

NCAH Portal Roles and Privileges

Certain tasks can only be completed by users with specific roles assigned to them. Use the table below to find the role on the left and the APHIS Form number or function you are interested in at the top, where these intersect will be a list of the tasks that role can or can't do for that function. **NOTE: Employees may have more than one role. An employee with no roles will still have limited use of the NCAH Portal.** This table is continued on the next page with more tasks.

Designated Role in LSRTIS	Role Description	2020 Biologics Samples	2008 Biologics Production and Test Report	2007 Qualifications of Biologics Personnel
Liaison	Point of contact for all official correspondence submitted to and received from the CVB. Firm designated role that is confirmed by the CVB	No entry allowed No submission to CVB Can View All	Entry allowed Can Edit All Can Submit to CVB Can View All	Entry allowed Can Edit All Can Submit to CVB Can View all
Alternate Liaison	Secondary point of contact for all official correspondence. Firm designated role that is confirmed by the CVB	No entry allowed No submission to CVB Can View All	Entry allowed Can Edit All Can submit to CVB Can View All	Entry allowed Can Edit All Can submit to CVB Can View all
Serial Release	Point of contact for Serial Release, preparation and submission of biological production and test reports. Firm Designated Role	No entry allowed No submission to CVB No View	Entry allowed Can Edit All Can submit to CVB Can View All	Can Enter own Can Edit own No submission to CVB Can view their own
Sampler	Firm designated role for the selection and submission of government retention samples & master seeds and cells. Firm designated role that is confirmed by the CVB	Entry allowed Can Print packing slips and Submit to CVB Can View All	Entry allowed No submission to CVB Can view their own	Can Enter own Can Edit own No submission to CVB Can view their own
Quality Review	Allows for quality checks on all submissions prior to being submitted to the CVB. Firm Designated Role	No entry allowed No submission to CVB Can View All	Entry allowed Can Edit All No submission to CVB Can View All	Can Enter All Can Edit All No submission to CVB Can View All
Export Contact	Point of contact for Export certification submissions. Firm Designated Role	No entry allowed No submission to CVB No View	Entry allowed No submission to CVB Can view their own	Can Enter own Can Edit own No submission to CVB Can view their own
No Specific Role designated in LSRTIS	An employee that has an active 2007 and USDA Level 2 eAuthentication, but none of the roles above have been assigned in LSRTIS.	No entry allowed No submission to CVB No View	Entry allowed No submission to CVB Can view their own	Can Enter own Can Edit own No submission to CVB Can view their own

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Designated Role in LSRTIS	Role Description	2048/2049 General Correspondence	2017/2046/2047 Export Certification
Liaison	Point of contact for all official correspondence submitted to and received from the CVB. Firm designated role that is confirmed by the CVB	Entry allowed Can Edit All Can Submit to CVB Can View all	Entry allowed Can Edit All Can Submit to CVB Can View all
Alternate Liaison	Secondary point of contact for all official correspondence. Firm designated role that is confirmed by the CVB	Entry allowed Can Edit All Can Submit to CVB Can View all	Entry allowed Can Edit All Can Submit to CVB Can View all
Serial Release	Point of contact for Serial Release, preparation and submission of biological production and test reports. Firm Designated Role	Entry allowed No submission to CVB Can View their own	No entry allowed No submission to CVB Can View All
Sampler	Firm designated role for the selection and submission of government retention samples & master seeds and cells. Firm designated role that is confirmed by the CVB	Entry allowed No submission to CVB Can View all	No entry allowed No submission to CVB Can View All
Quality Review	Allows for quality checks on all submissions prior to being submitted to the CVB. Firm Designated Role	Entry allowed Can Edit All No Submission to CVB Can View all	No entry allowed No submission to CVB Can View All Can Edit All
Export Contact	Point of contact for Export certification submissions. Firm Designated Role	Entry allowed No submission to CVB Can View all	Entry allowed Can Edit All Can Submit to CVB Can View all
No Specific Role designated in LSRTIS	An employee that has an active 2007 and USDA Level 2 eAuthentication, but none of the roles above have been assigned in LSRTIS.	Entry allowed No submission to CVB Can view their own	No entry allowed No submission to CVB Can View all