

Using PALS for Online Data Entry

May 2020

Pinewood Nematode Samples

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).

<http://www.ncagr.gov/agronomi/PALS/>

The screenshot shows the website for the North Carolina Department of Agriculture & Consumer Services. The main navigation bar includes links for Home, Programs, Services, Divisions, Newsroom, and Contact. The central content area is titled "Agronomic Services" and features a photograph of a brick building. Below the photo is the PALS logo and a list of links: "How to Use the Report Search Utility", "Submit Soil & Nematode Samples Online", "Manage My PALS Account", "View My Report on PALS", and "Pay for My Report on PALS". On the right side, a vertical menu titled "Browse Division" lists various services, with "Find Your Report (PALS)" circled in red. The left sidebar contains "Agronomic Services Highlights" with links to a newsletter, a manual, sample submission information, forms, shipping labels, and a soil testing fee schedule.

North Carolina Department of Agriculture & Consumer Services

Google Custom Search

JOBS

Home Programs Services Divisions Newsroom Contact

Agronomic Services

Agronomic Services Highlights

- [Agronomic Lab Newsletter](#)
- [Strawberry Fertility Manual](#)
- [Submitting Samples for Problem Diagnosis](#)
- [Fees & Sample Forms](#)
- [Bar-code Shipping Labels](#)
- [Peak-season Soil Testing Fee](#)
- [Dec. 1, 2016 - March 31, 2017](#)
- [Expedited Shippers for Sale](#)

Agronomic Services

PALS

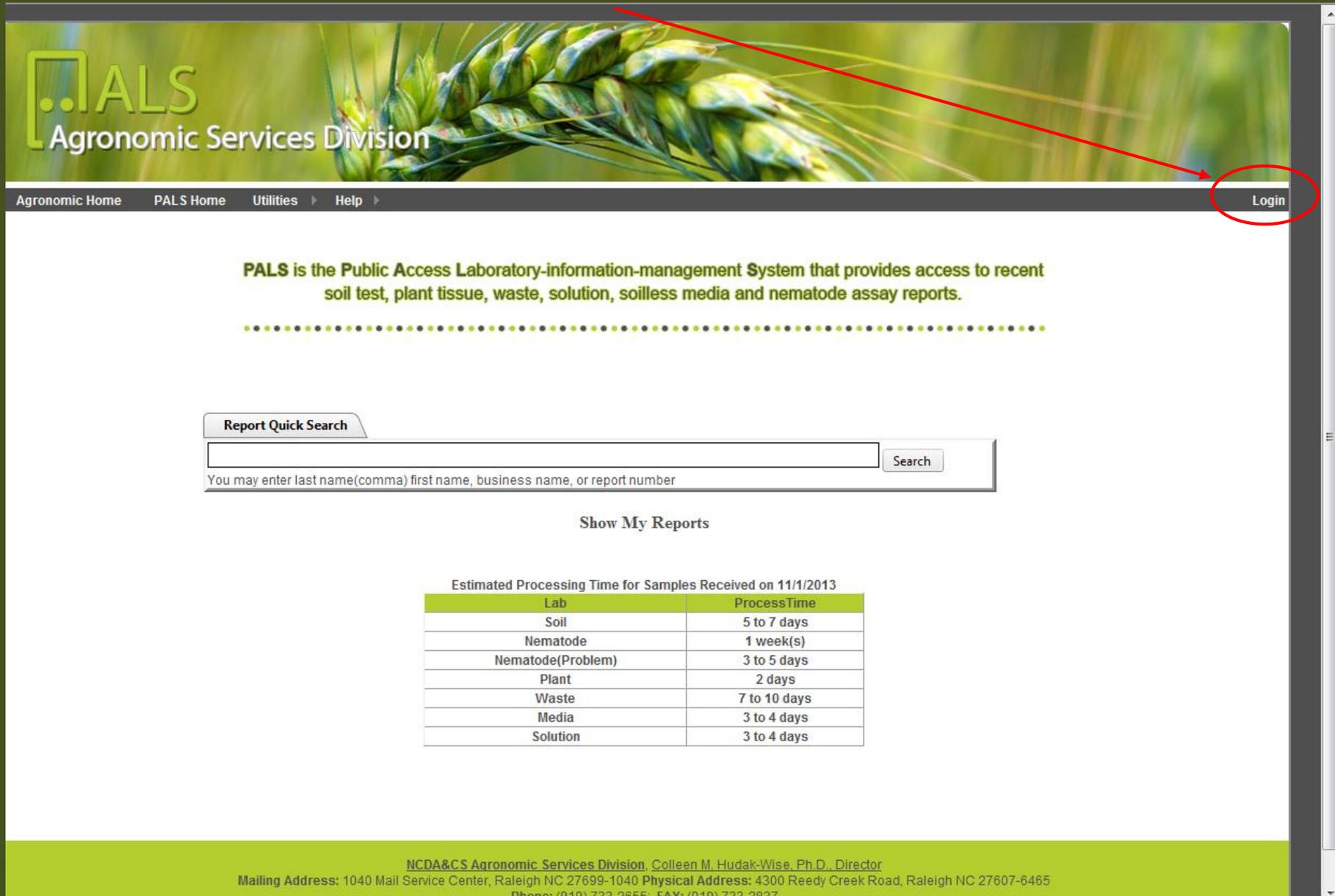
- [How to Use the Report Search Utility](#)
- [Submit Soil & Nematode Samples Online](#)
- [Manage My PALS Account](#)
- [View My Report on PALS](#)
- [Pay for My Report on PALS](#)

Browse Division

- [About the Division](#)
- [Find Your Report \(PALS\)](#)
- [Field Services](#)
- [Nematode Assay](#)
- [Plant Tissue Analysis](#)
- [Soil Testing](#)
- [Soilless Media Analysis](#)
- [Solution Analysis](#)
- [Waste/Compost Analysis](#)
- [Agrotips](#)
- [News Releases](#)
- [Publications](#)

100%

If you want to do online data entry and pay for samples using a credit card, then you need to log in.



PALS
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

PALS is the Public Access Laboratory-information-management System that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.

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Report Quick Search

You may enter last name(,comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655 FAX: (919) 733-2837

Login

To set up a new account, click here. →

Log In

Email Address:

Password:

[Don't have an account? Create one!](#)

[Forgot Your Password?](#)

For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

This is the screen that you would use to create a new PALS account.



Anyone can create a PALS account if they have a valid e-mail address.

This is the screen that you will see after your PALS account has been created.



[Agronomic Home](#)

[PALS Home](#)

[Utilities](#)

[Help](#)

[Login](#)

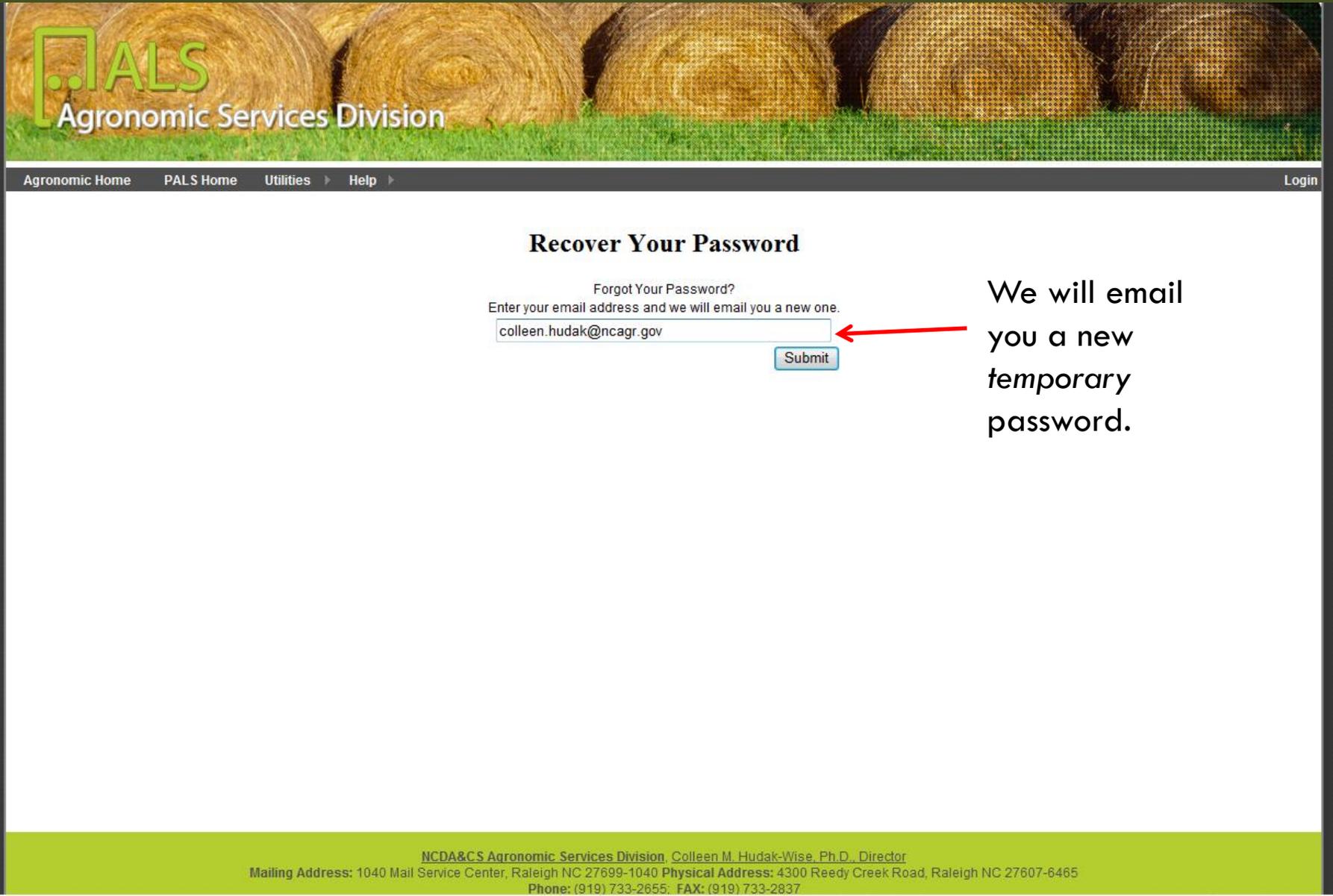
Complete

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.

[Continue](#)

You're not done. You still need to go to your email to activate your account.

This is the screen that you should use if you forget your password.



The screenshot shows the PALS website interface. At the top left is the logo for PALS (Plant Assessment and Loss System) with the text "Agronomic Services Division". A navigation bar contains links for "Agronomic Home", "PALS Home", "Utilities", and "Help". A "Login" link is located in the top right corner. The main content area is titled "Recover Your Password" and includes the text "Forgot Your Password?" and "Enter your email address and we will email you a new one." Below this is a text input field containing the email address "colleen.hudak@ncagr.gov" and a "Submit" button. A red arrow points from the text "We will email you a new temporary password." to the "Submit" button. The footer contains contact information for the NCD&CS Agronomic Services Division, including the name of the director, Colleen M. Hudak-Wise, Ph.D., and the mailing address, phone number, and fax number.

PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help Login

Recover Your Password

Forgot Your Password?
Enter your email address and we will email you a new one.

Submit

We will email you a new temporary password.

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.



Agronomic Home PALS Home Utilities Help Welcome back, colleen.hudak@ncagr.gov ~ [Logout]

Choose Submit Samples Online from the Utilities drop down menu.

- Submit Samples Online
- Change Crops on My Report
- Customer Utilities
 - Customer Tools
 - Update Customer Account
 - Change My Password
 - My Submissions Cart
 - My Submissions
 - My Reports

Report Quick Search

You may enter last name(,comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days



Be sure to log in before trying to do online submission.



Submission Type Information

NOTE: At the current time, online submission is only available for Soil samples (Predictive and Diagnostic) and Nematode samples (Predictive and Pine.Wood) and requires online payment by credit card (Visa or Master

Lab: Soil Plant Waste Solution Media Nematology
Submission Type: Predictive Pinewood Diagnostic Regulatory

1. Click on the Nematology button.

2. Choose Pinewood

Next

3. Click Next.

** Do not proceed with online submission if you have already submitted your samples or do not wish to use a credit card for payment of samples. **

Important. Don't use online data entry if

- you have already sent your samples to us
- you can't print a sample information (submission) form OR
- you don't want to pay for samples online using a credit card.

Nematode
Pinewood

[Consultants Click Here](#)
[Add Consultant to Report](#)

Grower Information

First name:
Last name:
Business:
Address:
City:
State: Zip:
Phone:
Email:



5. Click Add Consultant if a phytosanitary certificate is needed.

This is the exporter's information and cannot be changed.

Sampled In

State: County:
Number of Samples: [Maximum 180 Samples]
Farm ID: Sample Date:
Layer ID:

NOTE: If test results are intended to support issuance of a phytosanitary certificate, add USDA APHIS PPQ officer as a consultant.

1. Select the state and county where the samples were collected.
2. Enter Farm ID (Use this field to add shipment tracking ID)
3. Choose Sample Date
4. Enter the number of samples.

Use this text box to locate the consultant that you want to add.

Nematode Pinewood

[Consultants Click Here](#)
[Remove Consultant](#)

Grower Information

First name:

Last name:

Business:

Address:

City:

State: Zip:

Phone:

Email:

Add Consultant

Please enter last name (comma) first name to look up the Consultant you are adding.

If you are unable to find your consultant, please call us and let us know. (919) 733-2655

Sampled In

State: County:

Number of Samples: [Maximum 180 Samples]

Farm ID: Sample Date:

Layer ID:

NOTE: If test results are intended to support issuance of a phytosanitary certificate, add USDA APHIS PPQ officer as a consultant.

Process

Click Process button once consultant has been added.

This screen is where you enter information about your individual samples. The grid is generated based on the number of samples entered on the previous page.

[Consultants Click Here](#)
[Remove Consultant](#)

Grower Information

First name:
Last name:
Address:
City:
State: Zip:
Phone:
Email:

Add Consultant

Please enter last name(comma) first name to look up the consultant you are adding.

Sampled In

State: County:
Farm ID: Sample Date:
Number of Samples: [Maximum 180 Samples]
Layer ID:

Nematode Sample Details

Fields marked with an '*' are required. Upload Status:

No.	Sample ID	Current Crop	Last Crop	Cascade
1	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
2	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
3	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
4	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>

Comments (Please provide any other pertinent information)

1. Enter a sample ID for each sample.

2. Click on Submit Samples

If your submission is successful, you will be taken to this screen called My Submission Cart.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov [Logout]
PALS #: 290840

You can edit
or delete
your
submission
here.



	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
Edit Delete	19391	Hudak-Wise, Colleen	Nematode - Pine Wood	OUT OF STATE	4	\$80.00
Create another Submission						

Grand Total: \$80.00

Pay with Credit Card

[Check Out](#)



When you are ready to **check out**, click here.

The billing address and the payment amount should be pre-populated based on information that you have already provided.

indicates required field

Billing Address

*First Name: Colleen
M.I.:
*Last Name: Hudak-Wise
Street Line 1: 1009 Sawmill Rd
Street Line 2:
City: Raleigh
State: North Carolina
Zip: 27615
Phone: (919) 673-4097
E-Mail: colleen.hudak@ncagr.gov

Payment Details

*Payment Amount: 48.00 USD

Payment Method

*Name on Card: Colleen Hudak-Wise
*Card Number: 5233272716340016
*Expiration Date: * Month 04 * Year 2015

* Enter the above code: D1I2K
[Can't read? Try a different code.](#)

[Back](#) [Next](#) [Exit](#)

PALS will not save your credit card information.

1. Fill out this information on Payment Method.

2. Click on **Next** to proceed with payment.

If you have questions, call us at 919-733-2655.

[Privacy Statement](#) | [Disclaimer](#) [Contact Us](#) | [About Us](#) | [NCDA&CS Home](#)



Payment Review

Address
Billing Address: Colleen Hudak-Wise 1009 Sawmill Rd Raleigh, NC 27615 (919) 673-4097 colleen.hudak@ncagr.gov
Payment Method
Credit Card Colleen Hudak-Wise x0016 04/15
Payment Amount
Amount: 48.00 USD
Total: 48.00 USD
Back Pay Now Exit

Verify information is correct, then
click **Pay Now**.



If you have questions, call us at 919-733-2655.

This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov [Logout]
CustomerID: 290840

Amount Due: \$18.00
Amount Paid: \$18.00
Confirmation Number: 16093003048968

Please print Sample Information Form(s) and include them with your samples.

You're not done! You will need to print the Sample Information Submission Form. Click here.

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:

Submission ID: 5510 - Total Fee: \$9.00

Submission ID: 7428 - Total Fee: \$9.00

A receipt has been sent to you by your email address:

colleen.hudak@ncagr.gov

This form will be prepared for you. Send this form with your samples!

NCDA&CS Agronomic Division		Phone: (919) 733-2655		Website: www.ncagr.gov/agronomi/		Submission ID. 37856			
PINE WOOD NEMATODE SAMPLE INFORMATION NCDA&CS Agronomic Division Nematode Assay Section Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC						Official Use Only Report # Date Rec'd			
SAMPLE INFORMATION			GROWER INFORMATION			CONSULTANT / OTHER RECIPIENT			
SUBMISSION STATUS		AMOUNT PAID		LAST NAME, FIRST NAME			LAST NAME, FIRST NAME		
Paid		\$40		Exporter's contact and email			APHIS's contact and email		
SAMPLE TYPE		Pine Wood							
FARM ID									
SAMPLE DATE		05/21/2020							
STATE		North Carolina							
COUNTY (where collected)		Davidson		GROWER PALS #			ADVISOR PALS #		
NUMBER OF SAMPLES		4		290840			401921		
#	LAB NUMBER (Leave blank)	SAMPLE ID	CURRENT CROP	LAST CROP	Leave the other fields blank.				
1		ID	pine	pine					
2		ID	pine	pine					
3		ID	pine	pine					
4		ID	pine	pine					

Access report on-line: <http://www.ncagr.gov/agronomi/PALS/Index.aspx>

Type your name as grower (exporter) or advisor (USDA/APHIS/PPQ)

Use the same name in information sheet, no password is required



NCDA&CS Agronomic Division

PALS Home Reports Samples Help [Log in](#)

Report Search Result for Daewoo GTL

Customer: Daewoo GTL

12750 Center Court DR #460

Cerritos

Client Advisor Agronomist

From: 2011 To: 2013

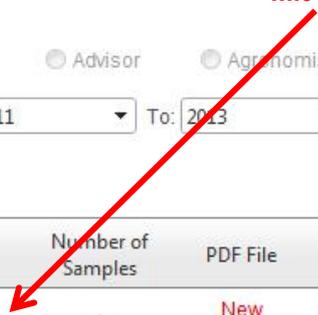
39 report(s) found.

[Download CSV](#)

[Download XML](#)

Fiscal Year	Report	Lab	Report Type	Status	Status Date	Farm ID	Number of Samples	PDF File	Spreadsheet	Select All
2013	N001009	Nemato...	Pine Wood	Released	2012/10/29	ILM-T2-2012	4	New Report!	Download Data	<input type="checkbox"/>
2013	N001008	Nemato...	Pine Wood	Released	2012/10/29	ILM-T2-2012	25	New Report!	Download Data	<input type="checkbox"/>
2013	N000798	Nemato...	Pine Wood	Released	2012/10/11	SAA 016	4	View Report	Download Data	<input type="checkbox"/>
2013	N000797	Nemato...	Pine Wood	Released	2012/10/11	ILM S2 2012	14	View Report	Download Data	<input type="checkbox"/>

Use Farm ID for tracking this report



Pine wood sample shipment

- Put 200g to 300g of pinewood chips and place in a gallon zip-lock bag. Be sure to seal the bag to retain moisture in the bag.
- Write the sample ID on each bag with a sharpie marker or use a label.
- Print the online submission form and put this form in a separate plastic bag to keep it dry.
- Place this form inside the shipping box

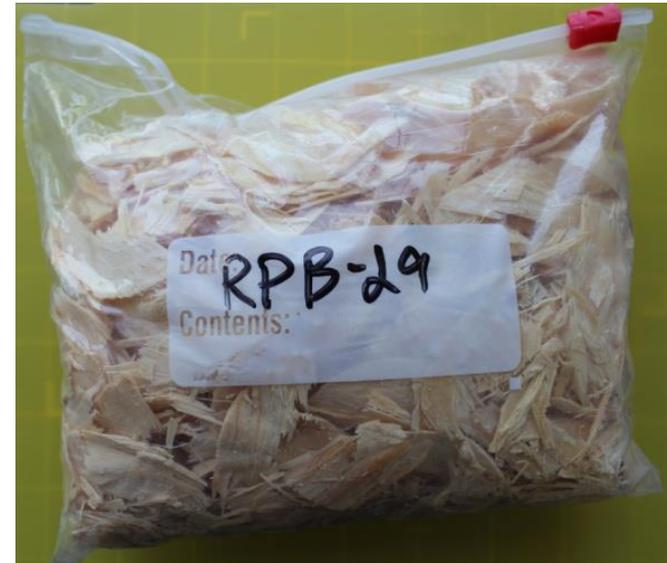
Pine wood nematode assay fee:
\$10 per sample in-state (North Carolina)
\$20 per sample out-of-state

- Print on-line submission form, place in a plastic bag, and put in the shipment box with the samples. Do not put the sheet with the sample in the same bag.
- Ship the samples on the same day when samples are collected.
- **Use a private carrier (FedEx, UPS, etc.) and choose express mail overnight service.**
- Leave the samples indoor, keep moisture, avoid heat.
- Only live nematodes can be detected in the lab.

Shipping address:

Nematode Lab, Agronomic Division
NC Department of Agriculture & Consumer Services
PINEWOOD ASSAY
4300 Reedy Creek Road, Raleigh, NC 27607-6465

Weimin.Ye@ncagr.gov
<http://www.ncagr.gov/agronomi/nemhome.htm>



Warning: Do not use the US Postal Service. Do not use this address - 1040 Mail Service Center, Raleigh, NC 27699-1040. This is in a different location and significant delivery delays may be expected. We do not receive mail on the weekend and holiday.



Thank You!

If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.