

OMB Approved 0579-0494, expires XX/XXXX

LabNameThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a set of legal pads.

If a person is not required to respond to, a collection of information unless it displays a valid OMB number. Send comments regarding this burden estimate or any other aspect of this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, to Washington Headquarters Service, Paperwork Project Director (0154-0001), Washington, DC 20503; and to the Office of Management and Budget, Paperwork Project Director (0433-0187), Washington, DC 20503. Send suggestions for reducing this burden, to APLIS.PRA@usda.gov.

LabPhoneNumber

OMB control number. The valid OMB control number for this information collection is 0579-0188. We estimate the burden of this collection of information, including reviewing the collection of information, gathering and maintaining the data needed, and completing and reviewing the collection of information, to be 1 hour 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.

[illegible]



ProgramOid

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

AnimalorHerdID

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

## Species

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

OtherSpeciesName

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

FieldSpecimenID

[illegible]

## SpecimenType

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## OtherSpecimenType

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

DateCollected

[illegible]

DateSpcmnRcvdThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a set of legal pads.

DateTested[illegible]

## TestType

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## TestResult

[illegible]

## TestInterp

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

PremID

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

PremAddrThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

PremCity

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

PremState

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

OwnerName

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

SubFirstName

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

## SubLastName

[illegible]

## SubPhone

[illegible]

## Comments

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## **Instructions**

**What to report:**

**When to report:**

**Where to report:**

**How to report:**

*Note: If there is a validation error, please make the change*

*Please make the change*

**Enable Editing**

**Enable Content**

Navigate to the "Data" tab

For the following fields, click the "Data" tab

## **Notes & Tips**

Each column name is accompanied by a tooltip

Hovering over the column name will display the tooltip

Cells initially appear in a light blue color

This color will persist until the cell is edited

These required fields are highlighted in red

## **Methods for Copying :**

1. Drag Fill Handle

2. Double Click Fill Handle

3. Copy and Paste

4. Using the Fill Command

<b>Column Name</b>	<b>Description</b>
<b>LabName</b>	
<b>LabPhoneNumber</b>	
<b>LabAccessionNr</b>	
<b>FADReferralNr</b>	
<b>ProgramOid</b>	
<b>AnimalorHerdID</b>	
<b>Species</b>	
<b>OtherSpeciesName</b>	
<b>FieldSpecimenID</b>	
<b>SpecimenType</b>	
<b>OtherSpecimenType</b>	
<b>DateCollected</b>	
<b>DateSpcmnRcvd</b>	
<b>DateTested</b>	
<b>TestType</b>	
<b>TestResult</b>	
<b>TestInterp</b>	
<b>PremID</b>	
<b>PremAddr</b>	
<b>PremCity</b>	
<b>PremState</b>	
<b>OwnerName</b>	
<b>SubFirstName</b>	
<b>SubLastName</b>	
<b>SubPhone</b>	
<b>Comments</b>	

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All positive influenza A test results with accompanying sample information collected Monday through Thursday. Report weekly - by **17:00** each **Monday**

[Send completed spreadsheet to HPAI.Results@usda.gov](mailto:HPAI.Results@usda.gov)

Use only this specified spreadsheet template. Submit only one spreadsheet per email; do not attach more than one. *Failure to follow these instructions may result in a data validation error message being sent to you. If you receive this message, please check the data submitted and resubmit the spreadsheet as soon as possible by replying to that email, or send again to HPAI.Results@usda.gov*

If applicable, must click the "Enable Editing" button to enter new data on sheet.

If applicable, must click the "Enable Content" button for data-checks to operate. Yellow strip at top of sheet indicates when data checks are enabled.

Enter data into the required fields, which are marked with double underlines. Please select from the provided dropdown options (dropdown arrow located to right of cell):

**Program** **OID**

**Species** (If 'Other' is selected, please input the species name in the subsequent column)

**Specimen Type** (If 'Other' is selected, please input the specimen type in the subsequent column)

**Test Type**

**Test Interp**

**Prem State**

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Each column header is accompanied by a note, symbolized by a red triangle in the top right corner. Clicking on the name will reveal a definition for that particular column.

The sheet has a light gray color. As you begin to input data into a row, the row's color will change to white. This continues until all necessary fields are completed. The required fields are indicated by double underlines beneath their column names.

### How to fill same values down columns (for example, with dropdowns)

- Click on the cell that contains the value you want to copy.
- Move your cursor to the bottom-right corner of the cell until it changes to a small black cross.
- Click and drag the fill handle down the column to the desired end cell.

Alternatively,

- This method works if you have data in an adjacent column.
- Click on the cell that contains the value you want to copy.
- Move your cursor to the bottom-right corner of the cell until it changes to a small black cross.
- Double-click the fill handle and Excel will automatically fill the value down to the last row of your data.

- Click on the cell that contains the value you want to copy.
- Press `Ctrl+C` to copy the cell.
- Select the range of cells in the column where you want to paste the value.
- Press `Ctrl+V` to paste the value into the selected cells.

Or,

- Click on the cell that contains the value you want to copy.
- Select the range of cells in the column where you want to paste the value.
- Go to the `Home` tab, in the `Editing` group, click `Fill`, and then click `Down`.

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**itions**

The official name of your laboratory.

The contact phone number for your laboratory.

Your laboratory's accession number for the case.

A State or Federal case number that accompanied the submission.

This is an identifier for the disease (AI), use the value in the dropdown.

The unique identifier for the animal or herd being tested.

The species of the animal being tested. Dropdown

If "Other" was chosen for Species, please enter your species name here.

A unique identifier, such as a barcode, applied to the specimen.

The type of specimen collected for testing (e.g., blood, tissue). Dropdown

If "Other" was chosen for SpecimenType, please enter your specimen type name here.

The date the samples were collected, when available.

The date when the specimen was received by your lab.

The date when the testing was performed.

The type of test performed on the specimen. Dropdown

The result of the test

The interpretation of the test result. Dropdown

The national premises identifier for the location where the samples were collected.

The address for the location where the samples were collected.

The city of the location where the samples were collected.

The state of the location where the samples were collected. Dropdown

The name of the owner of the animal or herd.

The first name of the submitter (person who submitted the specimen).

The last name of the submitter.

The phone number of the submitter.

Any additional information or comments related to the test.

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