

Biologics Sample Submissions – (APHIS 2020) “Routine Samples”

Where were changes made in the July 15, 2025, version?

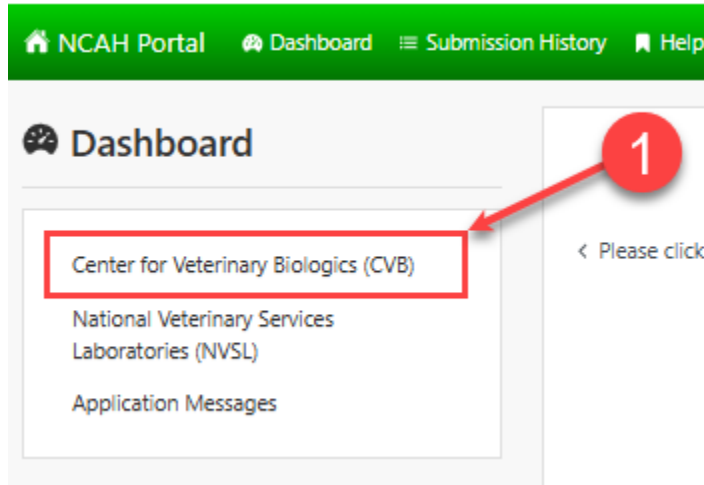
1. Updated screenshots throughout the document.
2. Page 5, added additional mention of if a record needs any corrections, it must be deleted and re-entered completely. A new packing slips will be generated upon new sample record creation.

Where were changes made in the 10/21/2020 version?

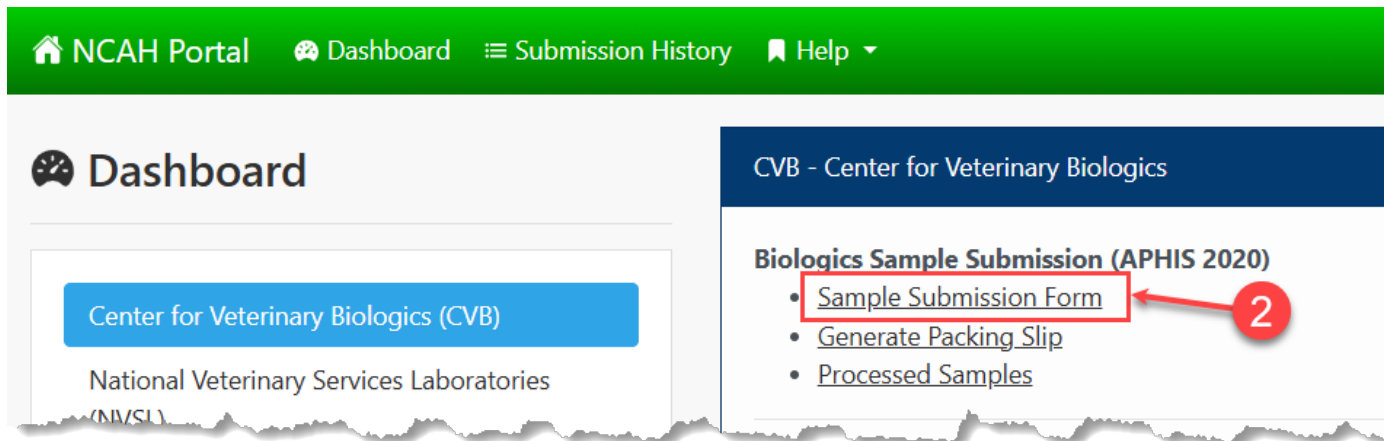
1. Page 4, when "Resubmission" is selected for the Purpose, the Sample Code field is now required to be filled.

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For all types of sample submissions, start by entering the Center for Veterinary Biologics (CVB) area of the NCAH Portal and then navigate to the Biologics Sample Submission Form (APHIS 2020) section and select Sample Submission Form.



*Only users with the
Sampler Role
can enter sample information
and generate Packing Slips to be
shipped with samples.*



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Fields with a red asterisk (*) are required.

Create - Shipment and Receipt of Biologics Samples (APHIS 2020)

[CVB Home](#) / Submission Form (APHIS 2020)

Serial Information

Auth Number		Not needed for Routine Samples.
Establishment*	999 - Your Firm, Inc. ▼	Select from drop-down menu, if different from default
Site Address*	123 1st Street, Ames, IA 50010 ▼	Select from drop-down menu, if different from default
Product Code*	205100 ▼	Select from drop-down menu
Product Name	Autogenous Bacterin This field will be auto-populated based on the select Product Code	
Serial Number*		Enter Serial Number, 20 alphanumeric characters only - NO SYMBOLS

Serial Information

Auth Number – This field is for the STR (Special Request) authorization number assigned by the CVB. For entry of samples for STR Auth Numbers, see the User Guide for [Sample Entry for a Special Test Request](#). This field is not needed for Routine Samples.

Establishment – This list is populated by the active manufacturers the user is assigned to within the CVB database.

Site Address – Defaulted to manufacturer's mailing address; however, this can be the address from where the samples are being shipped. All licensed sites will appear in the drop-down list for domestic manufacturers.

Product Code – Select from the list of all available product codes for the manufacturer if not auto-populated. NOTE: Any product code, ever assigned to your firm will be listed here in an effort to make the system flexible to users' needs and situations (like information needed on a Destroyed serial for one that was recently terminated, or if there was a firm merger).

Product Name – This field will auto-populate based upon the selected product code.

Serial Number – This field is free text, however, the serial number listed here must match the Form 2008 submission exactly, or the records will not match up. Do not enter symbols.

Next Page: Sample Information - Routine

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Sample Information

Purpose*

Type*
Routine

Subserial?
☐ Check the box if applicable

Package Shipped With*

Type*
Ice Pack

Select from drop-down menu

Size*

Number of Containers*
Enter number

Amount Per Container*
Enter amount

Type*
Doses

Select from drop-down menu

Sample Type*

Final

Select from drop-down menu if the sample is either Bulk or Final

Contains Thimerosal?
☐ Check the box if the sample has Thimerosal or Merthiolate

Sample Information Routine

Purpose –

- Select "Routine" when submitting routine post-license samples to the CVB that will be eligible to be selected for confirmatory (check) testing. Also, use this purpose when submitting samples that had previously been rejected by CVB.
- Select "Resubmission" when submitting samples of any serial or master seed or cell that has previously been submitted to the CVB for any reason.
- Select "Pre-license" when submitting samples for pre-license testing.

Sample Code – This field will only appear when "Resubmission" is selected for the Purpose. You will be required to enter a sample code when using this purpose; contact the CVB if you don't know the sample code to use. If testing was initiated by the CVB on routine testing, but more samples are needed to finish the testing, the CVB will contact the firm to request more samples to be resubmitted.

Subserial – Indicate if the serial is considered a subserial by the manufacturer.

Packaged Shipped With – Samples shall be kept under refrigeration at 35°- 45°F (2°-7°C) unless otherwise specified in the approved Outline of Production (9 CFR 114.11).

Next Page Continued: Sample Information - Routine

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Size: Number of Containers – See VSM 800.59 for guidance (9 CFR 113.3)

Amount Per Container – The number of doses/mLs (FILLED in each container) or Units (number of test kits). If the manufacturer has authorization for partial-fills (see VSM 800.206), a final container label used on the retention samples may not match the actual fill volume. In these cases, notate in the Remarks section the volume and doses/tests.

If more than one sample size is submitted, use the smallest volume for entry. However, multiple dose sizes submitted should be entered into the Remarks Section.

If the volume is less than 1 unit, round the number up to 1. If the volume is not a whole number, but is greater than 1 (i.e. 10.5 mL), round down to the nearest whole number.

Type – Label designating Doses, mL, Units. For diagnostic test kits, use units.

Sample Type – Final samples should be submitted in most cases, unless directed by the CVB.

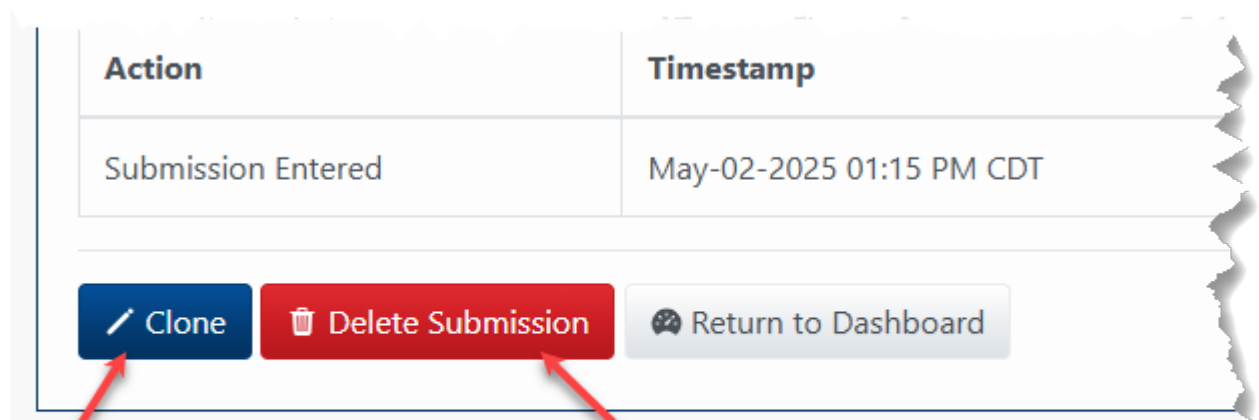
Contains Thimerosal? – Utilize this check box if the product contains Thimerosal.

Misc.

Remarks – Enter any applicable information not contained in the above fields. (i.e. who requested the resubmission of samples, additional doses sizes submitted to CVB).

Save – Upon saving, the record must be printed as a Packing Slip and submitted to the CVB with the sample packaging.

After saving the submission, you will be directed to the Shipment and Receipt Page.



Select to Clone the submitted form

Select to Delete Submission. This record may be deleted until it has been received by the CVB.

If a record needs any corrections, it must be deleted and re-entered completely. New packing slips will be generated upon new sample record creation.

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CLONING

Cloning – Cloning allows the user to copy fields from the submission form. Fields that are copied include: Product Code, Purpose, Shipment with Type, Number of Containers, Amount Per Container, Dose Type, Sample Type, Containing Thimerosal, and Remarks.

SUBMITTING THE SAMPLES TO CVB

For guidance on submitting the sample to CVB, see the User Guide for [Generating a Packing Slip for Shipment of Samples](#).