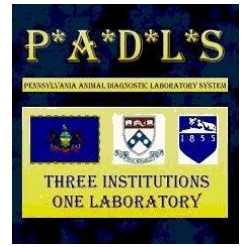




# New Bolton Center PADLS Submission Guidelines



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## Submission Information

### Forms & General Information

#### **General Submission forms can be printed off the website at [www.padls.org](http://www.padls.org)**

PADLS accepts specimens from agricultural animals, i.e., bovine, porcine, equine, ovine, caprine, camelidae, cervidae, avian, aquaculture and zoo animals. Wild animal submissions must be arranged through the PA Game Commission with the exception of Rabies suspect animals. Rabies suspects from all species will be accepted. For more information on rabies testing, please visit the PADLS website ([www.padls.org](http://www.padls.org)). When accepting cases and reporting results, **PADLS requires the involvement of a veterinarian**, since this professional has expertise in selecting, preparing and shipping proper specimens. Veterinarians are also required to recommend and administer treatment and preventive measures. In the case of avian species, a PADLS veterinarian will be assigned, so the client should contact the laboratory directly. PADLS reserves the right to perform tests for any of the diseases regulated by the Pennsylvania Department of Agriculture on any specimen it receives. PADLS reserves the right to perform any tests on animals or birds submitted for necropsy that the case coordinator deems necessary to obtain a diagnosis. A submission of specimens for diagnostic purposes constitutes your acknowledgement that some tests may be performed at other laboratories.

**Submitting specimens for export testing:** Many immunoserology tests required for export are performed by PADLS. We make every effort to assist the client to meet the generally tight deadline requirements involved. Some required tests are not available at PADLS. **Always call prior to submitting export specimens.** This allows for proper preparation of test reagents and, if necessary, identification of another accredited laboratory to perform the test. Exports must be identified with clearly marked information, including:

- Date the test results must be reported
- Proposed date of shipment
- Country of destination
- Accredited veterinarian responsible for testing.

**Regulatory tests** must be submitted with the appropriate state or federal form (Brucellosis, Equine Infectious Anemia, Johne's disease, etc). AAI-11 and EIA forms must be ordered through the laboratory. Non-regulatory test submission forms can be ordered through the laboratory or downloaded from our website at [www.padls.org](http://www.padls.org) or <http://www.padls.org/forms/forms.html>.

**Note:** *Specimens accepted by the laboratory become the property of the laboratory and cannot be returned.*

Please consult the appropriate section of your users guide for further guidance on specimen collection and preparation.

## Labeling & Packaging

### ALL SUBMISSIONS REQUIRE:

- Owner's name, address, phone, fax and email numbers
- Veterinarian's names, address, phone, fax, email numbers. Regulatory work requires the signature of an accredited veterinarian on the AAI-11 form
- Animal identification
- Type of sample
- Test(s) requested

We suggest that the specimens be addressed to the laboratory rather than to an individual. This is not meant to discourage direct communication with the staff, but it does prevent unnecessary delays in processing samples if the intended individual is not available.

Federal regulations govern the packaging and labeling of diagnostic specimens. Shippers may incur prosecution in the event of spillage that occurs during transit that damages other mail or equipment. This rule applies to both hazardous and non-hazardous materials. Samples that may contain an agent infectious for humans or animals must be shipped by International Air Transportation Association (IATA) regulations if they are to be shipped by any common carrier (even if not by air). These regulations include:

- Ship specimens in 2 appropriate leak-proof containers, i.e. red top and plastic bag. If using bags, double-bag.
- Include packing material adequate to cushion the containers and absorb all fluids in the event of leakage or breakage.
- Label each specimen with the owner's name, the animal's identification, and a tube number that correlates with the paperwork.
- Perishable specimens should be shipped on ice packs by same-day or overnight delivery. Label outside of box "perishable". Do not put samples that should be chilled only in direct contact with the ice packs as it could damage the specimen(s). Place absorbent material between specimen and ice pack.
- Never ship on a Friday or the day before a holiday.
- Do not wrap forms around specimens; if the specimen leaks, the form will be ruined.
- Enclose the paperwork for all specimens in a single Ziploc<sup>®</sup> bag and place it on top of the specimens.
- Do not send specimens in syringes and remove all sharps from the boxes. Packages with sharps will be rejected.
- Label the outside of the box clearly. Remove old conflicting labels that could confuse delivery.
- Mark packages with a "Diagnostic Specimen" label on the outside of the box.
- Your return address is important. This provides a way to track packages received by the laboratory.
- Do not ship in unprotected Styrofoam containers; these break easily if squeezed or dropped. Styrofoam within a cardboard box is recommended.

## Shipping of Samples

For comprehensive details on shipping Infectious Substances and Biological Materials please see [http://www.ehrs.upenn.edu/resources/docs/biosafety/Shippingannual\\_April\\_2007.pdf](http://www.ehrs.upenn.edu/resources/docs/biosafety/Shippingannual_April_2007.pdf)

### Purpose of Shipping Regulations

Shipping regulations have been published by international and national regulators in order to provide procedures for the shipper by which articles and substances with hazardous properties can be safely transported by air or surface. “In the interest of global public health, of progress in scientific research, and of the development of new drugs and treatments to combat diseases, human and animal specimens need to be transported safely, timely, and efficiently from the place where they are collected to the place where they will be analyzed. Regardless of the presumed infection status of the patient, specimens of human and animal origin should be packaged and transported in such a way as to protect those engaged in transportation from the risk of infection. Risks of infection of personnel involved in transport cannot be fully eliminated. However, they can be kept to a minimum.”-- (World Health Organization; Transport of Infectious Substances). If you are shipping a pathogen or a diagnostic specimen with potential zoonotic risks, including rabies, [http://www.iata.org/whatwedo/cargo/dangerous\\_goods/Pages/index.aspx](http://www.iata.org/whatwedo/cargo/dangerous_goods/Pages/index.aspx) contains online information about the regulations. The complete Federal Department of Transportation (DOT) Regulation, HM226, can be found on their website at <http://hazmat.dot.gov/67fr-53118.pdf> Rabies specimens should be shipped by courier and not by air.

### Carrier Information and Courier Service

The three laboratories of the Pennsylvania Animal Diagnostic Laboratory System (PADLS) have contracted a courier service for limited types of specimen transport (see Table 1). The courier service transports specimens to PADLS laboratories and between PADLS laboratories, Monday through Friday. The charge for this courier service is \$15. Federal packaging regulations apply, and the courier will refuse packages not meeting these specifications (see <http://www.padls.org>). The contracts are renewed each year, and subsequently, the vendor(s) can change.

## Results and Reporting

From our clients' point of view, the results are the reason to submit specimens for testing. PADLS recognizes the importance of results, and every effort is made to provide accurate, timely and interpretable data. If you have questions about a test result, please call. The following general guidelines may be useful.

- All specimens are assigned an accession number upon arrival at a PADLS laboratory.
- All specimens/cases are assigned to a case coordinator who assumes final responsibility for the specimen and for reporting the results to the submitting veterinarian or other designated party.
- Regardless of type of test or result, results are routinely faxed, e-mailed or mailed to the veterinarian and owner submitting the case/specimen.
- Diagnostic results (biopsy, necropsy) can be provided by phone on request.
- Antibiotic sensitivity results will be reported only to the submitting veterinarian. In instances where a PADLS employee is acting as the veterinarian on the case, the owner can be advised by the laboratory on treatment options (QSOP 24).
- If you call for test results, please have the accession number (if known), the owner's name, the veterinarian's name, the date the specimen was sent, and the test(s) requested. This data will help us find your results quickly.
- The estimated turn-around-times listed are counted in business days from the day of specimen receipt until the day the test is reported, assuming there are no complications with testing.

## Fees and Billing

### Fees

The PADLS fee schedule is printed as a separate document and is available upon request from any PADLS laboratory or downloaded from <http://www.padls.org>.

Fees are updated annually.

Acute and convalescent-paired sera shipped together are billed as one sample.

Necropsy fees include routine bacteriology, virology and toxicology as deemed necessary by the pathologist.

For services not available within PADLS, specimens may be sent to outside laboratories, but referral will not be done without consultation with the submitter.

Fees for after hours testing services provided outside of normal working hours will be negotiated and increased based on the procedures required.

### Billing

Bills are generated monthly. PADLS does not extend credit to clients and full payment is expected within one month of the billing date.

If full payment is not received on or before the next billing date, the balance is carried forward and will appear as balance due. Any accounts overdue 90 days or more will be charged 1.5 % interest per month and may be suspended until payment is received.