template (pre-filled)'. The second row contains: a document icon with a red border labeled 'Download Template (blank)', a document icon with an upward arrow labeled 'Upload QC Data', a clipboard with a checkmark icon labeled 'Review QC Upload Data', and a document with an arrow icon labeled 'Submit QC Upload Data'.

2. Select the **'Download'** button from the Blank Template Page.

Download QC Template (BLANK)

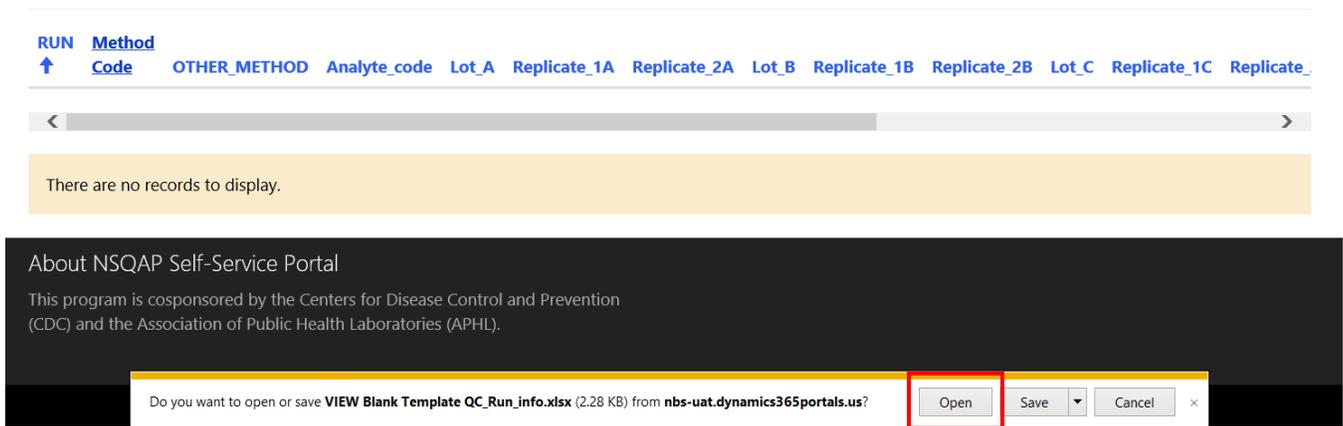
Note: You will not see any data/records below.

To download a blank template click download. Do not change any of the column names as your data will not be uploaded correctly which will not be accepted. For more information please go to the resource area and review/download directions.



RUN	Method												
↑	Code	OTHER_METHOD	Analyte_code	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C	Replicate_1C	Replicate_2C	
There are no records to display.													

3. Select the 'Open' button to the downloaded Excel file.



Note: The Excel download may look different depending on the browser used. This screenshot is from the Internet Explorer browser.

4. Complete the Excel template with data to be uploaded for submission and save the file.

To complete the Blank template, you will need to include:

1. Analyte Codes
2. Method Codes
3. Run Numbers (1, 2, 3, 4, 5)
4. Lot #s
5. Replicate Values (Insert "<LOD" exactly where values are less than the limit of detection)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	RUN	Method Code	OTHER_METHOD	Analyte_code	Lot_A	Replicate_1A	Replicate_2A	Lot_B	Replicate_1B	Replicate_2B	Lot_C	Replicate_1C	Replicate_2C	Lot_D	Replicate_1D	Replicate_2D	Lot_E	Replicate_1E	Replicate_2E
2	1	164		203 A1811		1		2 B1811	3	4 C1811		4	23 D1811		34	5 E1811		1	2
3	2	164		203 A1811	<LOD			3 B1811	3	4 C1811		4	5 D1811		3	4 E1811		2	3
4	3	164		203 A1811	1.12			3 B1811	3	4 C1811		4	5 D1811		3	2 E1811		3	3
5	4	164		203 A1811	1.92	<LOD		3 B1811	3	4 C1811		4	5 D1811		3	3 E1811		4	2
6	5	164		203 A1811	3.4			3 B1811	3	<LOD	C1811	4	5 D1811		3	2 E1811		3	3
7	1	999 DEMO Method		65 A1705		3		5 B1705	3	4 C1705		3.8	2						
8	2	999 DEMO Method		65 A1705		2	<LOD	B1705	3	3 C1705		2	1						
9	3	999 DEMO Method		65 A1705	2.1			4 B1705	<LOD	1 C1705		3.9	3						
10	4	999 DEMO Method		65 A1705		3		5 B1705		1	<LOD	C1705	6	5					
11	5	999 DEMO Method		65 A1705		4		8 B1705	1	2.3	C1705	8	6						

The table below explains each of the columns in the template.

Column name	Description	Values	Example Data
RUN	Shows the run number	Whole number (INTEGER) from 1-5	1
Method Code	Code for the method used	See Method list webpage	360
OTHER_METHOD	Name of method not in list	Type name of method	Monomethod
Analyte_code	Code for the analyte	See Analyte list webpage	203
Lot_A	Lot number for Lot A	Name of lot provided for each event	A1811
Replicate_1A	Result for replicate 1 Lot A	Decimal numbers with periods or <LOD	1.12
Replicate_2A	Result for replicate 2 Lot A	Decimal numbers with periods or <LOD	1.12
Lot_B	Lot number for Lot B	Name of lot provided each event	B1811
Replicate_1B	Result for replicate 1 Lot B	Decimal numbers with periods or <LOD	1.12
Replicate_2B	Result for replicate 2 Lot B	Decimal numbers with periods or <LOD	1.12
Lot_C	Lot number for Lot C	Name of lot provided each event	C1811
Replicate_1C	Result for replicate 1 Lot C	Decimal numbers with periods or <LOD	1.12
Replicate_2C	Result for replicate 2 Lot C	Decimal numbers with periods or <LOD	1.12
Lot_D	Lot number for Lot D	Name of lot provided each event	D1811
Replicate_1D	Result for replicate 1 Lot D	Decimal numbers with periods or <LOD	1.12
Replicate_2D	Result for replicate 2 Lot D	Decimal numbers with periods or <LOD	1.12
Lot_E	Lot number for Lot E	Name of lot provided each event	E1811
Replicate_1E	Result for replicate 1 Lot E	Decimal numbers with periods or <LOD	1.12
Replicate_2E	Result for replicate 2 Lot E	Decimal numbers with periods or <LOD	1.12

Note: If you choose to complete the Blank Template, you cannot complete the Pre-filled Template and submit it.

Note: Method Codes and Analyte Codes are found on the 'Download Method List' and the 'Download Analyte List' pages, respectively.

Note: Do not change any of the column headers. Headers must be exact for information to be uploaded properly.

3.3 Upload Data

1. Navigate back to the 'QC Data Upload Information Page' and select the 'Upload QC Data' icon.

QC Data Upload Information

Quality Control Testing-Upload

The interface displays eight icons arranged in two rows. The first row includes: 'QC Upload Instructions' (clipboard icon), 'Download Method List' (beaker icon), 'Download Analyte List' (test tubes icon), and 'Download Template (pre-filled)' (document icon). The second row includes: 'Download Template (blank)' (document icon), 'Upload QC Data' (document icon with an upward arrow, highlighted with a red border), 'Review QC Upload Data' (clipboard with checkmark icon), and 'Submit QC Upload Data' (document with arrow icon).

2. Select the 'Choose File' button on the 'QC Data Upload' page and select the completed template for upload.

QC Data Upload

Steps for Uploading QC Template:

1. Download one of the template options "Blank" or "Pre-filled".
2. Download and **READ** the QC Uploading Procedure.
3. Download the Method List.
4. Download the Analyte List if using "Blank" Template.
5. Enter all QC Programs data into a single consolidated template file. Report exactly 5 runs (10 data points) for each analyte. This is required for the template to be accepted.
 - o For the blank template, provide the following information: method code, other method name (if applicable), analyte code, run number (1,2,3,4,5), lot number, and results.
 - o For the pre-filled template, provide the following information: method code, other method name (if applicable), and results.
6. Do not alter column names, column order, or format of your template file. Any changes to the structure or format of the template will inactivate the template and the upload will fail.
7. Leave blank any inapplicable columns or fields. Add <LOD for results when necessary.
8. Upload the completed template for **ALL QC PROGRAMS** you are reporting. No partial results will be accepted at this time.
9. **If you upload more than once, your previous file will be overwritten.**
10. Use the 'Review QC Upload Data' page to review and edit entries (if necessary) after uploading the completed template.
11. If you have trouble uploading your completed template please email NSQAPDMT@cdc.gov for assistance.

Attach the Excel Template file *

No file chosen

UPLOAD DATA FILE

3. Select the 'Upload Data File' to upload the document.

- For the blank template, provide the following information: method code, other method name (if applicable), analyte code, run number (1,2,3,4,5), lot number, and results.
 - For the pre-filled template, provide the following information: method code, other method name (if applicable), and results.
6. Do not alter column names, column order, or format of your template file. Any changes to the structure or format of the template will inactivate the template and the upload will fail.
 7. Leave blank any inapplicable columns or fields. Add <LOD for results when necessary.
 8. Upload the completed template for **ALL QC PROGRAMS** you are reporting. No partial results will be accepted at this time
 9. **If you upload more than once, your previous file will be overwritten.**
 10. Use the 'Review QC Upload Data' page to review and edit entries (if necessary) after uploading the completed template.
 11. If you have trouble uploading your completed template please email NSQAPDMT@cdc.gov for assistance.

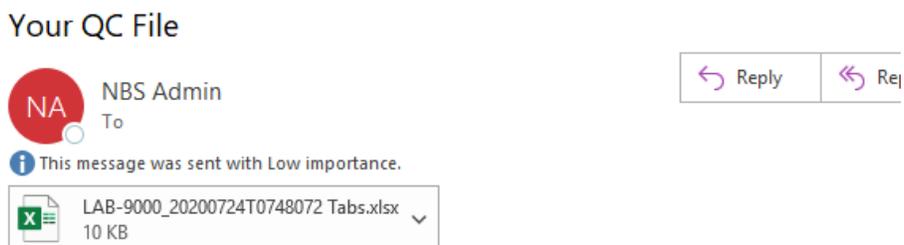
Attach the Excel Template file *

Choose File No file chosen



4. After the file has been uploaded two notification emails will be sent:

- a. Notification the QC file was uploaded.



Here is a copy of the file you submitted.

- b. Notification data is ready for review in the Portal.



Your QC upload data is now ready to be reviewed. Go to the upload review all page.

Note: If your lab doesn't receive an email notifying the data is ready for review, an error with the upload may have occurred. Review Section 3.6 Troubleshooting and FAQs for more information.

3.4 Review Uploaded Data

1. Navigate back to the 'QC Data Upload Information' page and select the 'Review QC Upload Data' icon.

QC Data Upload Information

Quality Control Testing-Upload

The interface displays eight icons for Quality Control Testing-Upload actions:

- QC Upload Instructions (Clipboard icon)
- Download Method List (Beaker icon)
- Download Analyte List (Test tubes icon)
- Download Template (pre-filled) (Document icon)
- Download Template (blank) (Document icon)
- Upload QC Data (Document with up arrow icon)
- Review QC Upload Data** (Document with checkmark and magnifying glass icon, highlighted with a red box)
- Submit QC Upload Data (Document with right arrow icon)

2. Review/edit the data that has been uploaded from the 'QC Review Upload Data' page.
 - a. Filter the data by program by selecting the check box next to the program(s) and selecting the 'Apply' button.

QC Review upload Data

Filter by Program Name

- 17 α -Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)
- Galactose-1-phosphate Uridyltransferase (GALTQC)
- Immunoreactive Trypsinogen (IRTQC)
- Lysosomal Storage Disorders (LSDQC)
- Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)
- Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)
- Second-tier Methylmalonic /Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA-HCYQC)
- Tandem MS 1 (MSMS1QC)
- Thyroid-Stimulating Hormone (TSHQC)
- Thyroxine (T4QC)

[Less](#) [Apply](#)

b. To sort data, click on the column header.

Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQ)C
 Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKU)C
[More](#) [Apply](#)

[Download](#)

RUN	Method	Method Code	OTHER_METHOD	Analyte ↑	Analyte_Code	Analyte Abbreviation	Lot_A	Replicate_1A	Replicate_2A	Lot_B
1	LC-MS/MS non-kit	164		11-Deoxycortisol (11D2)	203	11D2	A1811	1.00	2.00	B1811
2	Other	999	DEMO	11-Deoxycortisol (11D2)	203	11D2	A1811		3.00	B1811
3	LC-MS/MS non-kit	164		11-Deoxycortisol	203	11D2	A1811			B1811

Note: The screenshot is sorted in ascending order by Analyte. The indicator is the arrow next to the header name.

c. To edit a record, select the number hyperlink in the 'Run' column.

Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQ)C
 Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKU)C
[More](#) [Apply](#)

[Download](#)

RUN	Method	Method Code	OTHER_METHOD	Analyte ↑	Analyte_Code	Analyte Abbreviation	Lot_A	Replicate_1A	Replicate_2A	Lot_B
1	LC-MS/MS non-kit	164		11-Deoxycortisol (11D2)	203	11D2	A1811	1.00	2.00	B1811
2	Other	999	DEMO	11-Deoxycortisol (11D2)	203	11D2	A1811		3.00	B1811
3	LC-MS/MS non-kit	164		11-Deoxycortisol	203	11D2	A1811			B1811

- d. Edit the information on the pop-up screen for the run and select the **'Save Run Data'** button.

Analyte: 11-Deoxycortisol (11D2)

RUN 2

SAVE RUN DATA

Data cannot not be saved until all replicates have been completed

Values

A1811			
Replicate 1A	<input checked="" type="checkbox"/> <LOD	Replicate 2A *	<input type="checkbox"/> <LOD
—		3.00	
B1811			
Replicate 1B *	<input type="checkbox"/> <LOD	Replicate 2B *	<input type="checkbox"/> <LOD

3.5 Submit Uploaded Data

1. After data has been reviewed, navigate back to the 'QC Data Upload Information' page and select the **'Submit QC Data Upload'** icon.

QC Data Upload Information

Quality Control Testing-Upload

			
QC Upload Instructions	Download Method List	Download Analyte List	Download Template (pre-filled)
			
Download Template (blank)	Upload QC Data	Review QC Upload Data	Submit QC Upload Data

2. Select the **'Submit'** button to submit the uploaded data.

Home > QC Submission Webpage - Upload

QC Submission Webpage - Upload

IMPORTANT: By clicking submit, you are submitting all of your *QC data* for the current event which will lock all records for editing. No changes can be made after this action.



3. The submission confirmation message will appear upon successful upload.

QC Submission Complete

Your records are now locked, no further changes can be made. If you any issues, please email nsqapdmt@cdc.gov.

3.6 Troubleshooting and FAQs

If your uploaded data does not appear in the Portal after uploading

1. Confirm that you clicked the 'Review QC Upload Data' icon rather than the 'QC Manual Review' icon.
2. Confirm that you received a confirmation email stating that your data is ready.
3. If you received an email confirmation, refresh the web page.
4. If you clicked the 'Review QC Upload Data' icon, received an email confirmation, and refreshed the webpage and still do not see your data, confirm there are no issues with the file you uploaded. The following are common issues with the uploaded file:
 - a. The file should be in .xlsx or .xls format.
 - b. The data should appear on sheet 1 of the file.
 - c. Remove any table names in the spreadsheet. Table names are not encouraged unless you name the table 'Data'.
 - d. Check your headings. Make sure the headings are spelled correctly.
 - e. Check the values that have been entered for your data.
5. Confirm that your data was not already submitted.

If your method code does not appear

1. Confirm that the code exists in the method list that is provided on the Portal.
2. Check to see if any spaces or other characters are present before or after code. Remove as necessary.

If your analyte code does not appear

1. Confirm that the code exists in the analyte list that is provided on the Portal.
2. Check to see if any spaces or other characters are present before or after code. Remove as necessary.