Using PALS for Online Data Entry

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/
If you want to do online data entry and pay for samples using a credit card, then you need to log in.
For returning PALS customers, your email address is your user name. You will need to type in your password and click Log in.

To set up a new account, click here.
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.

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.

We will email you a new temporary password.
To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.

Choose Submit Samples Online from the Utilities drop down menu.

Be sure to log in before trying to do online submission.
1. Click on the **Nematology** button.

2. Choose **Pinewood**

3. Click **Next**.

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**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.
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.

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

This is the exporter’s information and cannot be changed.
Use this text box to locate the consultant that you want to add.

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.

1. Enter a sample ID for each sample.
2. Click on Submit Samples

### Grower Information
- First Name: Colleen
- Last Name: Hudak-Wise
- Address: 1009 Sawmill Road
- City: Raleigh
- State: NC
- Zip: 27615
- Phone: 919-573-6097
- Email: colleen.hudak@ncagr.gov

### Add Consultant
Please enter last name (comma) first name to look up the consultant you are adding.
- Tolar, Steve (920 Main Campus Dr. Suite 2)

### Sampled In
- State: AK
- County: OUT OF STATE
- Number of Samples: 4 (Maximum 180 Samples)
- Farm ID: XYZ
- Layer ID: (Optional)
- Sample Date: 06/27/2018

### Sample Details
Fields marked with an "*" are required.

<table>
<thead>
<tr>
<th>No.</th>
<th>Sample ID</th>
<th>Current Crop</th>
<th>Last Crop</th>
<th>Cascade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>pine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>pine</td>
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<td></td>
<td>pine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>pine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (Please provide any other pertinent information)
You can edit or delete your submission here.

When you are ready to check out, click here.
When you check out, you will be redirected to a secure credit card payment site called PayPoint.

To proceed with credit card payment, click on Next.
The billing address and the payment amount should be pre-populated based on information that you have already provided.

1. Fill out this information on Payment Method.

2. Click on Next to proceed with payment.

PALS will not save your credit card information.
Verify information is correct, then click **Pay Now**.
This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.

You’re not done! You will need to print the Sample Information Submission Form. Click here.
This form will be prepared for you. Send this form with your samples!

**PINE WOOD NEMATODE SAMPLE INFORMATION**

**Exporter’s contact and email**

**APHIS’s contact and email**

<table>
<thead>
<tr>
<th>Sample Information</th>
<th>Grower Information</th>
<th>Consultant / Other Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Status</td>
<td>Grower ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Paid</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Sample Type</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Farm ID</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Sample Date</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>State</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>County</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
<tr>
<td>Number of Samples</td>
<td>Exporter ID</td>
<td>Consultant / Other Recipient</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Current Crop</th>
<th>Last Crop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 1</td>
<td>pine</td>
<td>pine</td>
</tr>
<tr>
<td>ID 2</td>
<td>pine</td>
<td>pine</td>
</tr>
<tr>
<td>ID 3</td>
<td>pine</td>
<td>pine</td>
</tr>
<tr>
<td>ID 4</td>
<td>pine</td>
<td>pine</td>
</tr>
</tbody>
</table>

Leave the other fields blank.

*Thank you for using agronomic services to manage nutrients and safeguard environmental quality. - Steve Troxler, Commissioner of Agriculture*
Following your online submission, you will receive an email from us.

This is an email receipt for successfully submitting agronomic sample information online through PALS for Submission ID(s) Submission ID: 5510 - Total Fee: $10.00 Submission ID: 7428 - Total Fee: $10.00.

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(s), and include it (them) in the shipping container with the samples:

If you do not have access to a printer, you can complete the sample information form by hand, but you will need to write the four-digit Submission ID in the upper right hand corner of the form.
Type your name as grower (exporter) or advisor (USDA/APHIS/PPQ)
Use the same name in information sheet, no password is required
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.
If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.