PALS — Agronomic Report Search & Sample Submission Tool

by Colleen Hudak-Wise, Ph.D., Agronomic Division Director

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Steve Troxler, Commissioner of Agriculture
PALS  www.ncagr.gov/agronomi/pals/

- For optimal performance, use a current version of one of the following Internet browsers
  - Internet Explorer (preferred)
  - Google Chrome
  - Mozilla Firefox
  - Safari (Apple computers)
Features of Redesigned PALS

- **Standard features (available to everyone)**
  - report search by client name
  - report search by report number

- **Features for clients with an established account**
  - ability to manage/edit personal contact information
  - ability to submit soil sample information electronically
  - payment of peak-season fees using a credit card
Enter last name, business name or report number to search.

OR create login account to use advanced features.
Advantages to Creating a PALS Account

- Identify your user account correctly and consistently
- See all your reports listed under one user account, whether you are acting as a grower or a consultant
- Update your own user account information
- Submit sample information online, thereby reducing data entry errors associated with the reading of handwritten forms
- Pay peak-season soil test fees by credit card
Anyone can create a PALS account if they have a valid email address, but... it must be a unique email address.

one email address = one PALS account

One client account cannot be associated with multiple email addresses. One email address cannot be associated with multiple client accounts.
Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you specified. Please check your email inbox and follow the instructions in that email to verify your account.
Once you are logged in, look under the Utilities menu for the option to fill out a Soil Sample Information form online.
At the present time, online submission of sample information and payment of fees is only available for soil samples.

The Agronomic Division prefers that clients use this method to submit soil sample information all year.
Peak-season Soil Test Fee — $4/sample

During peak season, online submission of soil samples requires payment with a credit card.

Clients choosing other forms of payment, such as an escrow account, should fill out the traditional paper Soil Sample Information form, instead of the online form.

In the near future, PALS will be able to accommodate other forms of payment and other types of samples.
Consultants can fill out soil sample information for their clients by choosing this option.
Maximum of 180 samples/submission
All soil samples sent to the Agronomic Division lab must have been collected in North Carolina.
Predictive Soil Test — to obtain lime & fertilizer recommendations

Use the “Cascade” feature to copy information from the first row to subsequent rows.
### Sample Details

<table>
<thead>
<tr>
<th>No.</th>
<th>Sample ID</th>
<th>First Crop Code</th>
<th>Second Crop Code (Optional)</th>
<th>Lime Toes / Acre (Optional)</th>
<th>Lime Month (Optional)</th>
<th>Lime Year (Optional)</th>
<th>Cascade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>026 / Lawn (not centip.)</td>
<td>029 / Shrubs</td>
<td>0.25</td>
<td>9</td>
<td>2013</td>
<td><img src="image" alt="Circle" /></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>026 / Lawn (not centip.)</td>
<td>029 / Shrubs</td>
<td>0.25</td>
<td>9</td>
<td>2013</td>
<td><img src="image" alt="Circle" /></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>026 / Lawn (not centip.)</td>
<td>029 / Shrubs</td>
<td>0.25</td>
<td>9</td>
<td>2013</td>
<td><img src="image" alt="Circle" /></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>026 / Lawn (not centip.)</td>
<td>029 / Shrubs</td>
<td>0.25</td>
<td>9</td>
<td>2013</td>
<td><img src="image" alt="Circle" /></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>026 / Lawn (not centip.)</td>
<td>029 / Shrubs</td>
<td>0.25</td>
<td>9</td>
<td>2013</td>
<td><img src="image" alt="Circle" /></td>
</tr>
</tbody>
</table>

Comments (Please provide any other pertinent information):
Predictive Soil Test

You can use the “Cascade” feature again to change the crop specifications for subsequent rows.
Notice that the information in row 3 has been copied down to rows 4 & 5. Click the “Submit Samples” button.
Predictive Soil Test

Note: If two crops are listed for one sample, both First Crop and Second Crop must be the same type (e.g., both Home Lawn & Garden crops or both field crops).
During peak season only
Once you “Submit Samples,” you will be prompted to “Check Out” and pay with a credit card (Visa or MasterCard).
Multiple submissions can be paid for at one time.
Payment Method

Choose method of payment

- Pay by credit card

If you have questions, call us at 919-733-2688.
This is an e-mail receipt for successfully submitting agronomic sample information online through PALS.

Depending on when your sample information was submitted, you may or may not have been charged a fee. However, your actual cost will be depend on any fees in effect at the time your samples arrive at the laboratory. If additional payment is required, then you will be billed, and you will not be able to access your report until payment is complete.

Be sure to print the sample information form, and include it in the shipping container with the samples:

Thank You for using PALS.

Following your online submission, you will receive this email message. Use the hyperlink to print your Soil Sample Information form.
Notice the Submission ID number. When your samples arrive at the lab, this number on the form verifies that the samples were paid for online.
Confirmation Page

Amount Due: $48.00
Amount Paid: $48.00
Confirmation Number: 13110400607449

Please ensure the Submission form is included with your samples.
If your sample information form does not automatically open,
then please check your pop-up blocker and click the link below.

Print/View Sample Information Submission Form

Submissions included in this transaction:
89, 91
Do NOT place cash or checks inside soil shippers.

Print the Soil Sample Information form (with Submission ID# in upper right corner) and place it inside the shipper!
Please Pack Samples Carefully!
Information must be filled out on two tabs.

Diagnostic Soil Test — to troubleshoot nutrient-related growth problems in a crop

Online data entry is a little different for samples being submitted for diagnostic testing.
Diagnostic Soil Test

Information must be filled out on two tabs.
During peak season (~Thanksgiving through March 31st), samples must be dropped off at the loading dock during posted times.
Need Additional Help?

- Read [PALS tips](#) online.

- Call the Agronomic Division office at 919-733-2655.