



## Submission Protocol

### Submission Form/Sample History

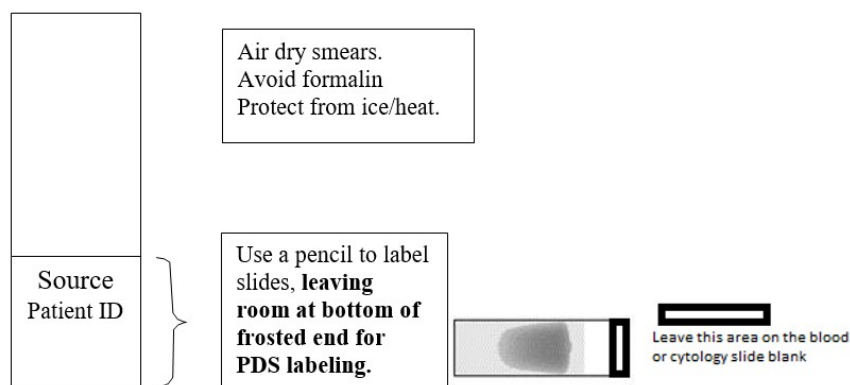
1. A completed submission form(s) must accompany all submissions.
  - a. Submission forms can be created through the PDS Client Portal (Web Client), or paper forms can be found on the PDS website ([pdsinc.ca](http://pdsinc.ca)). From Web Client you will have access to all tests available at PDS, paper forms include an abbreviated test selection.
  - b. If using a Submission Form template, you have created, ensure that all fields are updated with the correct information/test requests before submitting.
  - c. For exotics and wildlife submissions, use the **Companion and Exotic Submission Form**.
  - d. For multiple animals, also complete the **Multiple Animal Submission Form** or an Excel spreadsheet list of animal IDs (same ID as the sample label). Email form/Excel spreadsheet to PDS Diagnostic Services Office ([dso@usask.ca](mailto:dso@usask.ca)).
2. Ensure the following information is completed:
  - a. Client information: submitting clinic's name and address,
  - b. Owner's FIRST AND LAST NAME,
  - c. Premise ID for farm animals,
  - d. Collection date and collection time,
  - e. Animal Identification: Name, all assigned tag numbers (e.g., CCIA/farm); unique markings, tattoos,
  - f. Age (specify days, weeks, months or years, birthdate), species, breed,
  - g. Reason for submission: Diagnostic, Research, Routine Monitoring, Surveillance,
  - h. Sample(s) submitted (ensure sample type matches test requested),
  - i. History,
  - j. Production Stage and Primary Systems Affected for National Surveillance purposes on Bovine, Swine, Equine, Caprine/Ovine, and Avian submission forms,
  - k. Veterinarian name,
  - l. **Identify test required**; clearly indicate if any samples are to be held for further/future testing (hold fees may apply).
3. Ensure writing is legible on hand-written forms.

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/paperwork may result in a delay in testing and additional charges.**
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 and sample IDs without specimen contact or contamination. **This is an Occupational Health and Safety issue -we cannot safely process externally contaminated sample.**
9. Externally contaminated samples or submission forms may result in a delay in processing.

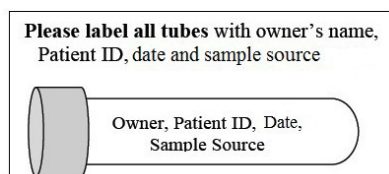
## Sample Labeling

All samples must be **correctly labeled with the patient identification, owner’s last name and source (site)**. This includes cytology smears and tubes. For cytology smears taken from several sites, label each slide as to which site it represents.

### Labeling Blood/Cytology Smears



### Labeling Sample Tubes



**Do not wrap label around the entirety of the tube, make sure blood level is visible.**

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

### **Please ensure:**

1. A completed PDS submission form accompanies each case. Clearly label samples with owner's last name, animal ID, sample type (e.g., serum, urine, eye swab, ear swab, feces, plasma, fresh tissue type, fixed tissue type, cytology fluid including fluid site, etc.), collection date for EDTA, urine, cytology fluids.
  - a. If submitting samples from multiple animals, attach a completed **Multiple Animal Submission Form** or an Excel spreadsheet list of identifying numbers or names to the submission form and email **Multiple Animal Submission Form** or Excel spreadsheet to [dso@usask.ca](mailto:dso@usask.ca). **Ensure samples are labelled exactly the same as listed on the Multiple Animal Submission Form or Excel spreadsheet.** When packaging, please ensure samples are sorted in the same order as listed on the **Multiple Animal Submission Form** or Excel spreadsheet. **Extra charges may apply for sorting samples.**
2. Please submit separate swabs when requesting more than one test requiring the sample type (e.g., when requesting both Bacteriology and Virology on a nasal swab, send two swabs rather than one). Sharing swabs significantly decreases the chance of isolating target organisms..
  - a. **PDS is no longer accepting swabs in gel media for PCR testing.** Refer to [PDS is no longer accepting Gel Swabs for PCR](#) on the PDS website (pdsinc.ca) for a list of acceptable swabs.
3. Please submit two urine samples when submitting urine for complete urinalysis and urine culture (sterile container).
4. Please use leak-proof, rigid containers with tight fitting lids. Place these in zip-lock bags (refer to "Sample Packaging Protocol").
5. Ensure samples are easily distinguishable from packing material. Bubble wrap or syringe containers work well for protecting tubes from breakage. Do not tape sample to bubble wrap.
6. The submission form must be 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 submission form.
7. Blood/cytology slides must be clearly labeled (refer to #1 above) and need to be separated from formalin containing vessels as contact will adversely affect staining. Package appropriately to prevent slides from breaking in transit.
8. To avoid sample freezing during cold weather (<0°C), request that the courier protect parcels from freezing. Please label the outside of the packaging accordingly.

## Do Not Submit:

1. Feces in gloves or milk in whirl-pak bags.
2. Syringes with needles or stoppers attached.
3. Slides taped to the sides of boxes (they may inadvertently get discarded).
4. Pooled samples from multiple animals in the same bag/jar.
5. Do not apply sticky labels or tape to glass slides.

PDS has a limited supply of plastic slide holders. Please call to have them shipped to your clinic. PDS no longer supplies cardboard slide holders or Styrofoam tube mailers due to biosafety concerns.

## Whole Bodies or Portions

### Please ensure:

1. A completed PDS submission form accompanies each case.
2. Place submission form in a sealed plastic bag.
3. Place the sample(s) in a large bag, followed by a secondary bag with absorbent material.
4. Decontaminate the outer bag if required.
5. Place in rigid leak proof container (e.g., box, plastic tub). Do not use a Styrofoam box.
6. Note: These containers will **NOT** be returned.

## Sample Packaging Protocol

Transport Canada regulations state that 3 levels of packaging are required as follows:

1. Primary Container (holds the sample)
  - a. Should be leak proof, plastic, and have a wide mouth opening.
  - b. The outside of the container must be clean to prevent contamination of the sample.
  - c. Please Note: A single plastic bag is insufficient for solid specimens > 2 lbs.
  - d. Do not submit liquid samples or solid samples within fluid in plastic bags.
2. Secondary Container
  - a. Should be leak proof and hold enough absorbent material to absorb all liquids/specimens in the primary container if there is any leakage.
  - b. Should have a wide mouth opening.
3. Clean the external surface: decontaminate if required.
4. Tertiary Packaging
  - a. Can be a rigid cardboard box if sample < 10 lbs.
  - b. Should be rigid plastic (e.g., coolers), if the specimen is > 10 lbs. or specimen contains large volumes of liquid. These containers will **NOT** be returned.