

## Laboratory testing at NVSL

NVSL scientists and support staff run about half a million tests on around a quarter of a million samples annually. By doing a few simple things with your accessions, you can help to keep the samples flowing efficiently. Please feel free to spread these tips to other VS customers such as diagnostic laboratories or private veterinary clinics. Any help is greatly appreciated!

**#1.** Use current forms- different submission types require the use of different forms for maximum efficiency. All of our current forms are available in fillable pdf format on our website:

[http://www.aphis.usda.gov/animal\\_health/lab\\_info\\_services/forms\\_publications.shtml](http://www.aphis.usda.gov/animal_health/lab_info_services/forms_publications.shtml)

The most common forms used are:

- a. 10-4: Specimens Submission Form & Instructions. Note that the instructions for filling out the form are included on the form. This is the most common form that is used for most testing. If you are doubt as to which form to use, this is the one.
- b. 6-35: Report of Thoracic Granulomas in Regular Kill Animals. This form is used by FSIS and other meat inspectors to submit suspect Tb samples from slaughter cattle. Samples from Tb suspected cattle being necropsied by field people should be submitted on a 10-4.
- c. 5-38: Parasite Submission Form & Instructions. For submission of ticks and suspected screw worms.
- d. 10-3: Request for Salmonella Serotyping Form & Instructions. This form is specific for the purpose stated and is used mainly by diagnostic laboratories submitting cultures.

Take a look at the other current fillable forms on the website and bookmark the page if you are someone who will likely be submitting samples to NVSL anytime soon.

**#2.** Please fill out forms completely and legibly. Pay particular attention to sample identification. Under some circumstances these forms are copied and sent to multiple laboratories. Illegibly written sample identification can cause problems with reporting and use a lot of time to sort out. Fillable forms processed on a computer are preferred.

**#3.** Repeat submitters please use your NVSL Submitter ID number in Block 2 of the 10-4, 5-38 or 10-3 forms. This is an identification number assigned to each submitter that keys to stored address information in our database. If we have that number, we can pull the rest of your information and bypass the necessity of all the data entry. This saves time and increases accuracy. Also please try to keep your submitter information as consistent as possible so we don't have to spend time checking if the information on the current submission form or the information in our database is accurate. You can find your NVSL submitter ID number on all test reports under the "Owner" and "Animal Location" information:

## Laboratory Test Report

XXXXXXXXXXXXX XXXX XX	XXXXXXXXXXXXX
<input type="text"/>	

If you don't know what your submitter number is, call the Case Coordinator at: 515-337-7514, and you can quickly find out. If you are a first time submitter, please fill out your contact information thoroughly, and you will receive your submitter number on your first report.

If you need to change the information associated with your submitter number, please use form 4-10 listed on the website referenced above. If at all possible, please use email as the method of report delivery. We can email reports to more than one address. This will provide the fastest and most efficient service.

**NVSL Contact numbers:** If you need to contact a specific laboratory, the following numbers should be used during regular business hours (8:00a.m. - 4:30p.m. CST for Ames, 8:00-4:30 EST for the Foreign Animal Disease Diagnostic Laboratory (FADDL)):

Diagnostic Virology Laboratory – 515-337-7551

Diagnostic Bacteriology – 515-337-7568

Pathobiology – 515-337-7526

FADDL – 631-323-3256

If you don't know which specific laboratory to contact, you can call either the general line, or the case coordinator. Both lines will be manned during business hours.

General NVSL line – 515-337-7266

Case Coordinator – 515-337-7514

After hours please use: 515-337-7266 or 7200 for Ames and 631-323-3256 for FADDL. If you do not get an answer, listen to the recorded message to direct you to the appropriate contact.

Customer service is very important to us. Please give us feedback on how we are doing and how we can improve by emailing our Case Coordinator- [Samuel.J.Burdess@aphis.usda.gov](mailto:Samuel.J.Burdess@aphis.usda.gov)