

# Submission Protocol

## Submission Form/Sample History

1. A completed submission form(s) must accompany all submissions.
2. Ensure the following information is completed:
  - a. Client information: submitting clinic's name and address,
  - b. Owner's name
  - c. Collection date
  - d. Animal identification, age, species, breed
  - e. History
  - f. Veterinarian name (including signature)
  - g. Identify testing requirement.
3. Ensure writing is legible
4. When infection with Risk Group 3 organisms are suspected, ensure form clearly indicates suspected organism and any supporting clinical signs.
5. Include animal's current vaccination history.
6. **Missing information may result in a delay in testing.**
7. The submission form is placed in a bag, sealed and attached to the exterior of secondary package (refer to Sample Packaging Protocol.)
8. The Diagnostic Services Office personnel must be able to access paperwork without specimen contact or contamination. **This is an Occupational Health and Safety issue: we cannot safely process externally contaminated sample.**

## Blood, urine, fecal samples, swabs, slides, biopsies etc.

### Please Ensure That:

1. A completed PDS submission form accompanies each case.
2. Clearly label samples with owner's last name, animal ID, sample type (e.g. serum, urine, eye swab, ear swab, feces, etc).
3. If you are submitting multiple samples, include a list of identifying numbers or names.
4. Leak-proof, rigid containers with tight fitting lids are used and then placed in zip-lock bags. (Refer to Sample Packaging Protocol.)
5. Samples are easily distinguishable from packing material. Bubble wrap or syringe containers work well for protecting tubes from breakage.
6. The submission form is placed in a separate plastic bag to protect from possible spills/contamination. If the submission form is attached to the outside of box, please ensure that couriers do not put their shipping label/information over the requisition.
7. Blood/cytology slides are clearly labeled and are separate from formalin containing vessels as it will adversely affect staining.
8. To avoid sample freezing in the winter months, request that courier/bus protect parcels from freezing and label outside of packaging accordingly.

### **Do Not Submit**

1. Feces in gloves or milk in whirl-pak bags.
2. Extra charges will apply to processing samples submitted in gloves or whirl-pak bags.
3. Syringes with needles or stoppers attached.
4. Slides taped to sides of boxes (they may inadvertently get discarded).
5. Pooled samples from multiple animals in the same bag/jar.

**Please note that PDS no longer supplies cardboard slide holders/styrofoam tube mailers.** A limited supply of plastic slide holders may be available.

### **Whole Bodies or Portions**

#### **Please Ensure That:**

1. A completed PDS submission form accompanies each case.
2. Place in a large bag, followed by a secondary bag with absorbent material.
3. Decontaminate outer bag if required.
4. Place in rigid container. (e.g. box, plastic tub)
5. Note: These containers will NOT be returned.