# **Information Collection Screenshots**

# Online submission form for the Genetic Testing Registry (GTR)

This document provides updated screenshots of the online form for the submission of genetic test information to the Genetic Testing Registry (GTR).

01/31/2018

# SECURE LOGIN SYSTEM



#### $We lcome \ to \ the \ submission \ site \ for \ the \ NIH \ Genetic \ Testing \ Registry \ (GTR)!$

To log in (or create a new account), please click the link "Sign in to NCBI" on the top right corner of this page. Make sure to always use the same log in account.

Here you will be able to register your laboratory and your clinical and research genetic tests. You can update your information at any time. The information entered here displays publicly at <a href="https://www.ncbi.nlm.nih.gov/gtr/">https://www.ncbi.nlm.nih.gov/gtr/</a>.

The first time you log in you will see the GTR code of conduct and the AMA CPT code agreement before you reach your submission homepage.

To register your laboratory, click the button "Add a new lab". Once you submit your lab information, GTR staff will review it and contact you for more information.

When approved you will be able to register your clinical and research genetic tests manually by clicking the "Add a new clinical test" or "Add a new research test" or by using one of the two excel files available to register clinical tests in bulk. Please register your tests as represented in your lab's catalog. The more information you provide the more discoverable your test will be by GTR users.

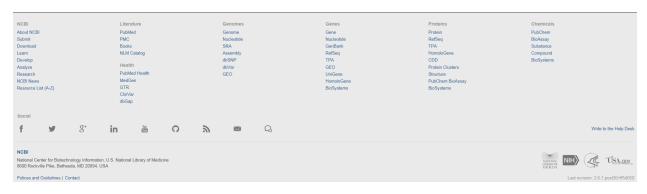
Regardless of how many times you update your data, please submit your annual review once a year as this is a separate action. To submit your annual review, click the "Perform annual review" button to start it and the "Submit" button to finish and submit it.

There is a groups feature where multiple lab staff can work on the same lab and test records, please contact us at <a href="mailto:qt:@ncbi.nlm.nlh.gov">qt:@ncbi.nlm.nlh.gov</a> if you would like others in your lab to work on your GTR records.

For more information on how to submit to GTR: https://www.ncbi.nlm.nih.gov/gtr/docs/submit/

Please contact us at <a href="mailto:gtr@ncbi.nlm.nih.gov">gtr@ncbi.nlm.nih.gov</a> if you have questions or if you need any help.

Thank you for participating in GTR!



# **BURDEN STATEMENT**

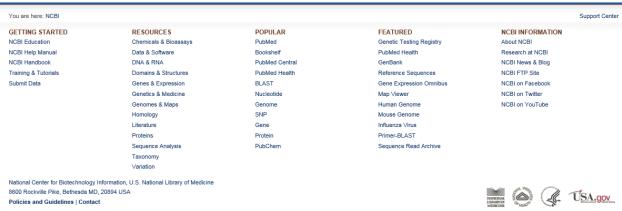


OMB NO: 0925-0651

EXPIRATION DATE: 07/31/2018

Burden Statement:

Public reporting burden for this collection of information is estimated to vary from 18 minutes to 54 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0651). Do not return the completed form to this address.



Last updated: 2017-11-14T17:07:05Z

#### GTR CODE OF CONDUCT

# **GTR Submission**

Test submitters providing test information to the Genetic Testing Registry (GTR) agree to abide by a code of conduct. Failure to honor this code of conduct may result in the removal of the submitter's test information from the GTR. Submitters agree to the following terms in the code of conduct:  $\frac{1}{2} \int_{\mathbb{R}^{n}} \left( \frac{1}{2} \int$ 

- To uphold the integrity of the GTR through the submission of information that is accurate and not misleading.
- To assure the accuracy of the data at the time of submission and to review and, if necessary, update the submitted information at least once a year,
- To make no explicit or implicit claims that the National Institutes of Health, the Department of Health and Human Services, or the U.S. Government approves or endorses tests listed in, or any other information submitted to, the GTR.

To reference their participation in the GTR, test submitters may refer to the fact that information about their tests is available in the GTR and provide the relevant URL(s) but make no explicit or implicit claims that their tests listed in the GTR, or other information submitted to the GTR, have been approved or endorsed by the National Institutes of Health (NIH), the Department of Health and Human Services, or the U.S. Government. If this stipulation is not honored, NIH reserves the right to take action, including, in its sole discretion, removing the submitter's tests from the GTR.

In addition, users are encouraged to report any acts of inappropriate endorsement claims or any other breaches of this Code of Conduct on our Contact GTR page.

I agree Disagree

Copyright | Disclaimer | Privacy | Accessibility | Contact

National Center for Biotechnology Information | U.S. National Library of Medicine



# AMA CPT CODE LICENSE AGREEMENT

#### GTR Submission

Contact GTR Staff Help Documents GTR Homepage Adriana Malheiro

# AMA CPT Code License Agreement

#### LICENSE FOR USE OF CURRENT PROCEDURAL TERMINOLOGY, FOURTH EDITION ("CPT®")

CPT only copyright 2012 American Medical Association. All rights reserved. CPT is a registered trademark of the American Medical Association

Registrants are defined as genetic test developers who are adding their tests to the National Center for Biotechnology Information's Genetic Testing Registry ("Genetic Testing Registry") as maintained by the National Library of Medicine

Registrant, Registrant's employees and agents are authorized to use CPT codes and descriptors only as contained in the Genetic Testing Registry solely for Registrant's own use for the sole purpose of identifying and adding the appropriate CPT code(s) to their registered tests. Registrant acknowledges that the American Medical Associations (AMA) holds all copyright, trademark and other rights in CPT.

Any use not authorized herein is prohibited, including by way of illustration and not by way of limitation, making copies of CPT for resale and/or license, transferring copies of CPT to any party not bound by this Agreement, creating any modified or derivative work of CPT, or making any commercial use of CPT. License to use CPT for any use not authorized herein must be obtained through the American Medical Association, Intellectual Property Services, 515 N. State Street, Chicago, Illinois 60654, Applications are available at the American Medical Association Web site, www.ama-assn.org/go/cpt.

ILS. Government Rights This product includes CPT which is commercial technical data and/or computer data bases and/or commercial computer software and/or computer software and/or commercial computer software an developed exclusively at private expense by the American Medical Association, 5:15 North State Street, Chicago, Illinois, 60654. U.S. government rights to use, modify, reproduce, release, perform, display, or disclose these technical data and/or computer data bases and/or computer software and/o 1995) and DFARS 227.7202-3(a) (June 1995), as applicable for U.S. Department of Defense procurements and the limited rights restrictions of FAR 52.227-14 (December 2007) and/or subject to the restricted rights provisions of FAR 52.227-14 (December 2007) and FAR 52.227-19 (December 2007), as applicable, and any applicable agency FAR Supplements, for non-Department of Defense Federal procurements.

Disclaimer of Warranties and Liabilities. CPT is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. Fee schedules, relative value units, conversion factors and/or related components are not assigned by the AMA, are not part of CPT, and the (AMA is not recommending their use. The AMA does not directly or indirectly practice medicine or dispense medical services. The responsibility for the content of this product is with Company, and no endorsement by the AMA is intended or implied. The AMA disclaims responsibility for any consequences or liability attributable to or related to any use, non-use, or interpretation of information contained or not contained in this product.

This Agreement will terminate upon notice if Registrant violates its terms. The AMA is a third party beneficiary to this Agreement.

Should the foregoing terms and conditions be acceptable to Registrant, please indicate your agreement and acceptance by clicking below on the button labeled "accept".

Accept Skip

Copyright | Disclaimer | Privacy | Accessibility | Contact National Center for Biotechnology Information | U.S. National Library of Medicine



# YOUR LABS IN GTR

**GTR Submission** 

Contact GTR Staff Help Documents GTR Homepage Acting as Lindsey Mighion

OMB NO: 0925-0651 EXPIRATION DATE: 07/31/2018

Burden statement

EGL Genetic Diagnostics

Review lab submission

#### Submission Status

Lab ID: 500060 Status: processed-ok Last modified: 2018-01-17

<u>Click here</u> for the public display of this lab. Please note: It takes 24-48 hours to process a submission. If the lab record was submitted or edited in the last 48 hours. the public site may not display your currently submitted data.

If you want to delete this laboratory from the GTR, please contact GTR staff.

#### Lab General Information

Lab name: EGL Genetic Diagnostics, Eurofins Clinical Diagnostics

Address: 2460 Mountain Industrial Boulevard Tucker Georgia 30084 egics@egi-eurofins.com Email:

Website: http://www.egl-eurofins.com/ Phone: 470-378-2200 470-378-2250

# Submission of Tests

Clinical test:

Fax:

Add a new dinical test

Add tests by spreadsheet

for complex dinical tests or many tests

Research test:

Add a new research test

#### Annual Review

Last review performed: 2018-01-30 Next review due: 2019-01-30

Perform Annual Review read more

Completion resets the next due date one year forward.

#### Lab Director(s)

Lora Bean, PhD Patricia Hall, PhD John Alexander, PhD Hussain Askree, MD, PhD Arunkanth Ankala, PhD

#### Lab Credentials

QLIA: 11D0683478 exp: 2018-03-15

MD - Maryland Department of Health and Mental Hygiene DHMH: 1346 exp:

2018-06-30

PA - Pennsylvania Department of Health PADOH: 031676 exp: 2018-08-15

FL - Florida Agency for Health Care Administration AHCA: 800026872 exp: 2019-03-30

GA - Georgia Department of Community Health DCH: 044-174 exp: 2018-02-28

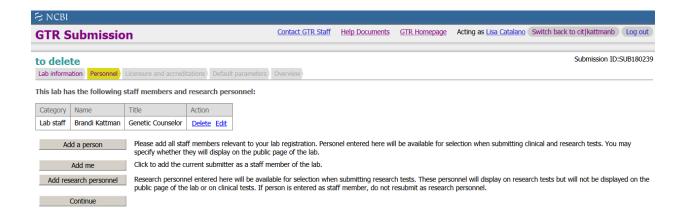
NY - New York State Department of Health NYSDOH: 8951 exp: 2018-06-30 College of American Pathologists, CAP: 7181693 exp: 2018-03-31

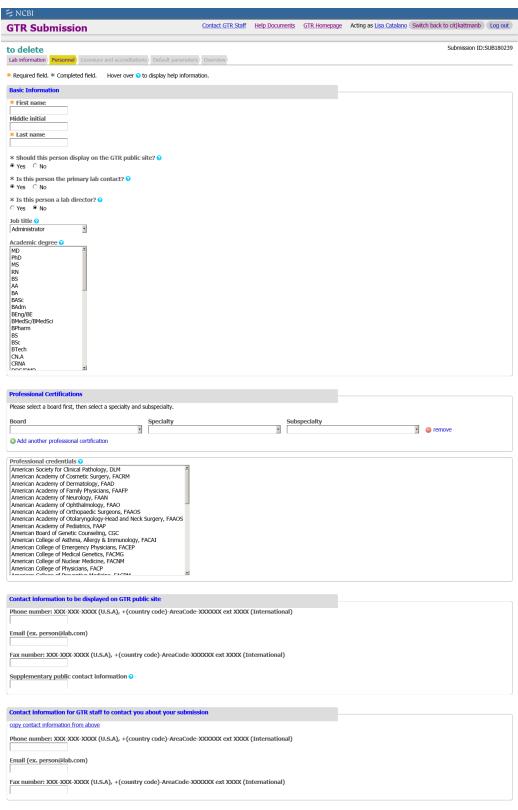
#### Tests in this lab(937)

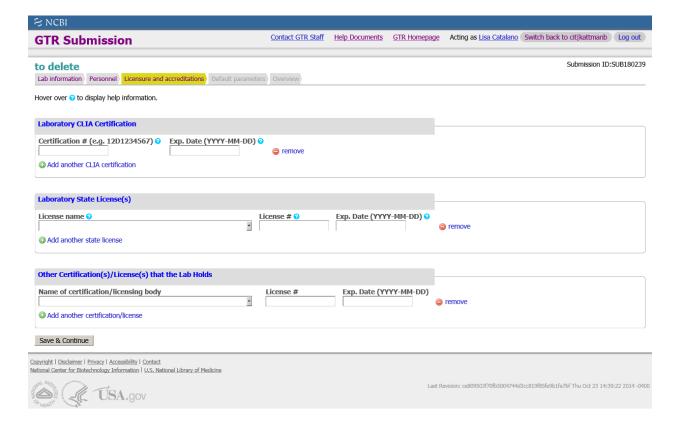
Test name •	Test type	Submission status	Action	Use to create a new test	Link to public sit
Iq21.1 Deletion/Duplication Analysis	Clinical test	Processed successfully	Update test	Сору	ID: GTR000508266
3-Hydroxy-3-Methylgiutaryl CoA Lyase Deficiency (HMG): HMGCL Full Gene Sequencing	Clinical test	Processed successfully	Update test	Сору	ID: GTR000502886
3-Hydroxy-3-Methylglutaryl CoA Lyase Deficiency (HMG): HMGCL Gene Deletion/Duplication	Clinical test	Processed successfully	<u>Update test</u>	Сору	ID: GTR000502887
3-Methylcrotonyl-CoA Carboxylase Deficiency (3-MCC); MCCC1/MCCC2 Full Gene Sequending	Clinical test	Processed successfully	Update test	Сору	ID: GTR00050291:
3-Methylcrotonyl-CoA Carboxylase Deficiency (3-MCC); MCCC1/MCCC2 Gene Deletion/Duplication	Clinical test	Processed successfully	Update test	Сору	ID: GTR000502910
Aarskog-Soott Syndrome: FGD1 Full Gene Sequencing	Clinical test	Processed successfully	<u>Update test</u>	Сору	ID: GTR00050149
Aarskog-Scott Syndrome: FGD1 Gene Deletion/Duplication	Clinical test	Processed successfully	Update test	Сору	ID: GTR00050183
ACAD9 Defidency: ACAD9 Full Gene Sequending	Clinical test	Processed successfully	Update test	Сору	ID: GTR00050149
ACAD9 Deficiency: ACAD9 Gene Deletion/Duplication	Clinical test	Processed successfully	Update test	Сору	ID: GTR00050259

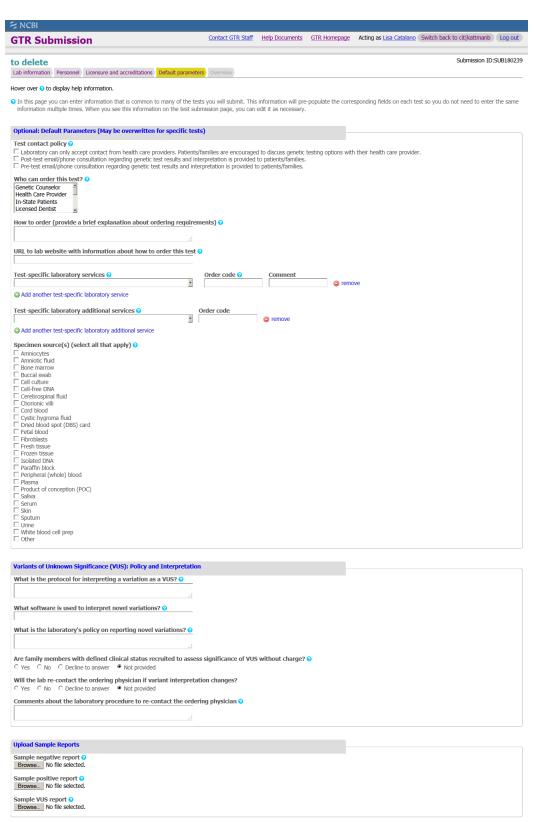
# **ADD A NEW LAB**

€ NCBI				
GTR Submission	Contact GTR Staff	Help Documents	GTR Homepage	Acting as <u>Lisa Catalano</u> Switch back to cit kattmanb Log out
				Cultimission TDuCLID100220
New  Lab information Personnel Licensure and accreditations Default parameters.	ers Overview			Submission ID:SUB180239
* Required field. * Completed field. Hover over *\text{\text{\text{o}}} \text{ to display help infor}				
Required field. To Completed field. Proved over the display fielp fillor	mauon.			
Laboratory & Institution Name				
* Name of laboratory @	Acronym of lab name	:0		
GeneTests at NCBI lab ID, if known				
Generalist at NCDI Iau 1D, II known				
Name of institution @	Acronym of institutio	n name 🛭		
None of depote the O				
Name of department 2				
Laboratory Address				
* Country or region				
United States				
Street & No O				
Additional address line 0				
* City ©				
State or province 2				
Alabama				
* Postal code @				
* Make this address public? •				
C Yes C No				
* Phone number: XXX-XXXX-XXXXX (U.S.A), +(country code)-Area	Code-XXXXXXX ext XXX	X (International)	0	
Fax number: XXX-XXX-XXXX (U.S.A), +(country code)-AreaCode-	XXXXXX ext XXXXX (In	ternational) 🔞		
	•	, -		
* Email (ex. lab@lab.com) and/or ② URL for lab contact form ③	)			
Lab website URL 2				
Laboratory Types of Service				
Service 2	Order code 2	Comment		
Add another service				ove
Laboratory Affiliation(s)				
Name of affiliate (example: clinic, research center) @	Website 2			
riante or armate (champer ching) research center)	TV GDSTCG C			<b>⊚</b> remove
Add another affiliation				
Laboratory Participation in External Programs				
Participation in standardization programs (select all that apply) (  CETT Program (Collaboration Education and Test Translation)				
☐ ISCA Consortium (International Standards for Cytogenomic Arrays) ☐ Locus-specific Databases				
☐ Mutation-specific Databases ☐ Other				
Participation in data exchange programs (select all that apply)				
☐ CETT Program (Collaboration Education and Test Translation) ☐ ClinVar				
☐ ICCG (International Collaboration for Clinical Genetics) - Previously ISC ☐ Locus-specific Databases	A			
☐ Mutation-specific Databases ☐ other				
- Value				









Save & Continue

#### **GTR Example Laboratory**

1 LAB INFORMATION 2 PERSONNEL 3 LICENSURE AND ACCREDITATIONS 4 DEFAULT PARAMETERS 5 OVERVIEW

This lab is ready for submission. Preview how your lab will display. Submit it Return to homepage

Lab ID: 505467 Status: Not submitted, Last modified: 21:46.

#### Lab information

Name GTR Example Laboratory

Institution NIH Name of department NŒI

Address Bethesda Maryland 20892 Phone 555-555-1234 Email GTRIab@lab.com

Types of service Affiliations

#### Personnel

Adriana Malheiro

Lab staff
Display this person's information on the GTR public site: Yes
Is this person the primary lab contact? Yes
Is this person a lab director? Yes
Is this person a lab director? Yes
Job title: Lab Director
Professional certifications:
Contact information to be displayed on GTR public site:
Email: person@GTRJab.com
Contact information for GTR staff to contact you about the submission:
Email: person@GTRJab.com

Email: person@GTRlab.com

Gregor Mendel

Research personnel Academic degree: MD Institution: University of Vienna, Vienna, Austria Contact Information: Email: person@lab.com

#### Licensure and accreditations

CLIA certification QLIA: 12D1234567 exp: 2019-06-26

State license(s) MD - Maryland Department of Health and Mental Hygiene DHMH: 45W9811 exp: 2019-02-28

Other certification(s) College of American Pathologists, CAP: 112521 exp: 2020-02-03

# Default parameters

Test contact policy Laboratory can only accept contact from health care providers. Patients/families are encouraged to discuss genetic testing options with their health care provider.

Who can order test

Test-specific services

#### Tests

test name Search tests					
Test name	Test type	Submission status	Action	Use to create a new test	Link to public site
GTR Example Test	Clinical test	Processed successfully	Update test	Copy	ID: GTR000523335
GTR Research Test	Research test	Unfinished	Continue editing		ID: GTR000500589
GTR Research Test #2	Research test	Processed successfully	Update test	Сору	ID: GTR000552655
New test	Clinical test	Unfinished	Continue editing		

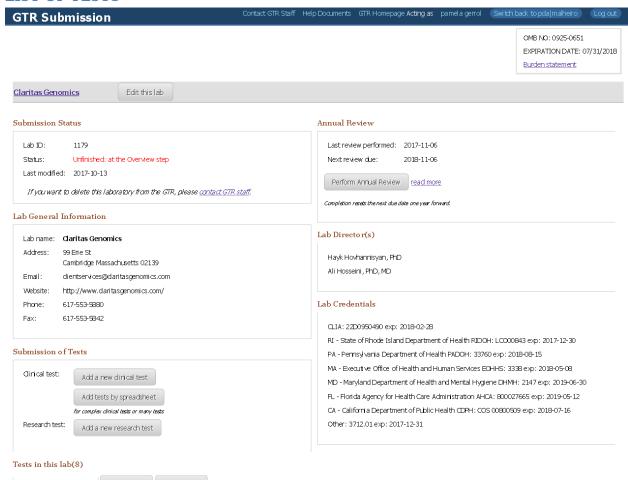
This lab is ready for submission. Preview how your lab will display Submit it Return to homepage

Lab ID: 505467 Status: Not submitted, Last modified: 21:46.

Copyright Disdaimer | Privacy | Accessibility | Contact National Center for Biotechnology Information | U.S. National Library of Medicine



# LIST OF TESTS



test name	Search tests	Delete tests						
Testname			<b>*</b>	Test type	Submission status	Action	Use to create a new test	Link to public site
15q13.2-q13.3 Deletion/Duplication			Clinical test	Processed successfully	Update test	Сору	ID: GTR000520904	
Claritas Clinical Exome - I	Proband Only			Clinical test	Processed successfully	<u>Update test</u>	Сору	ID: GTR000531466
Claritas Clinical Exome Tr	Claritas Clinical Exome Trio			Clinical test	Processed successfully	Update test	Сору	ID: GTR000531465
ClariView Array	ClariView Array			Clinical test	Processed successfully	Update test	Сору	ID: GTR000531468
Nephrotic Syndrome Regi	Nephrotic Syndrome Region of Interest- Proband Only			Clinical test	Processed successfully	Update test	Сору	ID: GTR000552239
Nephrotic Syndrome Regi	on of Interest-Tric			Clinical test	Processed successfully	<u>Update test</u>	Сору	ID: GTR000531467
New test				Clinical test	Unfinished	Continue editing		
Pediatric Neurology Regio	n of Interest-Trio			Clinical test	Unfinished	Continue editing		

If you have started submitting a lab in GTR but do not see it in this page, Please log in with the account you used to submit the lab or contact your group administrator to give you permission to access your records.

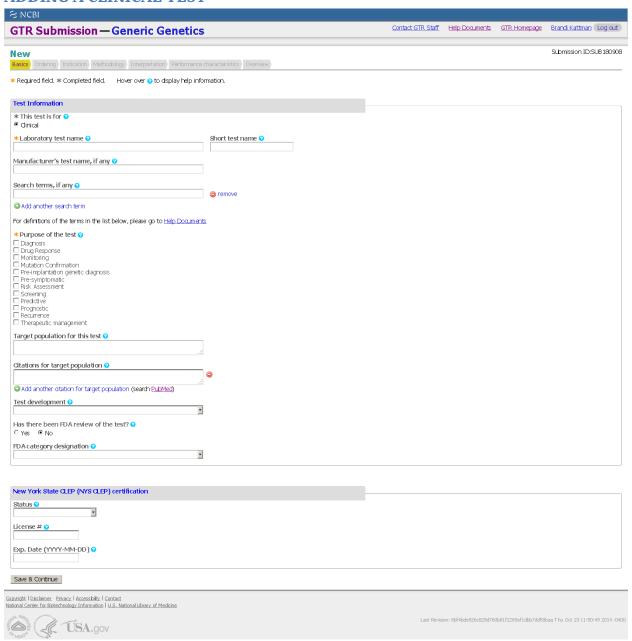
Submita new lab

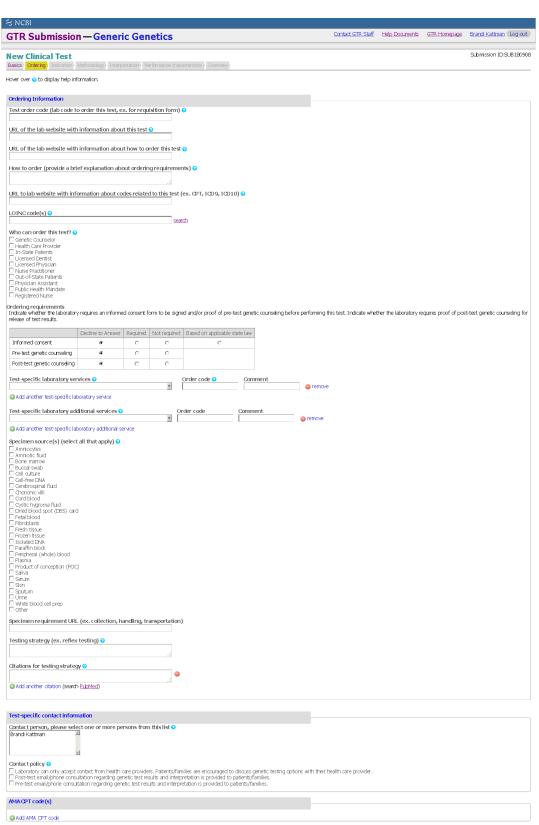
Copyright | Disclaimer | Privacy Accessibility | Contact
National Center for Biotechnology Information U.S. National Library of Medicine



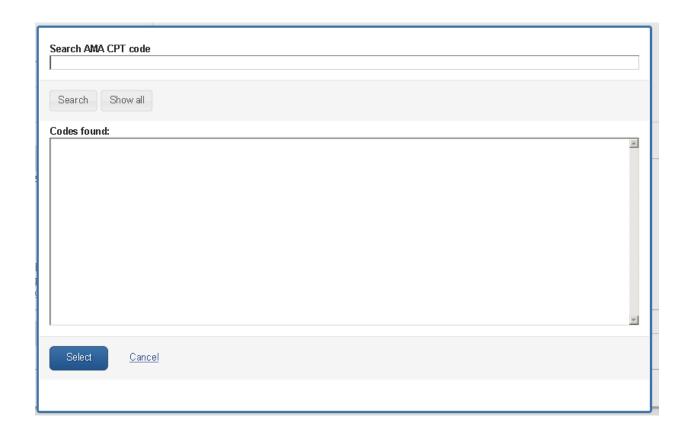


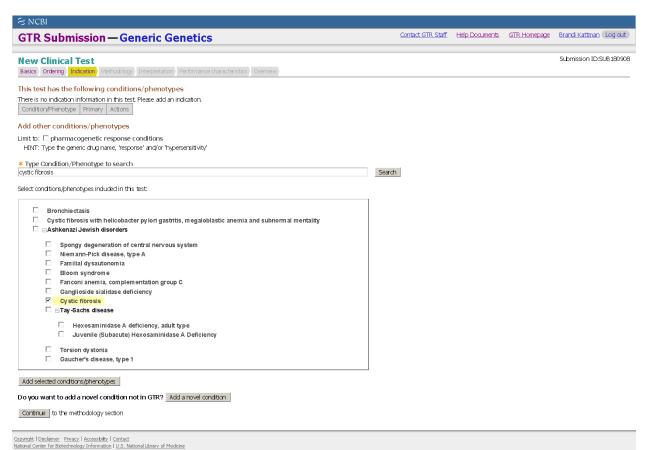
# ADDING A CLINICAL TEST



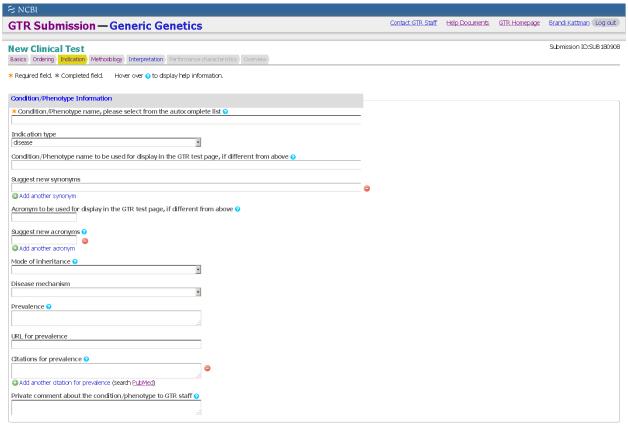


Save & Continue





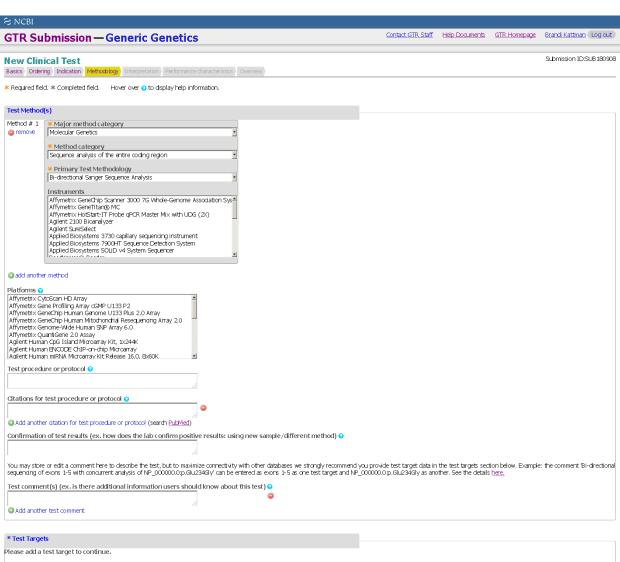
USA.gov



Save Cancel

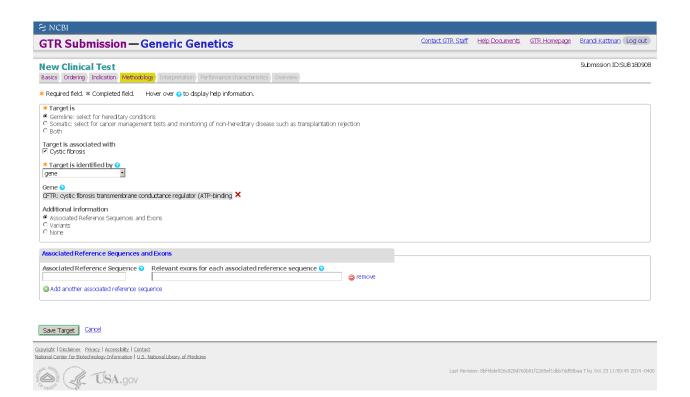
Copyright | Disclaimer Privacy | Accessibility | Contact
National Center for Biotechnology Information | U.S. National Library of Medicine





Some condition(s) are not connected to a test target. Please add a target for each condition. Add Test Target





≈ NCBI				
GTR Submission — Generic Genetics	Contact GTR Staff	Help Documents	GTR Homepage	Brandi Kattman (Log out)
New Clinical Test  Basks Ordering Indication Methodology Interpretation Performance characteristics Overview				Submission ID:SUB180908
Hover over o to display help information.				
Upload Sample Reports				
Sample negative report @ Browse No file selected.				
Sample positive report © Browse No file selected.				
Sample VUS report @ Browse No file selected.				
Variants of Unknown Significance (VUS): Policy and Interpretation				
What is the protocol for interpreting a variation as a VUS?				
What software is used to interpret novel variations?				
What is the laboratory's policy on reporting novel variations?				
Are family members with defined clinical status recruited to assess significance of VUS without charge? ♀ ○ Yes ○ No ○ Decline to answer ● Not provided				
Comments about recruiting family members to assess significance of VUS without charge				
Will the lab re-contact the ordering physician if variant interpretation changes?   ○ Yes  ○ No  ○ Dedine to answer   ○ Not provided				
Comments about the laboratory procedure to re-contact the ordering physician @				
Research performed after clinical testing is complete 🥹				
Save & Continue				

Copyright | Disclaimer Privacy | Access bilty | Contact
National Center for Biotechnology Information | U.S. National Library of Medicine





Save & Continue

# GTR Submission — Generic Genetics

Contact GTR Staff Help Documents GTR Homepage Brandi Kattman (Log out)

**New Clinical Test** 

Basics | Ordering | Indication | Methodology | Interpretation | Performance characteristics | Overview

Submission ID:SUB 180908

Preview how your test will display Submit

Return to homepage

Basics

This test is for Clinical Name New Clinical Test Test purpose Diagnosis Test-specific licenses License#:

Ordering

Informed consent required Pre-test generic counseling required Dedine to answer Dedine to answer Post-test generic counseling required Dedine to answer

Test-specific services Test-specific additional services Contact person

Brandi Kattman

Condition/Phenotype: Cystic fibrosis

Mode of inheritance Autosomal recessive inheritance

Disease mechanism loss of function

Methodology

Test method(s)

Molecular Genetics, Sequence analysis of the entire coding region, BI-directional Sanger Sequence Analysis

Test target(s)

Target is germline

Identified by gene: CFTR: cystic fibrosis transmembrane conductance regulator (ATP-binding cassette sub-family C, member 7)

Reference Sequence(s)

Variant(s)

Interpretation

Are family members recruited to assess significance of VUS Will the lab re-contact the ordering physician if variant interpretation changes

Performance characteristics

Entire test: internal

Test performance location(s) Analytical validity 99% sensitivity and specificity.

Proficiency testing is performed for this test?

Preview how your test will display

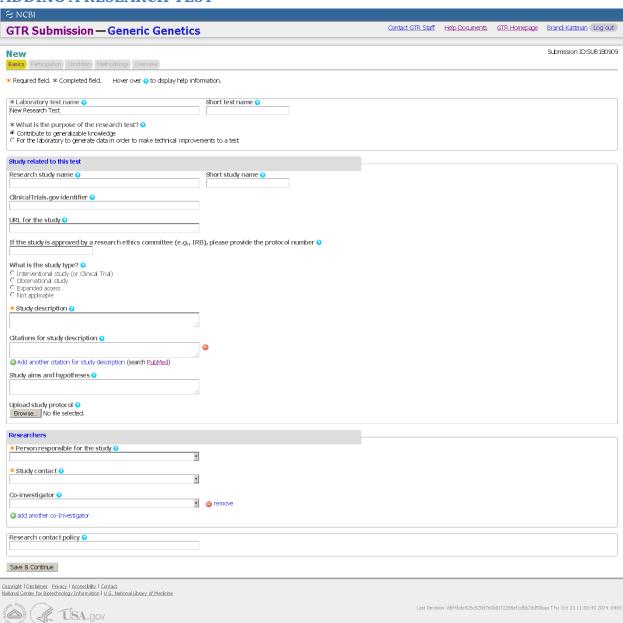
Submit

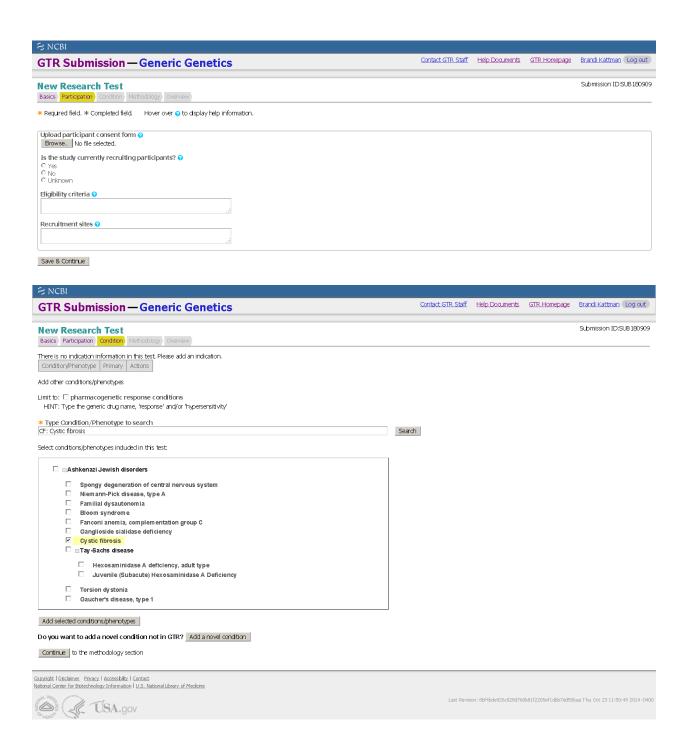
Return to homepage

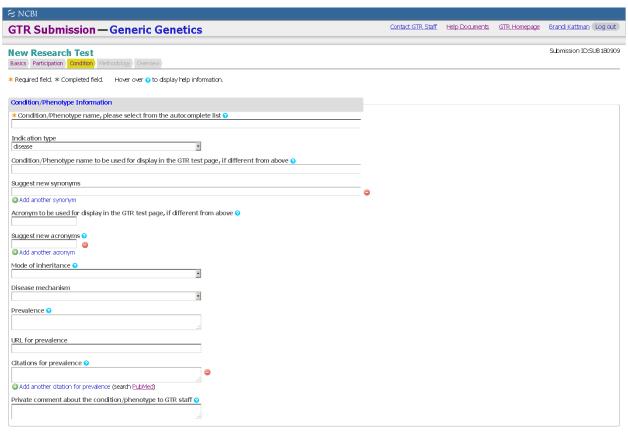
Copyright | Disclaimer Privacy | Accessibility | Contact National Center for Biotechnology Information | U.S. National Library of Medicine



# ADDING A RESEARCH TEST



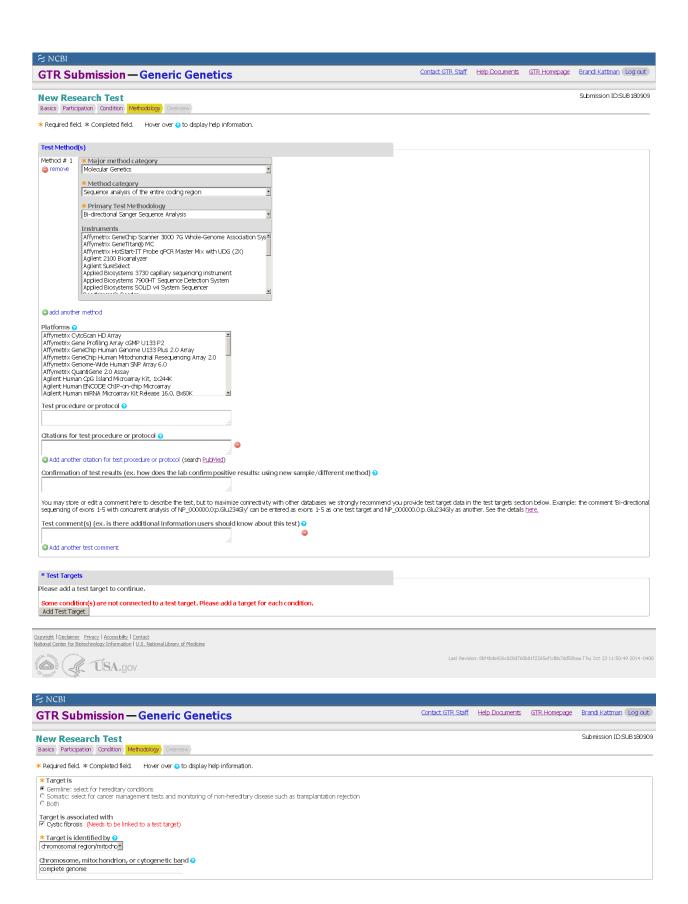




Save Cancel

Copyright | Disclaimer Privacy | Accessibility | Contact
National Center for Biotechnology Information | U.S. National Library of Medicine





# GTR Submission — Generic Genetics

Contact GTR Staff Help Documents GTR Homepage Brandi Kattman Log out

Submission ID:SUB 180909

**New Research Test** 

Basics | Participation | Condition | Methodology | Overview

Preview how your test will display Submit

Return to homepage

Basics

This test is for Name

Test purpose Contribute to generalizable knowledge

Study name Study Description

To discover new genes associated with disease.

Person responsible for the Brandi Kattman study Study contact Brandi Kattman

Contact policy

Participation

Condition/Phenotype: Cystic fibrosis

Mode of inheritance Autosomal recessive inheritance

Disease mechanism loss of function

Methodology

Test method(s) Molecular Genetics, Sequence analysis of the entire coding region, Bi-directional Sanger Sequence Analysis

Test target(s)

Target is germline

Identified by chromosomal region/mitodhondrion: complete genome

Reference Sequence(s) Variant(s)

Preview how your test will display

Submit

Return to homepage

Copyright | Disclaimer Privacy | Accessibility | Contact
National Center for Biotechnology Information | U.S. National Library of Medicine

USA.gov