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

PARTICIPANT TRAINING GUIDE

January 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.

2. Click the **'SAMS Login'** button and you will be directed to the SAMS login page.
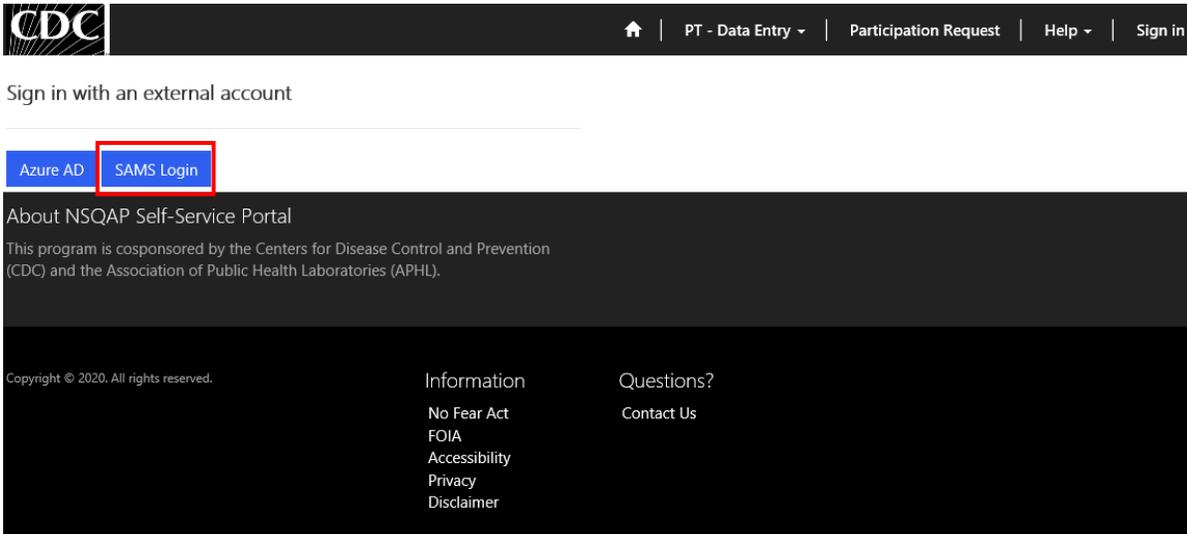
3. Enter your SAMS Username and SAMS Password and select the **'Login'** button. You will be redirected to the Profile Page when logging in for the first time, otherwise you will be redirected to the NSQAP Portal Landing Page.
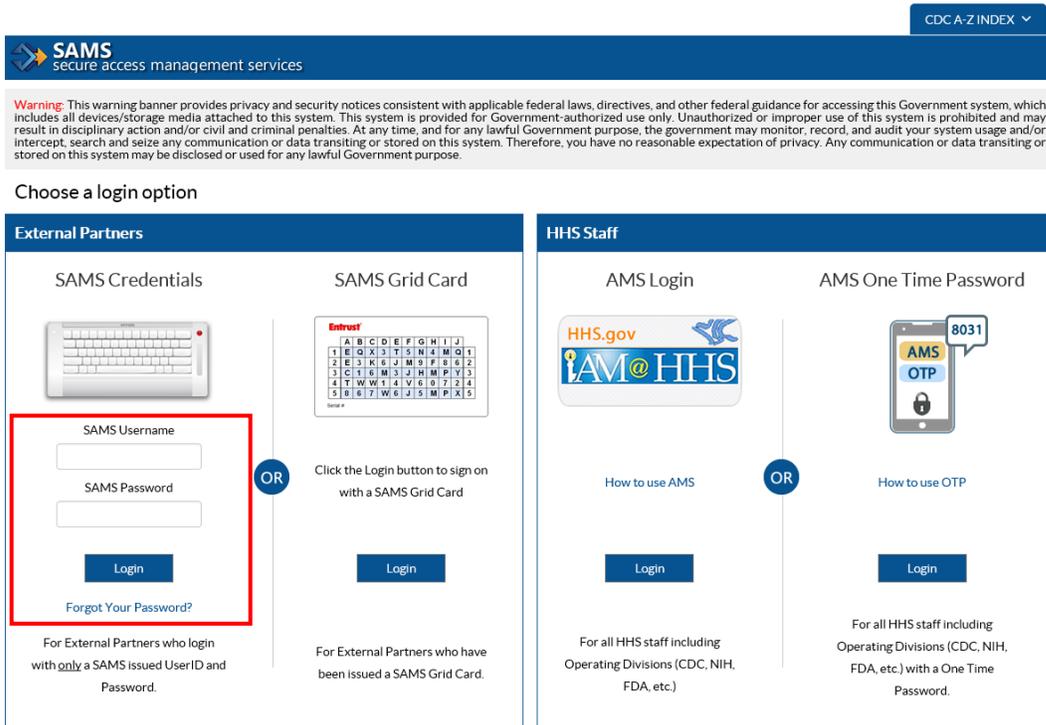
4. When logging in for the first time, verify your information (First Name, Last Name, & Email) is correct. If not, correct it in the corresponding text box and select the **'Update'** button at the bottom of the page. Then select the **'Home'** icon on the toolbar at the top of the page to navigate 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

First Name *

Corvin

Last Name *

Bradley

E-mail *

opw7@cdc.gov

Business Phone

Organization Name

Title

Nickname

Web Site

Public Profile Copy

Preferred Language

🔍

How may we contact you? Select all that apply.

☑ Email
☑ Fax
☑ Phone
☑ Mail

Update

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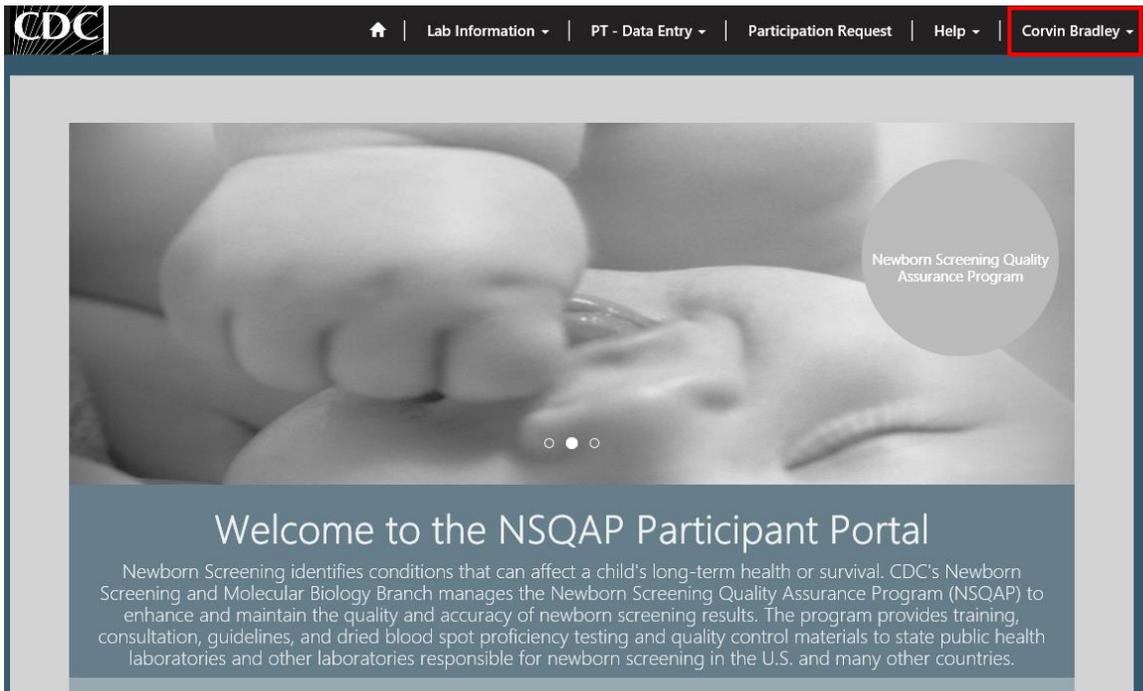
1.3 Lab Information

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

1. Select the **'Lab Information'** button at the top of the page on the toolbar, and select the **'Lab Information'** option.
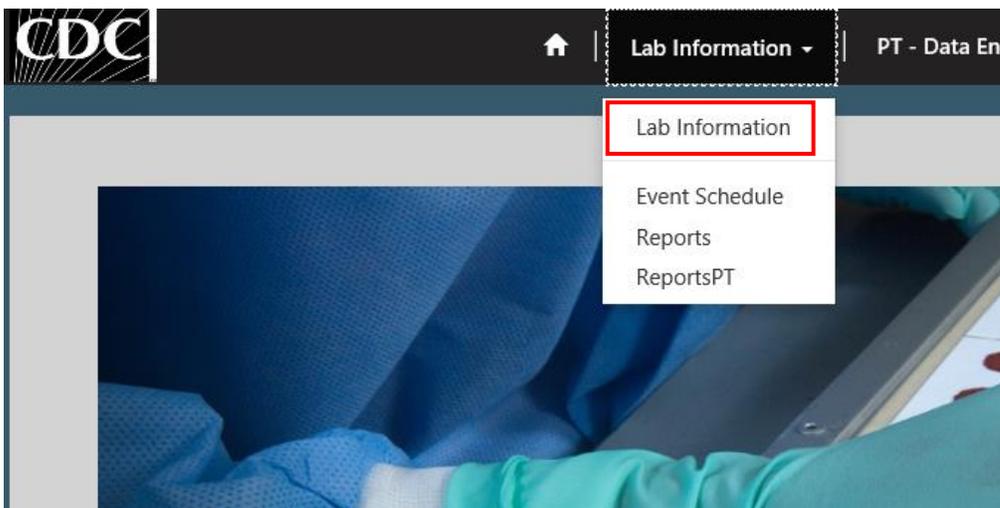
2. The Lab Information Page will appear and it is broken into four sections: Account Information, Shipping Address, Laboratory Profile, and Shipment.

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	ibt7@cdc.gov
Hema Desai	jjx2@cdc.gov
Irene Williams	ial2@cdc.gov
Joanne Mei	jvm0@cdc.gov
John Bernstein	yfj5@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: County/Region

Details

Laboratory Profile

| Profile Category ↑	Program Overview	Lab Profile Status	Name
PT	AAPT,ACPT,BIOTPT,CAHPT,CFDNAPT,G6PDPT,GALTPT,HbPT,HIVPT,HORMPT,IRTPT,LSDPT,TOXOPT,TRECPT,UDOT,XALDPT	Active	PT-0300
QC	17OHP,AAACQC,CAHQC,GALTQC,GAMTQC,HIVQC,IRTQC,LSDQC,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 continuously reviewed 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.
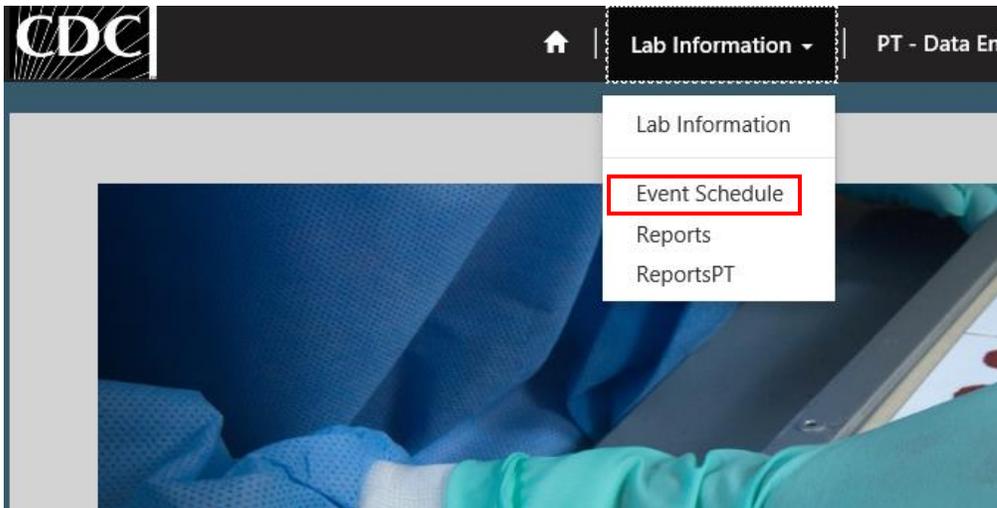
2. The Event Schedule Page will appear with a list of events on the left side and a calendar with the number of events per month on the right side.

1.5 Participation Requests

The participation request form is for applicants requesting participation in NSQAP Proficiency Testing (PT) and Quality Control (QC) programs. To avoid delays in the process of a request, ensure all sections are complete. The form is broken up into six sections: General Information, Laboratory and Shipping Information, Shipping, Program Selection, Quality Control Testing Materials, Second-Tier Quality Control Testing Programs. Steps to navigate to and complete a participation request are listed below.

1. Select the **'Participation Request'** button at the top of the page on the toolbar.
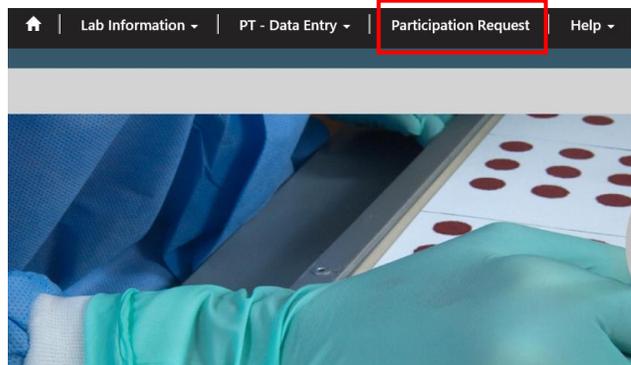
2. Complete all of the required fields on the Participation Request Form.

GENERAL INFORMATION
Current or Previous NSQAP Participant
Country
Does your laboratory manufacture or distribute newborn screening testing products?

LABORATORY AND SHIPPING INFORMATION

Provide physical street address. FedEx will not deliver to PO Boxes

Contact First Name: *

Contact Last Name: *

Laboratory Name: *

Laboratory Address 1: *

Laboratory Address 2

City: *

State/Province: *

Telephone: *

Postal Code: *

Email *

Website address:

Is Shipping address same as above? *

No ▼

LABORATORY AND SHIPPING INFORMATION
Contact First Name
Contact Last Name
Laboratory Name
Laboratory Address 1
Laboratory Address 2
City
State/Province
Telephone
Postal Code
Email
Website Address
Is Shipping address same as above?

Shipping

Shipping Address: (if different from laboratory address)

Shipping Address 1 *

Shipping Address 2

Shipping City *

Shipping State/Province *

Shipping Country

Shipping Postal Code *

SHIPPING
Shipping address needs to be filled out if different from the laboratory address.
Shipping Address 1
Shipping Address 2
Shipping City
Shipping State/Province
Shipping Country
Shipping Postal Code

PROGRAM SELECTION

Proficiency Testing Programs

☐ **Amino Acids and SUAC (AAPT)**
(Analytes: Arginine, Citrulline, Leucine, Methionine, Phenylalanine, Succinylacetone, Tyrosine, Valine)

☐ **Acylcarnitines (ACPT)**
(Analytes: C0(L), C3, C3DC, C3DC+C4OH, C4, C4OH, C5, C5:1, C5DC, C5OH, C6, C8, C10, C10:1, C10:2, C14, C14:1, C16, C16OH, C18, C18:1, C18OH)

☐ **Biotinidase (BIOTPT)**
☐ **Galactose-1-phosphate Uridyltransferase (GALTPT)**
☐ **Glucose-6-phosphate Dehydrogenase (G6PDPT)**
☐ **Hormone + Total Galactose (HORMPT)**
(Analytes: T4, TSH, 17OHP, TGal)

☐ **Immunoreactive Trypsinogen (IRTPT)**
☐ **Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHPT)**
(Analytes: 17 α-Hydroxyprogesterone, 4-Androstenedione, Cortisol, 11-Deoxycortisol, 21-Deoxycortisol)

☐ **Cystic Fibrosis DNA Mutation Detection (CFDNAPT)**
☐ **T-cell Receptor Excision Circle (TRECPT)**
☐ **anti-HIV-1 Antibodies (HIVPT)**
☐ **Lysosomal Storage Disorders (LSDPT)**
(Analytes: Galactocerebrosidase, Acid α-Glucosidase, α-L-Iduronidase)

☐ **Sickle Cell and Other Hemoglobinopathies (HbPT)**
☐ **anti-Toxoplasma (TOXOPT)**
☐ **X-linked Adrenoleukodystrophy (XALDPT)**
(Analytes: 24:0-Lysophosphatidylcholine, 26:0-Lysophosphatidylcholine)

> **PROGRAM SELECTION**
> **Check the box for the programs you would like to participate in.**
> **PROFICIENCY TESTING**
> Amino Acids and SUAC (AAPT)
> Acylcarnitines (ACPT)
> Biotinidase (BIOTPT)
> Galactose-1-Phosphate Uridyltransferase (GALTPT)
> Glucose-6-Phosphate Dehydrogenase (G6PDPT)
> Hormone + Total Galactose (HORMPT)
> Immunoreactive Trypsinogen (IRTPT)
> Second-tier Congenital Adrenal Hyperplasia (CAHPT)
> Cystic Fibrosis DNA Mutation Detection (CFDNAPT)
> T-Cell Receptor Excision Circle (TRECPT)
> Anti-HIV-1 Antibodies (HIVPT)
> Lysosomal Storage Disorders (LSDPT)
> Sickle Cell and other Hemoglobinopathies (HbPT)
> Anti-Toxoplasma Antibodies (TOXOPT)
> X-linked Adrenoleukodystrophy (XALDPT)

Quality Control Testing Materials

☐ **17 α-Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)**
☐ **Galactose-1-phosphate Uridyltransferase (GALTQC)**
☐ **anti-HIV-1 Antibodies (HIVQC)**
☐ **Immunoreactive Trypsinogen (IRTQC)**
☐ **Lysosomal Storage Disorders (LSDQC)**
(Analytes: Galactocerebrosidase, Acid α-Glucosidase, α-L-Iduronidase α-Galactosidase, β-Glucocerebrosidase, Acid Sphingomyelinase)

☐ **Tandem MS 1 (MSMS1QC)**
(Analytes: Arginine, Alanine, Citrulline, Creatine, Creatinine, Guanidinoacetic Acid, Glycine, Leucine, Methionine, Ornithine, Phenylalanine, Succinylacetone, Tyrosine, Valine, C0, C3, C3DC, C3DC+C4OH, C4, C4OH, C5, C5:1, C5DC, C5OH, C6, C8, C10, C12, C14, C14:1, C16, C16OH, C18, C18OH, C20-LPC, C22-LPC, C24-LPC, C26-LPC)

☐ **Thyroxine (T4QC)**
☐ **Thyroid-Stimulating Hormone (TSHQC)**

> **QUALITY CONTROL TESTING**
> 17 α-Hydroxyprogesterone + Total Galactose (17OHPQC and TGalQC)
> Galactose-1-phosphate Uridyltransferase (GALTQC)
> Anti-HIV-1 Antibodies (HIVQC)
> Immunoreactive Trypsinogen (IRTQC)
> Lysosomal Storage Disorders (LSDQC)
> Tandem MS1 (MSMS1QC)
> Thyroxine (T4QC)
> Thyroid Stimulating Hormone (TSHQC)

Second-Tier Quality Control Testing Programs - Enrollment not guaranteed and will be subject to review

☐ **Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC)**
(Analytes: 17 α-Hydroxyprogesterone, 4-Androstenedione, Cortisol, 11-Deoxycortisol, 21-Deoxycortisol)

☐ **Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC)**
(Analyte: Alloisoleucine, Isoleucine, Leucine, Phenylalanine, Tyrosine, Valine)

☐ **Second-tier Methylmalonic/Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA-HCYQC)**
(Analytes: Malonic Acid, Methylmalonic Acid, Ethylmalonic Acid, 2-Methylcitric Acid, Total Homocysteine)

> **SECOND-TIER QUALITY CONTROL TESTING**
> 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)

1MM9E
Generate a new image
Play the audio code

[   ] **Enter the code from the image**

[Submit]

3. Select the **'Submit'** button to submit the form to the NSQAP.

NOTE: The form will be reviewed and approval is not guaranteed. The applicant will be notified by NSQAP if the application is approved, partially approved, or denied.

1.6 PT Data Entry

PT Data Entry is used to enter and submit data for Proficiency Testing events. Steps for navigating, entering, and submitting data are covered in Sections 2 and 3.

1.7 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.
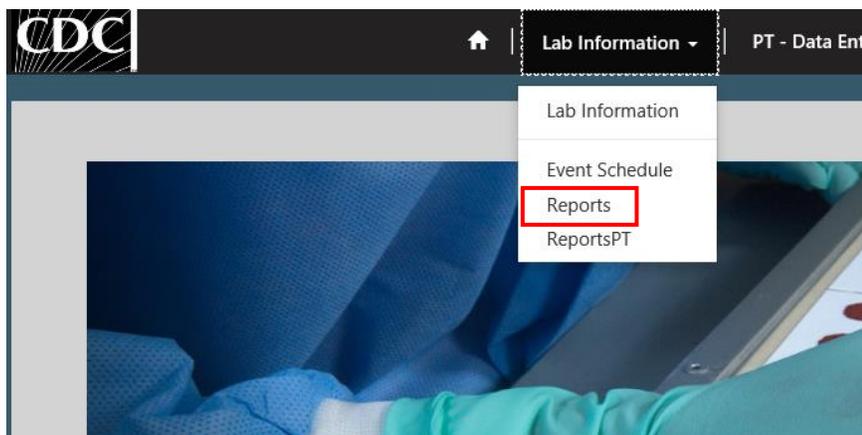
2. The Reports Page appears with a list of available reports underneath the 'Portal Reports and Documents' text. Toward the bottom of the page, is a document area that houses reports or documents specific to the lab.
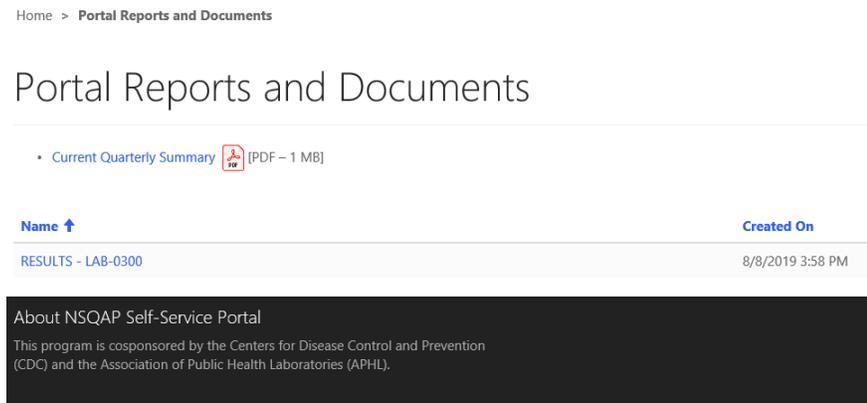
1.8 Help Request

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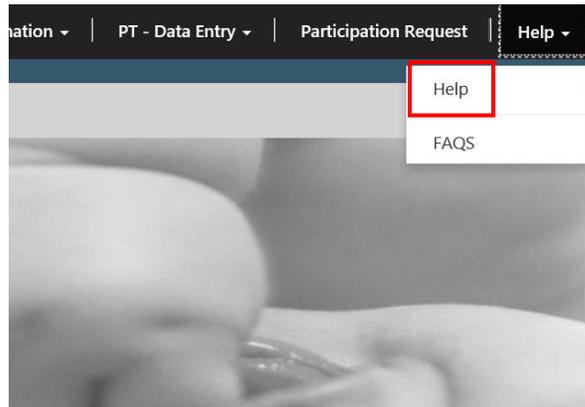
2. To create a Help request, select the **'Open a New Request'** button.
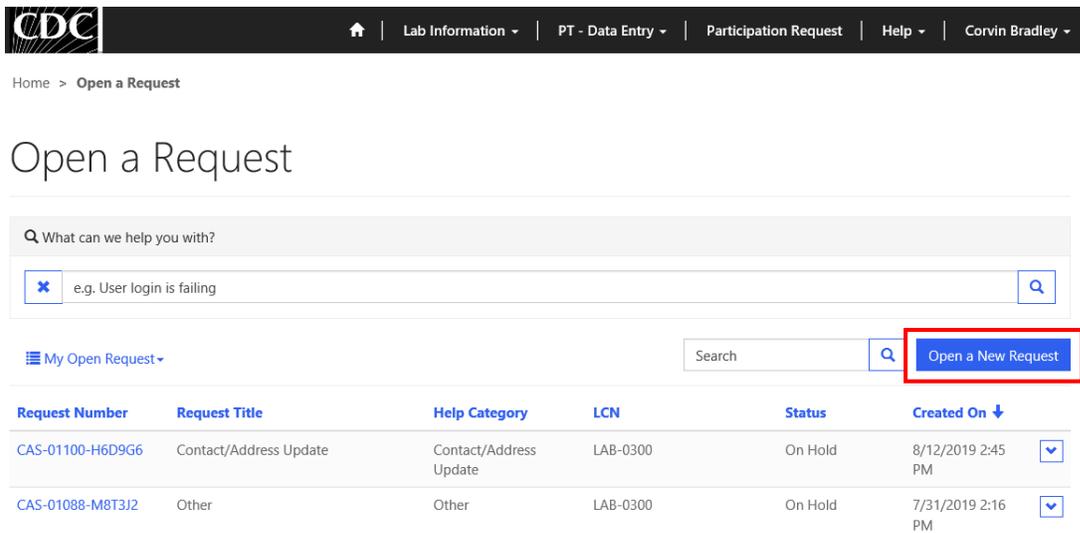
3. On the new request form, select a Help Category from the drop down list: Certificates, Contact/Address Update, Extra Material Request, NSQAP Website, Reporting Request, Shipping, or Other. Select a category and enter a detailed description of the request. Using the **'Browse'** button at the bottom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

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

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

5. 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.

1.9 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.
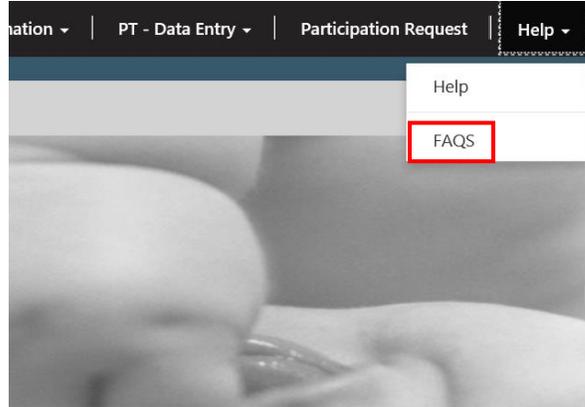
2. Select a question and it will navigate to the answer.

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.

1.10 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. Data Entry

2.1 Setup for Data Entry

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

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Analyte Selection'** option.

2. Select the PT program that needs to be setup for data entry. To select the PT Program, click on the program hyperlink in the list of programs.

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

Program Name ⬆	Created On
Acylcarnitines (ACPT)	7/1/2019 10:28 AM
Amino Acids and SUAC (AAPT)	7/1/2019 10:28 AM
Biotinidase (BIOT)	7/1/2019 10:28 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)	7/1/2019 10:28 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)	7/1/2019 10:28 AM
Hormone + Total Galactose (HORMPT)	7/1/2019 10:28 AM
Immunoreactive Trypsinogen (IRTPT)	7/1/2019 10:28 AM

3. The setup page will appear for that program. Select the analytes for which data will be reported. To select all analytes, check the **'Select All Analytes'** checkbox. 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   **Set All Methods Below**

☐ Arginine (Arg)	Method	Cutoff (µmol/L blood)
☐ Citrulline (Cit)	Method	Cutoff (µmol/L blood)
☐ Leucine (Leu)	Method	Cutoff (µmol/L blood)
☐ Methionine (Met)	Method	Cutoff (µmol/L blood)
☐ Phenylalanine (Phe)	Method	Cutoff (µmol/L blood)
☐ Succinylacetone (SUAC)	Method	Cutoff (µmol/L blood)
☐ Tyrosine (Tyr)	Method	Cutoff (µmol/L blood)
☐ Valine (Val)	Method	Cutoff (µmol/L blood)

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   Set All Methods Below

🔍

☐ Arginine (Arg)   Method   Cutoff (µmol/L blood)

🔍

☐ Citrulline (Cit)   Method   Cutoff (µmol/L blood)

🔍

☐ Leucine (Leu)   Method   Cutoff (µmol/L blood)

🔍

☐ Methionine (Met)   Method   Cutoff (µmol/L blood)

🔍

☐ Phenylalanine (Phe)   Method   Cutoff (µmol/L blood)

🔍

☐ Succinylacetone (SUAC)   Method   Cutoff (µmol/L blood)

🔍

☐ Tyrosine (Tyr)   Method   Cutoff (µmol/L blood)

🔍

☐ Valine (Val)   Method   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.

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

Set All Methods Below

| Non-derivatized - MS/MS NeoBase™ PerkinElmer | ✖ | 🔍 |

☐ Arginine (Arg)

Method

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

Cutoff (µmol/L blood)

☐ Citrulline (Cit)

Method

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

Cutoff (µmol/L blood)

☐ Leucine (Leu)

Method

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

Cutoff (µmol/L blood)

☐ Methionine (Met)

Method

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

Cutoff (µmol/L blood)

☐ Phenylalanine (Phe)

Method

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

Cutoff (µmol/L blood)

☐ Succinylacetone (SUAC)

Method

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

Cutoff (µmol/L blood)

☐ Tyrosine (Tyr)

Method

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

Cutoff (µmol/L blood)

☐ Valine (Val)

Method

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

Cutoff (µmol/L blood)

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)

☐ Select All Analytes   **Set All Methods Below**

[🔍]

☑ **Arginine (Arg)**   **Method**   **Cutoff (µmol/L blood)**

Non-derivatized - MS/MS NeoBase™ PerkinElmer   ✖ 🔍   [   ]

☐ **Citrulline (Cit)**   **Method**   **Cutoff (µmol/L blood)**

[🔍]   [   ]

☑ **Leucine (Leu)**   **Method**   **Cutoff (µmol/L blood)**

Non-derivatized - MS/MS NeoBase™ PerkinElmer   ✖ 🔍   [   ]

☐ **Methionine (Met)**   **Method**   **Cutoff (µmol/L blood)**

[🔍]   [   ]

☑ **Phenylalanine (Phe)** **Method**   **Cutoff (µmol/L blood)**

Non-derivatized - MS/MS NeoBase™ PerkinElmer   ✖ 🔍   [   ]

☐ **Succinylacetone (SUAC)** **Method**   **Cutoff (µmol/L blood)**

[🔍]   [   ]

☐ **Tyrosine (Tyr)**   **Method**   **Cutoff (µmol/L blood)**

[🔍]   [   ]

☐ **Valine (Val)**   **Method**   **Cutoff (µmol/L blood)**

[🔍]   [   ]

[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, an 'Other Method' text box will appear in the top right corner of the setup page. Type the name of the method in 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)

☐ Select All Analytes	Set All Methods Below	Other Method *
	Other	

☐ Arginine (Arg)	Method	Cutoff (µmol/L blood)
	Other	

☐ Citrulline (Cit)	Method	Cutoff (µmol/L blood)
	Other	

☐ Leucine (Leu)	Method	Cutoff (µmol/L blood)
	Other	

☐ Methionine (Met)	Method	Cutoff (µmol/L blood)
	Other	

☑ Phenylalanine (Phe)	Method	Cutoff (µmol/L blood)
	Other	

☐ Succinylacetone (SUAC)	Method	Cutoff (µmol/L blood)
	Other	

☐ Tyrosine (Tyr)	Method	Cutoff (µmol/L blood)
	Other	

☐ Valine (Val)	Method	Cutoff (µmol/L blood)
	Other	

SAVE AND SET VALUES

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)

☐ Select All Analytes	Set All Methods Below		
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	✖	🔍

☐ Arginine (Arg)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	70.0

☐ Citrulline (Cit)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	55.0

☐ Leucine (Leu)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	290.0

☐ Methionine (Met)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	75.0

☑ Phenylalanine (Phe)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	150.0

☐ Succinylacetone (SUAC)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	2.2

☐ Tyrosine (Tyr)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	350.0

☐ Valine (Val)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	300.0 ✖

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**		**Cutoff (µmol/L blood)**
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	70.0

☐ **Citrulline (Cit)**	**Method**		**Cutoff (µmol/L blood)**
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	55.0

☐ **Leucine (Leu)**	**Method**		**Cutoff (µmol/L blood)**
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	290.0

☐ **Methionine (Met)**	**Method**		**Cutoff (µmol/L blood)**
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	75.0

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

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

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

☐ **Valine (Val)**	**Method**		**Cutoff (µmol/L blood)**
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	🔍	300.0 ✖

SAVE AND SET VALUES

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

2.2 Data Entry

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Specimen Data Entry'** option.

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

Program List - Specimen Data Entry

Program Name ↑		Created On
Acylcarnitines (ACPT)		7/1/2019 10:28 AM
Amino Acids and SUAC (AAPT)		7/1/2019 10:28 AM
Biotinidase (BIOT)		7/1/2019 10:28 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)		7/1/2019 10:28 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)		7/1/2019 10:28 AM
Hormone + Total Galactose (HORMPT)		7/1/2019 10:28 AM
Immunoreactive Trypsinogen (IRTPT)		7/1/2019 10:28 AM

3. 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	
20194005001	AAPT	Set	1/7/2020 1:05 PM		▾
20194005002	AAPT	Set	1/7/2020 1:05 PM		▾
20194005003	AAPT	Set	1/7/2020 1:05 PM		▾
20194005004	AAPT	Set	1/7/2020 1:05 PM		▾
20194005005	AAPT	Set	1/7/2020 1:05 PM		▾

4. 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	
20194005001	AAPT	Set	1/7/2020 1:05 PM		▾
20194005002	AAPT	Set	1/7/2020 1:05 PM		▾
20194005003	AAPT	Set	1/7/2020 1:05 PM		▾
20194005004	AAPT	Set	1/7/2020 1:05 PM		▾
20194005005	AAPT	Set	1/7/2020 1:05 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		⌄

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		⌄

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		⌄

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)

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

Specimen Number	Result µmol/L blood	Phe Presumptive Clinical Assessment*
20194005001	134.3	1- Within normal limits

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	1.7	1- Within normal limits

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	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)

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

Specimen Number	Result µmol/L blood	Tyr Presumptive Clinical Assessment*
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	
20193005001	AAPT	Saved	7/10/2019 11:26 AM	Corvin Bradley	▾
20193005002	AAPT	Set	7/10/2019 10:14 AM		▾
20193005003	AAPT	Set	7/10/2019 10:14 AM		▾
20193005004	AAPT	Set	7/10/2019 10:14 AM		▾
20193005005	AAPT	Set	7/10/2019 10:14 AM		▾

9. In order to submit the data for the program, all of the 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.

3. Data Summary and Submission

3.1 Data Summary

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Submit/View Data'** option.
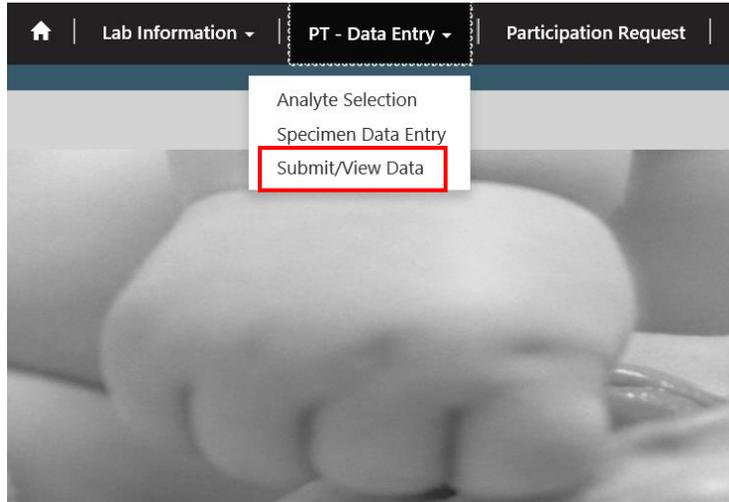
2. Select the PT Program by clicking on the program hyperlink.

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

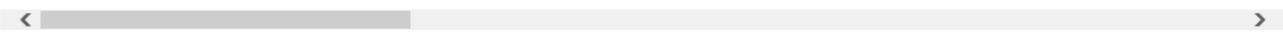| Specimen Number ↑	Arg_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_Method	Cit_Presumptive Clinical Assessment	Cit_Cutoff	Cit_Result	Leu_Method	Leu_Pr Clinica Assess
20193005001	Non-derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non-derivatized - MS/MS 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.

View All Data

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

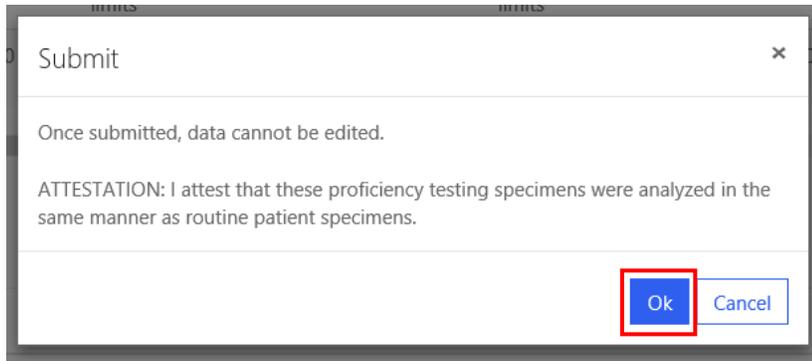| Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By
20193005001	AAPT	Saved (Edited)	7/10/2019 12:39 PM	Corvin Bradley
20193005002	AAPT	Saved (Edited)	7/10/2019 12:40 PM	Corvin Bradley
20193005003	AAPT	Saved (Edited)	7/10/2019 12:42 PM	Corvin Bradley
20193005004	AAPT	Saved (Edited)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

3.2 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
20194005001	AAPT	Saved (Edited)
20194005002	AAPT	Saved (Edited)
20194005003	AAPT	Saved (Edited)
20194005004	AAPT	Saved (Edited)
20194005005	AAPT	Saved (Edited)

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.

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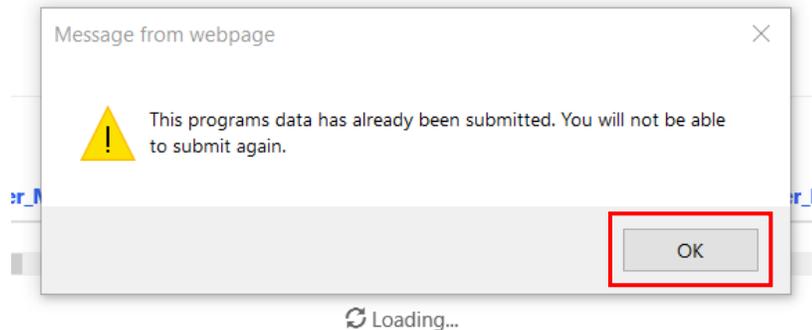
5. The 'Specimen Status' for each specimen will read 'Submitted'.

Specimen

| Specimen Number ↑	Program Name	Specimen Status	Modified On	Last Edited By
20193005001	AAPT	Submitted	7/11/2019 3:01 PM	Corvin Bradley
20193005002	AAPT	Submitted	7/11/2019 3:01 PM	Corvin Bradley
20193005003	AAPT	Submitted	7/11/2019 3:01 PM	Corvin Bradley
20193005004	AAPT	Submitted	7/11/2019 3:01 PM	Corvin Bradley
20193005005	AAPT	Submitted	7/11/2019 3:01 PM	Corvin Bradley

4. Reporting
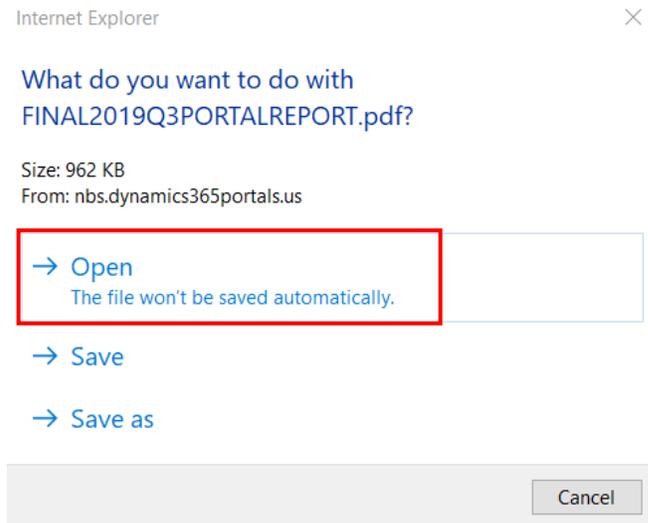
4.1 Quarterly Summary Report

1. Select the **'Lab Information'** button at the top of the page on the toolbar and select the **'Reports'** option.
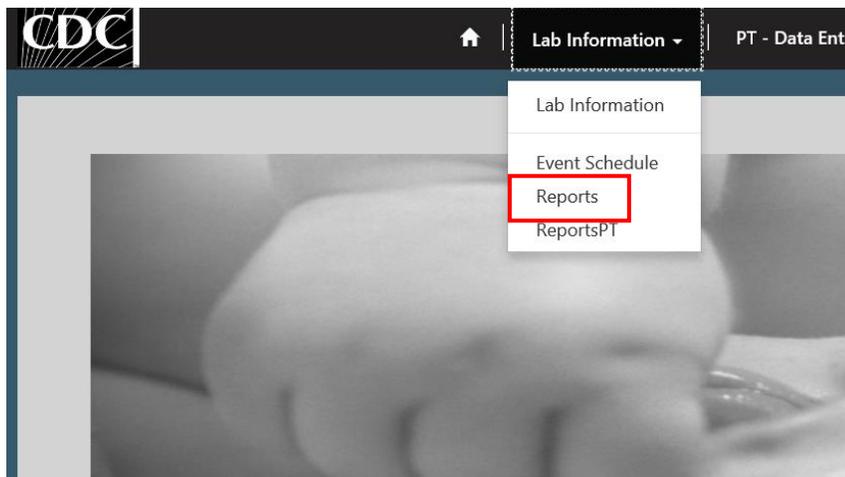
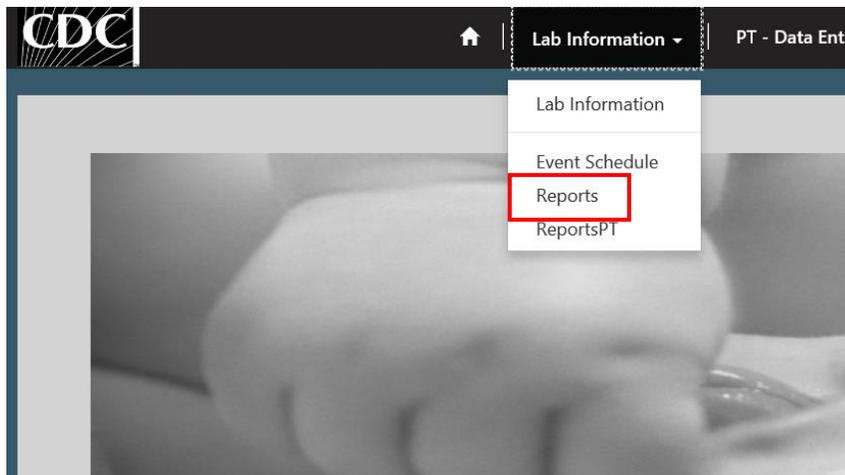2. Select the **'Current Quarterly Summary'** link.
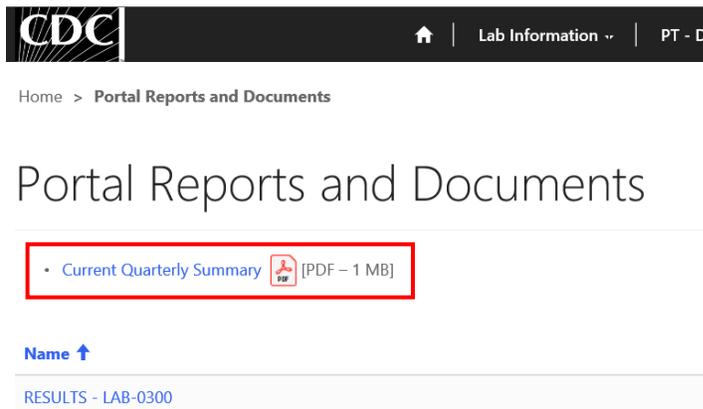
3. Click the **'Open'** option in the pop-up window to download and view the Quarterly Summary Report.

4.2 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.

3. Select the Evaluation Report by clicking the file link that reads **'LAB_<Your Lab Number>_<Quarter><Year> (ex. LAB_0300_032019.pdf)'**

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