



# Using PALS for Online Data Entry

July 2018

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

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

The screenshot shows the website of the North Carolina Department of Agriculture & Consumer Services. The header includes the department's logo, name, a Google Custom Search bar, and a 'JOBS' link. A navigation bar contains links for Home, Programs, Services, Divisions, Newsroom, and Contact. The main content area is titled 'Agronomic Services' and features a photograph of a building. To the left of the main content is a sidebar with 'Agronomic Services Highlights' including links to a newsletter, fertility manual, sample submission guide, fees, shipping labels, and soil testing fee schedule. To the right is a 'Browse Division' sidebar with a list of links: 'About the Division', 'Find Your Report (PALS)' (circled in red), 'Field Services', 'Nematode Assay', 'Plant Tissue Analysis', 'Soil Testing', 'Soilless Media Analysis', 'Solution Analysis', 'Waste/Compost Analysis', 'Agrotips', 'News Releases', and 'Publications'. Below the main title, there is a 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'.

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, 2107
- [Expedited Shippers for Sale](#)

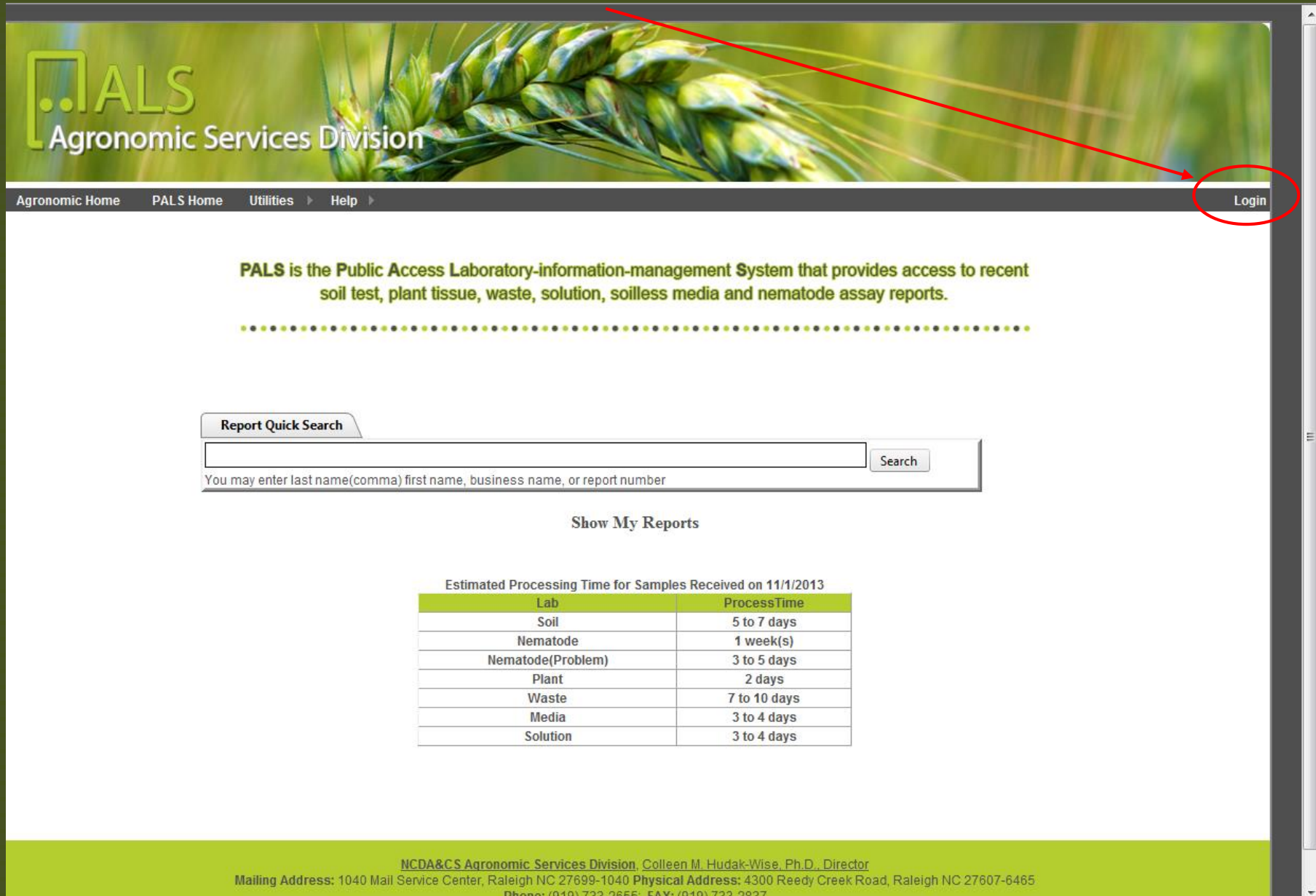
**Browse Division**

- [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](#)

**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](#)

If you want to do online data entry or 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.**

.....

**Report Quick Search**

**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

**Log In**

Email Address:

Password:

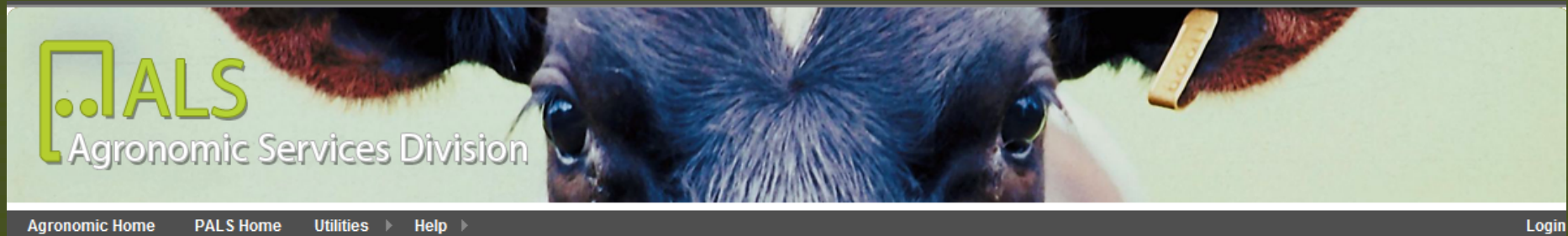
Don't have an account? [Create one!](#)

[Forgot Your Password?](#)

To set up a new account, click here. →

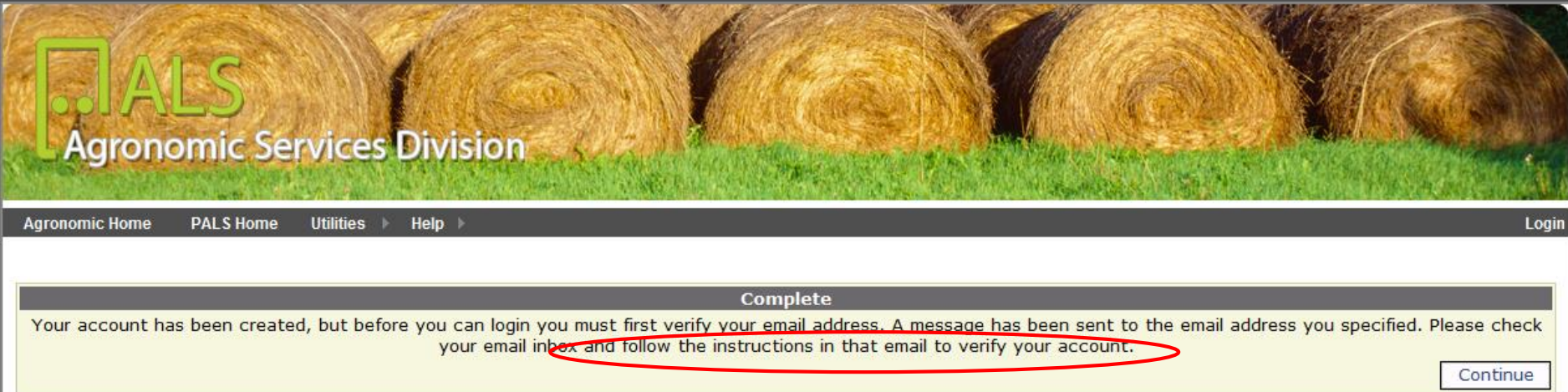
For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

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.

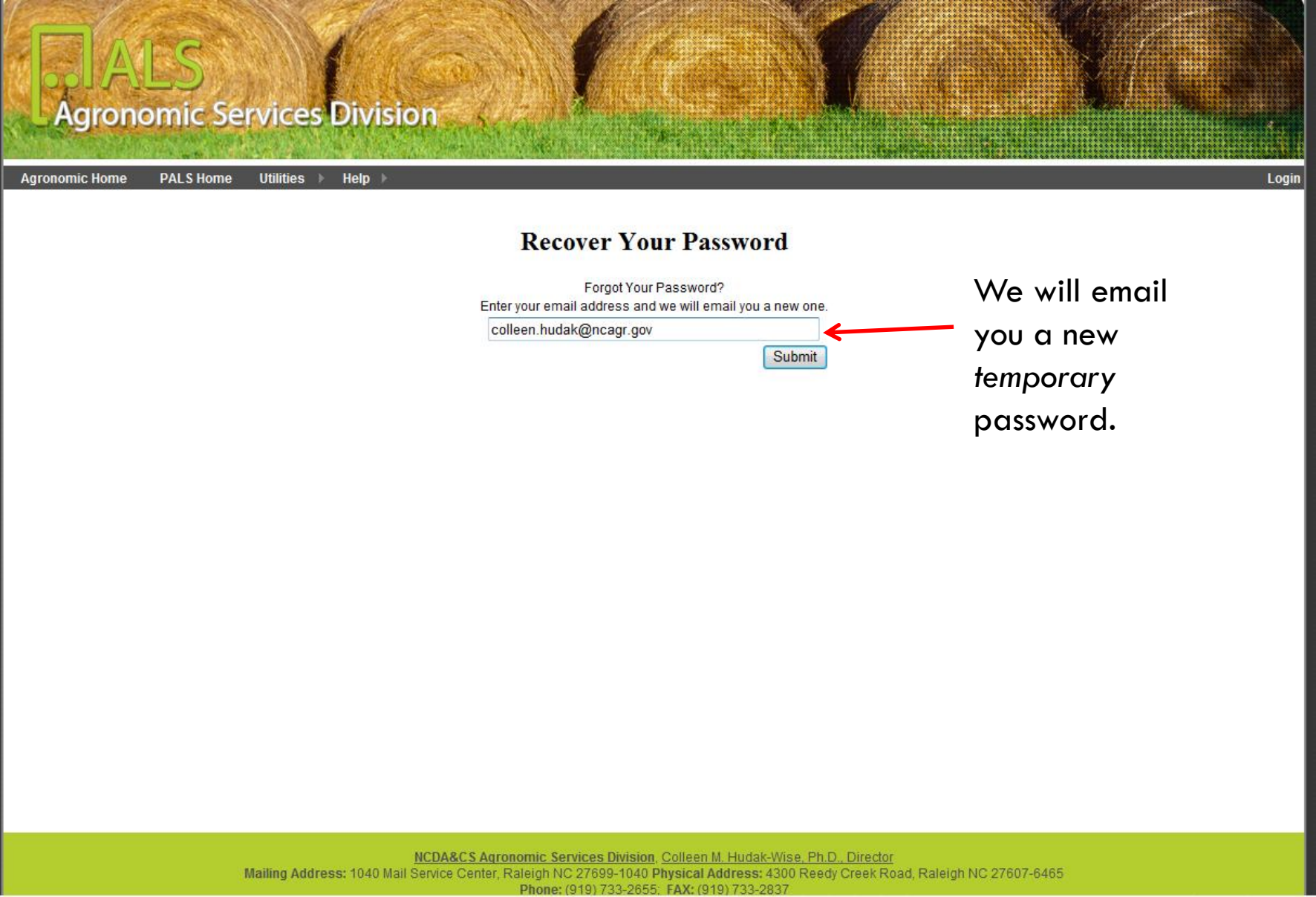
This is the screen that you will see after your PALS account has been created.



**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 forgot your password.



The screenshot shows a web page for the ALS Agronomic Services Division. The header features a banner with hay bales and the ALS logo. Below the banner is a navigation bar with links: Agronomic Home, PALS Home, Utilities, Help, and a Login link. The main content area is titled "Recover Your Password" and contains a form for password recovery. The form includes a heading "Forgot Your Password?", a prompt "Enter your email address and we will email you a new one.", a text input field containing "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, mailing address, phone, and fax.

**ALS**  
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.

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

Search

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.



Here is where you start the online submission process. Let's start with submitting a soil sample.



### 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 MasterCard).

Lab: ☒ Soil ☐ Plant ☐ Waste ☐ Solution ☐ Media ☐ Nematology

Submission Type: ☒ Predictive ☐ Diagnostic ☐ Research ☐ Internal ☐ Regulatory

Next

2. Choose either **Predictive** (routine) or **Diagnostic** (problem).

1. Click on the **Soil** button.

3. The final step is to 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 soil samples to us
- you are using an expedited shipper box OR
- you can't print a sample information (submission) form.

If you are submitting soil samples during peak-season, then you will need to pay for them online using Visa or Master Card.

Your Grower Information should be prepopulated on this screen.

PALS #: 290840

## Soil Predictive

### Grower Information

First name:	Colleen		
Last name:	Hudak-Wise		
Business:			
Address:	1009 Sawmill Road		
City:	Raleigh		
State:	NC	Zip:	27615
Phone:	919-673-4097		
Email:	colleen.hudak@ncagr.gov		

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

*If you are acting as a consultant, you will be redirected to a different page.*

*This grower information cannot be changed.*

*If you want to add a consultant to your report, click here.*

State: NC		County: Please select:	Sampled In		Farm ID: (Optional)	Sample Date: 07/19/2018
Number of Samples: [Maximum 180 Samples]			Layer ID: (Optional)			
<input type="checkbox"/> I attest that all samples were collected in NC			<input type="checkbox"/> This is a lawn, landscape or home garden sample.			
<div>Process</div>						

1. Select the county in which the soil samples were collected.
2. Enter Farm ID (optional).
3. Choose Sample Date.
4. Enter the number of soil samples [maximum = 180].
5. Click check box to verify samples were collected in N.C.
6. Click 2<sup>nd</sup> check box if samples are for a lawn, landscape or home garden.
7. Click the **Process** button.

## Soil Predictive

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

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

### Grower Information

First name:   
Last name:   
Business:   
Address:   
City:   
State:    
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:

Number of Samples:  [Maximum 180 Samples]

☐ I attest that all samples were collected in NC

Farm ID:

Sample Date:

Layer ID:

☐ This is a lawn, landscape or home garden sample.

Process

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

### Sample Details

#### Crop Code Color Legend

CHRISTMAS TREES  
COMMERCIAL HORTICULTURE CROPS  
COMMERCIAL NURSERY & FLOWERS  
FIELD CROPS  
FINE TURF  
FORAGE & PASTURE  
FOREST TREES & SEED  
HOME LAWN & GARDEN  
ORCHARD, FRUIT & NUT  
ROADSIDE AREAS  
STORMWATER  
WILDLIFE AREAS






Note. Codes for residential samples are 20 – 32.

1. Enter a sample ID for each sample.
2. Select a crop code from the drop down, color-coded menu.
3. Fill in 2<sup>nd</sup> crop and lime information (optional).
4. Click **Submit Samples**.

Submit Samples

### Optional

#### Sample Details

No.	Sample ID	First Crop Code	Second Crop Code (Optional)	Lime Tons / Acre (Optional)	Lime Month (Optional)	Lime Year (Optional)	Cascade
1	1 *	026 / Lawn (not centip.) *	029 / Shrubs	0.25	9	2013	
2	* *	Please select: *	Please select:		Please select:	Please select:	
3	* *	Please select: *	Please select:		Please select:	Please select:	
4	* *	Please select: *	Please select:		Please select:	Please select:	
5	* *	Please select: *	Please select:		Please select:	Please select:	

Comments (Please provide any other pertinent information)

Maximum of 180 samples/submission

By clicking on the lawn, landscape or home garden check box, you will help to simplify your selection of the correct crop code. Only crop codes 20 – 32 will be displayed.

## Agronomic Services Division

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

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

[Consultants Click Here](#)

### Grower Information

First name:

Last name:

Address:

City:

State:  Zip:

Phone:

Email:

#### Sampled In

State:  County:  Farm ID:  Sample Date:

Enter Number of Samples:  Maximum Samples 180

☒ I attest that all samples were collected in NC ☒ This is a lawn, landscape or home garden sample.

#### Sample Details

Fields marked with an '\*' are required or upload your samples\*.

No.	Sample ID	First Crop Code	Second Crop Code (Optional)	Lime Tons / Acre (Optional)	Lime Month (Optional)	Lime Year (Optional)	Cascade
1	01 *	020 / Azalea/Camellia *	Please select: <input type="text"/>	<input type="text"/>	Please select: <input type="text"/>	Please select: <input type="text"/>	
2	02 *	Please select: <div><div>020 / Azalea/Camellia</div><div>022 / Lawn, centipede</div><div>023 / Flower garden</div><div>024 / Vegetable garden</div><div>025 / Mtn. Laurel/Rhodod.</div><div>026 / Lawn (not centip.)</div><div>028 / Rose</div><div>029 / Shrubs</div><div>030 / Berries/Fruit/Nuts</div><div>031 / Tree, shade</div><div>032 / Blueberries, home</div></div> *	Please select: <input type="text"/>	<input type="text"/>	Please select: <input type="text"/>	Please select: <input type="text"/>	

Comments (Please provide details):

Residential crop codes are 20 – 32.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director  
100 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



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



You can edit  
or delete  
your  
submission  
here.

	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
Edit Delete	107	Hyde, Deborah	Soil - Predictive	Craven	5	20.00
Create another Submission						

Grand Total: \$20.00

☒ Pay with Credit Card

Check Out

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

During Peak  
Season, you will  
be charged a \$4  
fee for each soil  
sample.

No fees are  
charged for soil  
samples during  
the rest of the  
year.

Notice.  
Multiple  
submissions can  
be paid for at  
one time.

	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
<a href="#">Edit</a> <a href="#">Delete</a>	89	Hudak-Wise, Colleen	Soil - Diagnostic	Davidson	2	8.00
<a href="#">Edit</a> <a href="#">Delete</a>	91	Hudak-Wise, Colleen	Soil - Predictive	Wake	10	40.00
<a href="#">Create another Submission</a>						

**Grand Total: \$48.00**

☒ Pay with Credit Card

[Check Out](#)

If payment is needed, you will be redirected to a secure credit card payment site called PayPoint.


Soil

### Payment Method

\* Indicates required field

**Choose method of payment**

☒ **Pay by credit card**



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

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Powered by 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.

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](#)

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.

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## Payment Review

Address
<b>Billing Address:</b> 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
<b>Amount:</b> 48.00 USD
<b>Total:</b> 48.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>

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



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

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Powered by PayPoint®



# There are Two Different Types of PALS Confirmation Pages

1. For submissions with a fee.
2. For submissions without a fee.

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 ]

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.

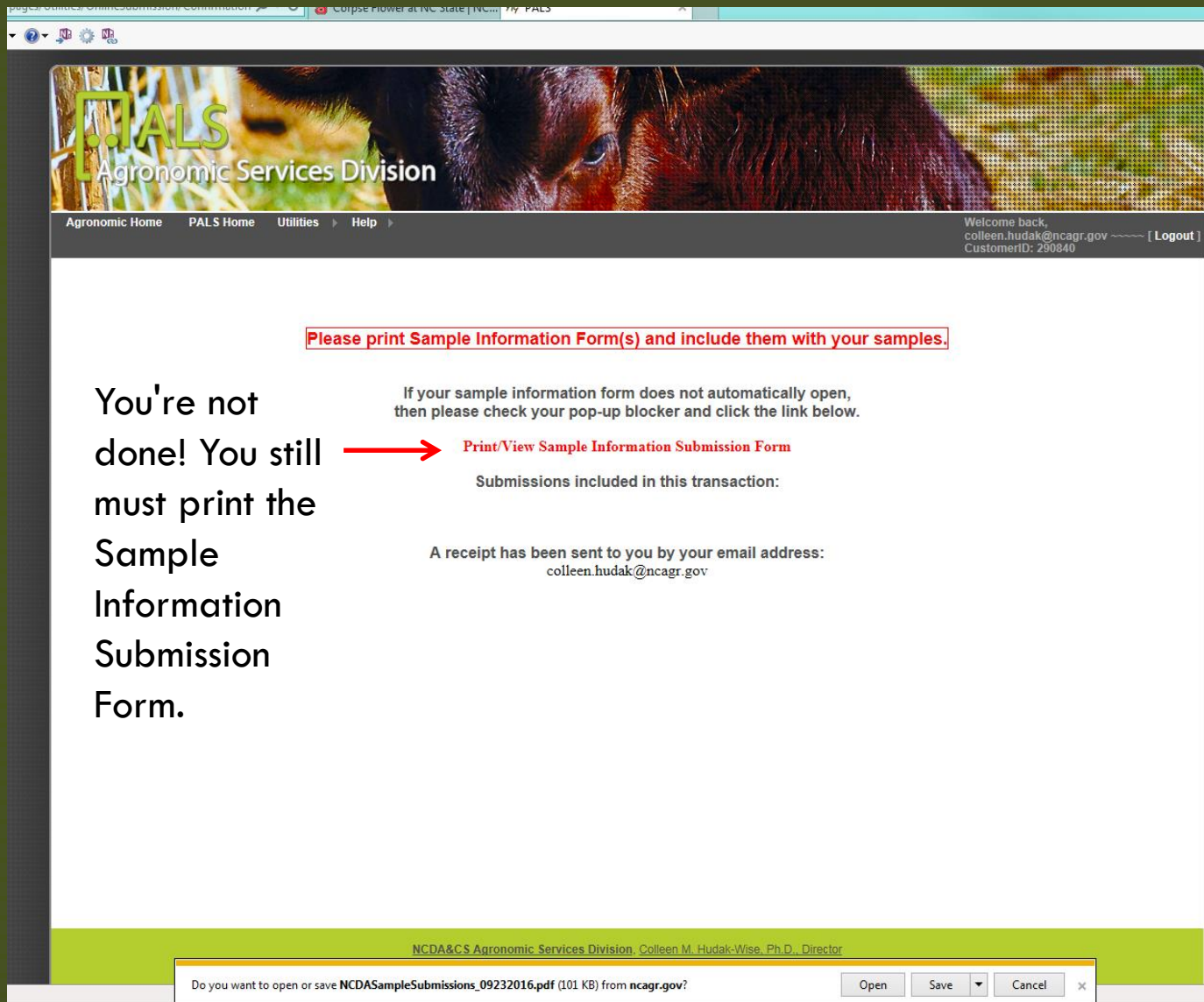
**You're not done!  
You will need to  
print the Sample  
Information  
Submission Form.  
Click here.**

[Print/View Sample Information Submission Form](#)

Submissions included in this transaction:  
89, 91

NCDA&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

This is the Confirmation Page that you will see when submitting soil samples that have no fees.



The screenshot shows a web browser window displaying the PALS Agronomic Services Division Confirmation Page. The page has a header with the PALS logo and navigation links. A red-bordered box contains the instruction: "Please print Sample Information Form(s) and include them with your samples." Below this, a large text block on the left states: "You're not done! You still must print the Sample Information Submission Form." A red arrow points from this text to a link: "Print/View Sample Information Submission Form". To the right of the arrow, there is a note: "If your sample information form does not automatically open, then please check your pop-up blocker and click the link below." Below the link, it says "Submissions included in this transaction:". Further down, it states: "A receipt has been sent to you by your email address: colleen.hudak@ncagr.gov". The footer of the page identifies the user as Colleen M. Hudak-Wise, Ph.D., Director. A file download dialog box is open at the bottom, asking to open or save "NCDASampleSubmissions\_09232016.pdf (101 KB) from ncagr.gov?".

page: Online Sample Submission Confirmation 28 Corpse Flower at NC State | NC... My PALS

**PALS**  
Agronomic Services Division

Agronomic Home PALS Home Utilities Help

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

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

If your sample information form does not automatically open,  
then please check your pop-up blocker and click the link below.

**You're not done! You still must print the Sample Information Submission Form.**

**Print/View Sample Information Submission Form**

Submissions included in this transaction:

A receipt has been sent to you by your email address:  
colleen.hudak@ncagr.gov

NCDAS&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director

Do you want to open or save NCDASampleSubmissions\_09232016.pdf (101 KB) from ncagr.gov?

Open Save Cancel x

## Following your online submission, you will receive an e-mail from us.

- \*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*  
PLEASE DO NOT REPLY TO THIS E-MAIL.  
If you reply to this e-mail, your reply will \*NOT\* be read.  
Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.  
\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*---\*
- 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:  
<http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=72>
- Thank You for using PALS.

This is what the Soil Sample Information Form will look like. It appears identical to the existing paper forms, except notice that there is a submission ID in the top right corner.

NCDASampleSubmissions\_11182013[1].pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

Sign In

Export PDF

Create PDF

Adobe CreatePDF

Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Select File

Send Files

Store Files

NCD&S Agronomic Division Phone: (919) 733-2655 Website: www.ncagr.gov/agronomi/ Submission ID: 30

Form AD-1

SOIL SAMPLE INFORMATION

NCD&S Agronomic Division Soil Testing Section  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040  
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC 27607

FOR OFFICE USE ONLY

REPORT #

DATE REC'D

SAMPLE TYPE

Predictive

SAMPLE INFORMATION		GROWER INFORMATION		CONSULTANT / OTHER RECIPIENT	
FARM ID	Pacoson	LAST NAME, FIRST NAME OR BUSINESS NAME	Riggs Brothers Farm (Rodney)	LAST NAME, FIRST NAME OR BUSINESS NAME	Hudak-Wise, Colleen
SAMPLE DATE	10/24/2013	ADDRESS	760 Riggsdown Rd	ADDRESS	1009 Sawmill Road
COUNTY (where collected)	Jones	CITY	Pollockville	CITY	Raleigh
		STATE	NC	STATE	NC
		ZIP	28573	ZIP	27615
NUMBER OF SAMPLES	5	PHONE	(252) 670-1114	PHONE	(919) 673-4097
		E-MAIL ADDRESS	kingstontobacco@earthlink.net	E-MAIL ADDRESS	colleen.hudak@ncagr.gov

LAB NUMBER (Leave blank)	SAMPLE IDENTIFICATION	LIME APPLIED WITHIN PAST 12 MONTHS			You must specify a crop CODE to receive a recommendation .			
		Tons/Acre	Month	Year	FIRST CROP	CODE	SECOND CROP	CODE
	8   5   1	0.0	0	0	Small Grain (SG)	004	Soybean	010
	8   5   2	0.0	0	0	Small Grain (SG)	004	Soybean	010
	8   5   3	0.0	0	0	Small Grain (SG)	004	Soybean	010
	8   6   1	0.0	0	0	Small Grain (SG)	004	Soybean	010
	8   6   2	0.0	0	0	Small Grain (SG)	004	Soybean	010

We must have this Submission ID # to tie your online submission to your samples when they arrive.

Thank you for using agronomic services to manage nutrients and safeguard environmental quality. - Steve Traxler, Commissioner of Agriculture



NCDA&CS Agronomic Division  
Form AD-1  
Phone: (919) 733-2655  
Website: [www.ncagr.gov/agronomi/](http://www.ncagr.gov/agronomi/)

**SOIL SAMPLE INFORMATION**

NCDA&CS Agronomic Division Soil Testing Section  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040  
Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC 27607

Submission ID: 66

FOR OFFICE USE ONLY  
REPORT #  
DATE REC'D

**SAMPLE TYPE**  
Predictive

**SAMPLE INFORMATION**  
FARM ID  
garden  
SAMPLE DATE  
10/10/2013  
COUNTY  
Wake (where collected)  
F SAMPLES  
4  
LAB NUMBER  
(Leave blank)

**GROWER INFORMATION**  
LAST NAME, FIRST NAME OR BUSINESS NAME  
Brown, Bonnie  
ADDRESS  
123 Farmville Road  
CITY  
Monroe  
PHONE  
(704) 753-4264  
E-MAIL ADDRESS  
bonnie.brown@monroe.nc.gov

STATE  
NC  
ZIP  
28110

**CONSULTANT / OTHER RECIPIENT**  
LAST NAME, FIRST NAME OR BUSINESS NAME  
Hudak-Wise, Colleen  
ADDRESS  
1009 Sawmill Rd  
CITY  
Raleigh

Soil Sample Information Form Must  
Be Placed Inside Shipper!

# Please Pack Your Samples Carefully!





# Thank You!

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