

ORA Partners Portal (ORAPP) Sample Collections Multi-File Submission for State-Collected Samples Knowledge Article

Summary

The Office of Regulatory Affairs (ORA) Data Exchange (DX) program works to provide a safer food supply to consumers by enabling state labs to share Sample food safety data with FDA. The ORA Partners Portal (ORAPP) is one of three ORA DX systems used by state labs to electronically exchange Sample data with FDA. This knowledge article contains instructions on how to simultaneously **submit multiple Sample Collections files** and **view/download** the submission status in ORAPP.

File Requirements

A **maximum of 10 files** can be uploaded for a single submission. Each file must meet the following criteria for a successful submission:

- 2MB maximum file size
- Unique file name (75 characters max.)
- Not password-protected

File Data

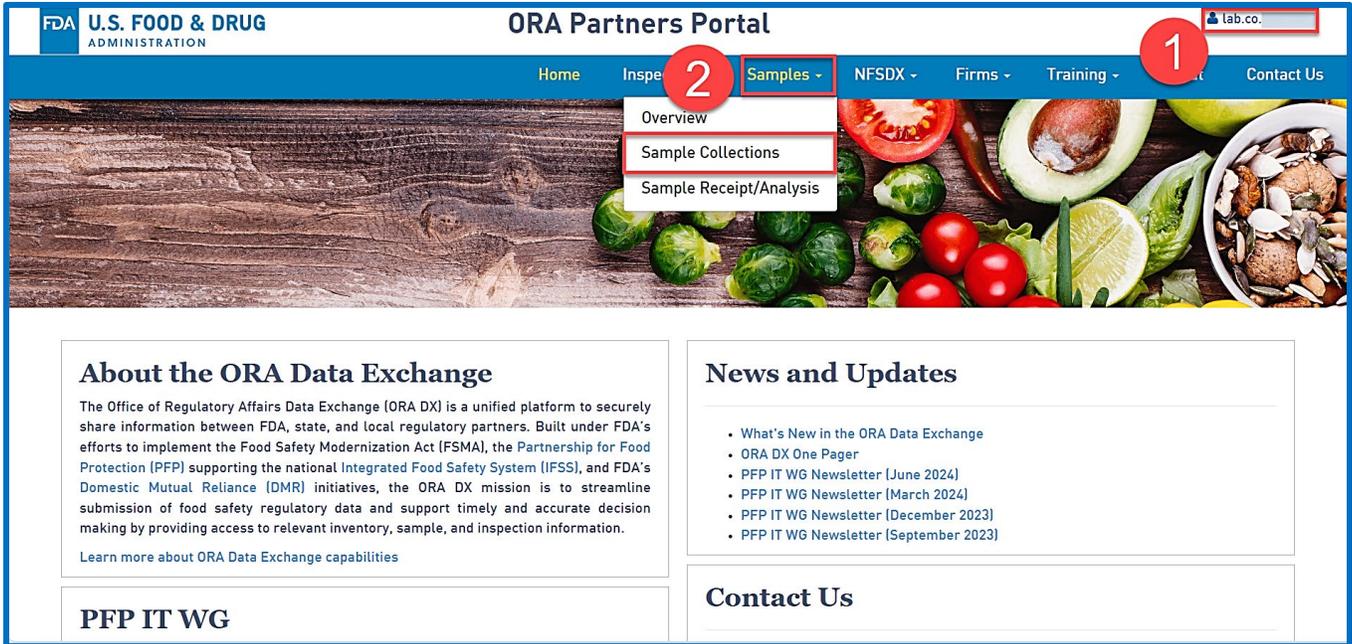
Sample Collection files can contain:

- Multiple Sample numbers
- Multiple Program Assignment Codes (PACs) and Problem Area Flags (PAFs) for the same Sample number

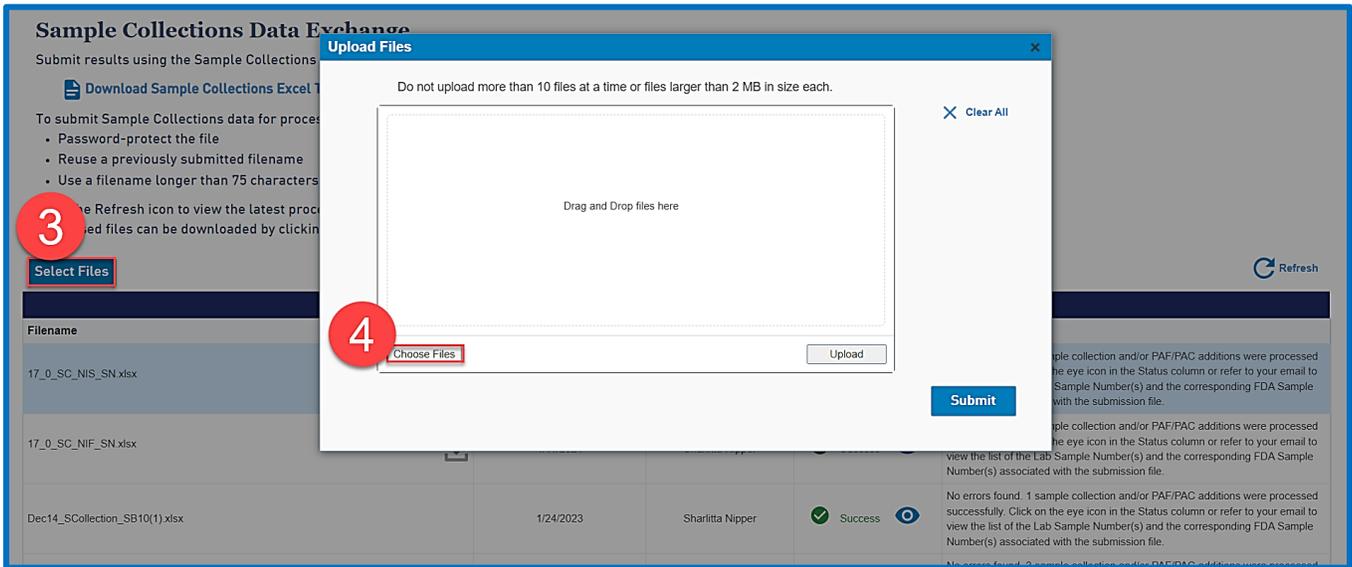
Submit Multiple Files

To submit multiple Sample Collection files:

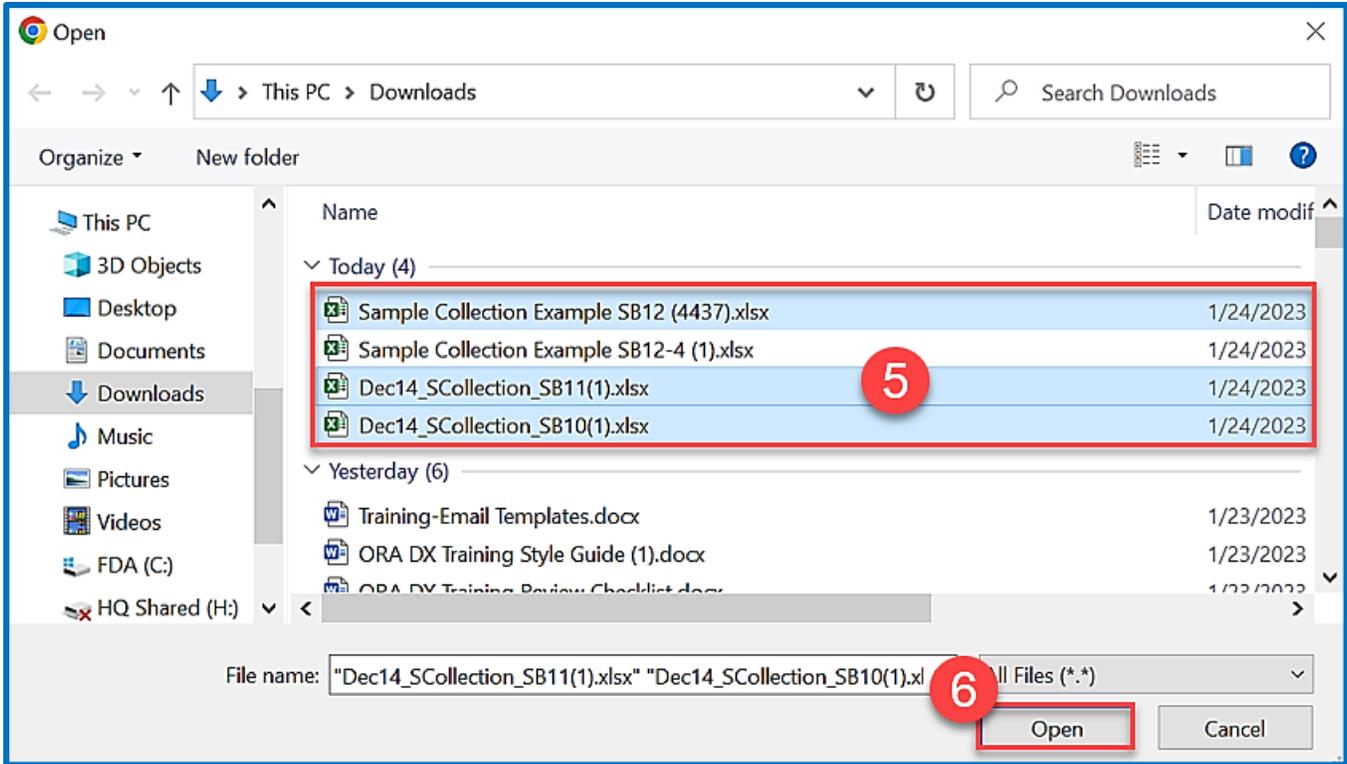
1. Log into [ORAPP](#).
2. Select **Samples** on the menu bar and choose **Sample Collections** on the submenu. The Sample Collections page displays.



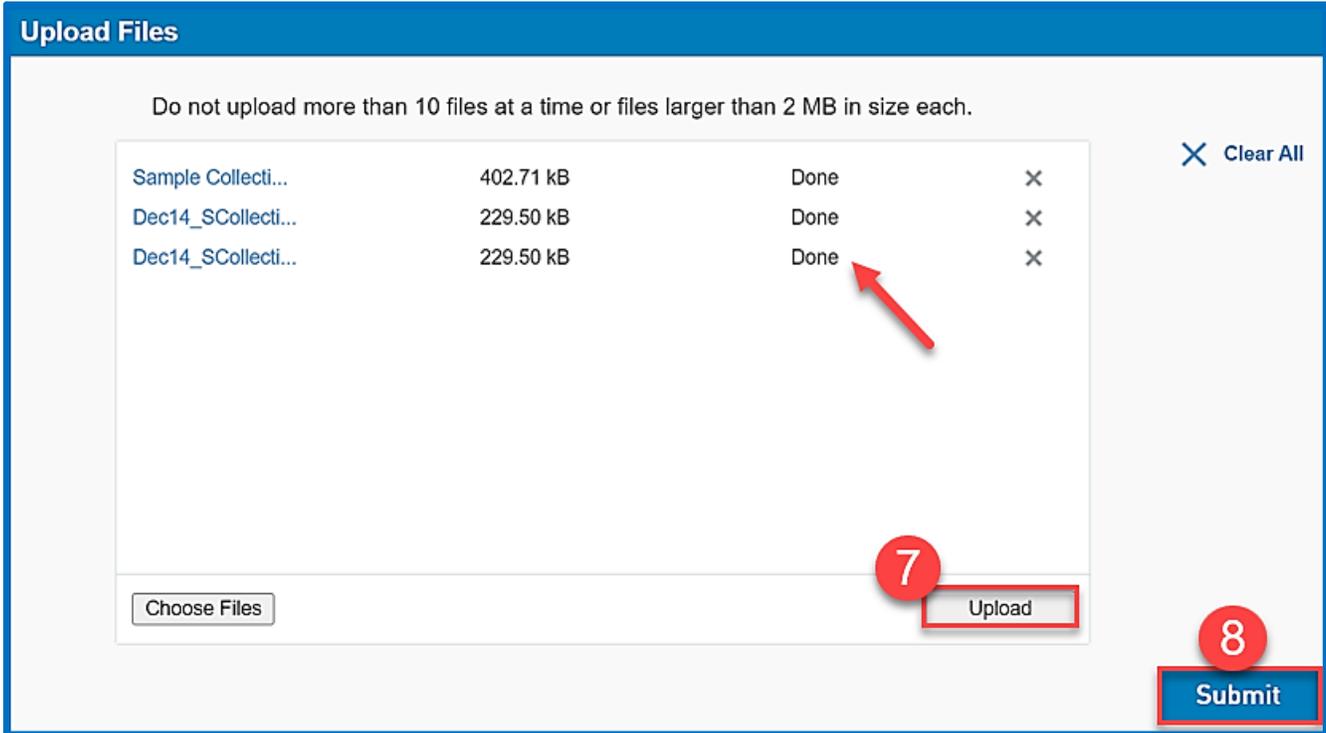
3. Choose **Select Files** on the left side of the Sample Collections page. The Upload Files window displays.
4. Select **Choose Files** in the Upload Files window. The Open window displays.



5. Press and hold the **Ctrl key** on the keyboard while selecting multiple files. Alternatively, the **Shift key** can be used to select a group of files listed together.
6. Select **Open**. The selected files display in the Upload Files window.



7. With the files displayed in the Upload Files window, Select **Upload**. **Note:** A maximum of 10 files can be submitted at a time.
8. Once the status displays **Done** for all the files, select **Submit** to submit the files for processing.



9. The Upload Files window disappears, and the Sample Collections page displays the submission status of each file. **Note:** The ORAPP Sample Collections page automatically refreshes every two minutes. If the submitted files are not displayed, use the **Refresh** button to manually refresh the page.
10. The **eye icon** provides access to details for each sample number including **submission status**, **FDA Sample Number**, and **error messages** (if applicable). **Note:** Instructions on how to correct submission errors are available in the [ORAPP Sample Collections Errors and Corrections Knowledge Article](#).

Sample Collections Data Exchange

Submit results using the Sample Collections Excel Template that is available to download below.

[Download Sample Collections Excel Template_v1.6](#) |
 [Download Guidance Materials](#)

To submit Sample Collections data for processing, **DO NOT:**

- Password-protect the file
- Reuse a previously submitted filename
- Use a filename longer than 75 characters or containing * " : ? | \ / < >

- Upload more than 10 files at one time
- Upload a file more than 2 MB in size

Click the Refresh icon to view the latest processing information for the submitted files.

Processed files can be downloaded by clicking the Download icon. The processed files will be available for download for one year from the Submission Date.

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Select Files

Colorado Department of Public Health						
Filename	Submission Date	Submitted By	Status	Status Summary		
17_0_SC_NIS_SN.xlsx	↓	1/11/2024	Sharlitta Nipper	Success	No errors found. 1 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.	10
17_0_SC_NIF_SN.xlsx	↓	1/11/2024	Sharlitta Nipper	Success	No errors found. 1 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.	
Dec14_SCollection_SB10(1).xlsx		1/24/2023	Sharlitta Nipper	Success	No errors found. 1 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.	
Sample Collection Example SB12 (4437).xlsx		1/24/2023	Sharlitta Nipper	Success	No errors found. 3 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.	
Dec14_SCollection_SB11(1).xlsx		1/24/2023	Sharlitta Nipper	Success	No errors found. 1 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.	
Sample Collection Example SB12-4.xlsx		1/13/2023	Sharlitta Nipper	Errors	The submission was not successfully processed due to validation error(s). 1 sample collections and/or PAF/PAC additions were processed successfully and 2 returned errors that need to be corrected. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) for success(es) and to review the	

11. Select the **eye icon** on the row for the desired file. A window appears displaying status details for each sample in the file.
12. Select **Download to Excel** to generate an Excel file containing the submission details.

Sample Collections Data Exchange

Submit results using the Sample Collections Excel Template that is available to download below.

[Download Sample Collections Excel Template_v1.6](#) | [Download Guidance Materials](#)

To submit Sample Collections data for processing, **DO NOT**:

- Password-protect the file
- Reuse a previously submitted filename
- Use a filename longer than 75 characters
- Upload more than 10 files at one time
- Upload a file more than 2 MB in size

Click the Refresh icon to view the latest processed files. Processed files can be downloaded by clicking the Download to Excel icon.

Select Files

Filename	Submission Date	Submitted By	Status	Action
17_0_SC_NIS_SN.xlsx				
17_0_SC_NIF_SN.xlsx				
Dec14_SCollection_SB10(1).xlsx				
Sample Collection Example SB12 (4437).xlsx				
Dec14_SCollection_SB11(1).xlsx	1/24/2023	Sharitta Nipper	Success	
Sample Collection Example SB12-4.xlsx	1/13/2023	Sharitta Nipper	Errors	

Sample Collection Example SB12-4.xlsx

Successes:

LabSampleNumber, 8152022-SB08 | FDASampleNumber, 4968561:: The Sample Collection submission was successfully processed ((PAF:PES, PAC:04F800)).

Errors:

LabSampleNumber, 8152022-SB12:: LBS-ERR-SC-072: The [ProblemAreaFlag] 'ANT' and [ProgramAssignmentCode] '04F800' combination have already been submitted for [LabSampleNumber] '8152022-SB12'. ((PAF:ANT, PAC:04F800)).

LabSampleNumber, 8152022-SB12:: LBS-ERR-SC-072: The [ProblemAreaFlag] 'ELE' and [ProgramAssignmentCode] '04019A' combination have already been submitted for [LabSampleNumber] '8152022-SB12'. ((PAF:ELE, PAC:04019A)).

12 Download to Excel

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No errors found. 1 sample collection and/or PAF/PAC additions were processed successfully. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) associated with the submission file.

The submission was not successfully processed due to validation error(s). 1 sample collections and/or PAF/PAC additions were processed successfully and 2 returned errors that need to be corrected. Click on the eye icon in the Status column or refer to your email to view the list of the Lab Sample Number(s) and the corresponding FDA Sample Number(s) for success(es) and to review the

Further Reading

For additional information, check out the Sample Collections Guidance Materials available on ORAPP.

Contact Us

For training inquiries or assistance with ORAPP or ORA DX, visit the [ORAPP Contact Us](#) page to submit a request.