

Submission Form Guidelines

A completed submission form must accompany samples submitted to a NC veterinary diagnostic laboratory. **It is important to complete the form as thoroughly as possible.** The forms are comprehensive and ask for information that may not seem important but, is necessary to provide timely, accurate results. Our goal at NCVCLS is to provide the highest quality diagnostic laboratory services to clients. We appreciate your efforts to provide the information we need to accomplish this goal. The following information should guide you in completing the submission forms.

Which form do I use?

Avian/Poultry Submission Form is to be used for any type of avian submissions. (*Exception: Serum for Avian influenza, Mycoplasma gallisepticum, M. synoviae, and M. meleagridis must be submitted with Form NCVCLS-SYS-F0041 -R02.*)

Surgical Biopsy/Cytology Submission Form is to be used for any cytology requests and when the tissue sample is a surgical biopsy from a live animal. Please note that bacterial or fungal culture requests of the specimen can also be requested on this form.

Request for Slides is used by submitting veterinarians and referral institutions when requesting recuts of H & E stained slides or unstained slides as an adjunct for patient referral.

General Submission Form is to be used for all other types of specimens.

Required Information

- Complete veterinarian information. Please include clinic or hospital name and veterinarian's first and last name.
- Owner name, including first and last name
- County where animal resides
- Species and breed of animal(s)
- Sample collection and shipment dates (general submission form only)
- Animal/Specimen ID
- Age and sex of animal
- Type of specimen and site for biopsies
- Test request(s). Please be specific as to the agent and the type of test that is requested. E.g. There are several different tests for BVD virus; SN, FACCT, PCR. Please see the NCVCLS User Guide for a list of available tests.
- Complete history

***** Sample processing and testing may be delayed if any of the above items are not present on a submission form.**

Tips on filling out the NEW Submission Forms

1. Minimum owner information must include the full name and the county where the animal resides. The owner will receive a copy of the report if their address is provided unless indicated otherwise. We recommend that owner address and phone number be provided in the event that additional information from the owner is needed.
2. Please indicate who is to receive the bill and how results are to be sent to the veterinarian. **If fax or online results are requested, reports will not be mailed.** We strongly encourage signing up for on-line access for real-time results. On-line access requires prior registration and password assignment. Please go to <http://www.ncagr.gov/vet/ncvdl> and click on "Request Access to Online Test Results".
3. If serum or milk samples are submitted, please write only sequential tube numbers on the serum/milk tubes. Animal information can be written on the submission form. See below.
4. Color is only necessary when bodies are submitted for necropsy.
5. Bacterial antimicrobial susceptibility requests must be written as a test request, as they are not performed automatically.

Animal/Specimen Information							
Species:		Sample collection date: 2/5/06			Shipment date: 2/16/06		
Sex code: M, NM = Castrated Male, F, NF = Spayed Female		U = Unknown Age Code: y = years, m = months, w = weeks, d = days					
	Specimen/Animal ID	Breed	Sex	Age	Color	Specimen type(s) (body, serum, tissue, feed, etc)	Test requested: If no test requested, lab discretion will be used**
1	103	Hol	F	3 y	NA	Milk	Aerobic culture, susceptibility, mycoplasma
2	224			3 y			
3	221			4 y			
4	123	'1'	'1'	4 y	'1'	'1'	'1'

6. For all other specimens, please see the following examples.

Necropsy: In the section found below this table be sure to mark if the animal was euthanized or died naturally and the date and approximate time of death.

	Specimen/Animal ID	Breed	Sex	Age	Color	Specimen type(s) (body, serum, tissue, feed, etc)	Test requested: If no test requested, lab discretion will be used**
	Lucky	Mixed	NM	5 y	Blk/Wht	Body	Necropsy

Bacterial Culture:

	Specimen/Animal ID	Breed	Sex	Age	Color	Specimen type(s) (body, serum, tissue, feed, etc)	Test requested: If no test requested, lab discretion will be used**
	Grain feed stored outside					Grain	Culture for salmonella and listeria

Field Necropsy:

	Specimen/Animal ID	Breed	Sex	Age	Color	Specimen type(s) (body, serum, tissue, feed, etc)	Test requested: If no test requested, lab discretion will be used**
	Fetus of cow #223	Holstein	U	5m	NA	Brain, heart, liver, lung, ileum, spleen, thymus, skeletal muscle	Histopathology
						Lung, spleen, lymph node, thymus	BVDV and IBR viral isolation
						Thoracic fluid	IBR, SN, BVDV SN, Neospora, lepto
						Lung, liver, abomasal contents	Aerobic culture, listeria and campylobacter cultures

7. Rabies Testing. As of 7/2005, the NCV DLS will not accept bodies or heads of small animals submitted for only rabies testing. The rabies lab can remove the brain from small heads. Please forward these specimens directly to the State Laboratory of Public Health in Raleigh, your local health department or Animal Control. Goats with horns, large dogs, and large animals can be submitted to a diagnostic lab for

brain removal. A Rabies examination form DHHS 1614 must accompany the specimen. Please call the Public Health lab (919-733-7544) or the Rollins Lab (919-733-3986) for a faxed copy of the DHHS 1614 form.

8. A complete history should be provided. Information to include would be clinical signs prior to presentation to your clinic, physical examination notes, lab work or other diagnostic results, treatment and response, number of animals affected, total number of animals in the group, duration of illness, housing and feeding and any changes, vaccination status, and any other information that you feel is pertinent. Please do not just provide a medical record without filling out the history section on the submission forms. Medical records may be difficult to read because they are usually hand written and they may be incomplete.

9. Tentative or differential list of diagnoses is very useful information because it provides us insight as to the nature of the problem and what may have been discussed with the owner. A dead animal provides only part of the story; the clinical signs, diagnostic results, and your impressions provide the complete story.

10. If related work has previously been submitted, please include the date it was submitted and the accession number.

Additional Tips for the Surgical Biopsy/Cytology Submission Form

1. A complete history is the most important part of this form. **History must include location, size and duration of masses** submitted or aspirated and should include any diagnostic tests and treatments that were performed. Comments and interpretations by the pathologist can be more in depth when a detailed history is provided.

2. Indicate the type of sample submitted (i.e. excisional biopsy, punch biopsy, aspirate of mass, aspirate of cavity fluids, etc.). Interpretation of findings will be more accurate when the method of sampling or the source of the aspirate is known.

3. If this is a repeat biopsy or cytology please provide the previous case number so we can compare and contrast findings and determine progression/regression of masses or lesions.

4. If fluids or tissues submitted with cytology or surgical biopsy require bacterial or fungal culture, please mark the tests to be performed on the Surgical Biopsy/Cytology Form. You do not need to fill out the general submission form.

Additional Tips for the Request for Slides

1. The original submitting veterinarian or the referral institution should complete the information on the patient and owner, original submitting veterinarian, requesting veterinarian, and the location to which the slides are to be sent.

2. The original submitting veterinarian or agent must sign the form, approving release of the slides.

3. Submit the completed form to the case pathologist at the Rollins Laboratory.