



UNIVERSITY
of Prince Edward
ISLAND



Foreign Animal Disease Sample Submission Guidelines

The Atlantic Veterinary College's Diagnostic Services is proud to provide ISO 17025:2015 accredited testing for select foreign animal diseases (FAD) in the FAD laboratory. Due to the elevated biocontainment requirements for FAD samples, additional sample submission guidelines apply.

Please read and review the guidelines below prior to submitting samples for any FAD testing to the FAD laboratory. A submission checklist is provided at the end of this document to assist with verifying compliance with the guidelines before submitting.

Any questions, comments, or concerns may be directed to:
AVC Regional Diagnostic Virology Services (RDVS) Laboratory
Phone: 902-566-0877
Email: rdvsavcds@upe.ca

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General Guidelines

Only veterinarians or agents acting on their behalf are permitted to submit samples to the Atlantic Veterinary College (AVC) for FAD testing. We **do not** provide services to the general public.

If there is a high suspicion of an FAD agent causing mortality on a premise, please contact the Canadian Food Inspection Agency (CFIA) directly. CFIA will determine if samples/carcasses will be submitted to AVC for FAD testing.

Please contact RDVS by phone (902-566-0877) or email (rdvsavcds@upei.ca) to alert the laboratory of an upcoming FAD shipment.

Sample submissions for FAD testing **cannot** be dropped off directly to the FAD laboratory. Samples should **never** be dropped off and left unattended at the AVC. If required, please contact the RDVS Laboratory to schedule a drop-off.

Large Volume Testing

Please contact RDVS by phone (902-566-0877) or email (rdvsavcds@upei.ca) regarding large volume FAD submissions prior to submitting. This allows the laboratory to plan workflow in advance to provide the best possible service.

In cases where large numbers of samples are submitted, routine turnaround times may not apply.

FAD Sample Submissions – AVC Internal Clients

FAD samples submitted by AVC internal clients can be dropped off at the Diagnostic Services Sample Receiving window (1204N). FAD samples will be accepted from Monday to Friday 8:00 AM to 4:00 PM.

Samples must be properly identified and received in suitable leak-proof primary and secondary packaging and may be stored short-term at 2°C to 8°C.

FAD Sample Submissions – Carcass Submissions

Carcasses will be received by AVC post-mortem staff.

Tissues and/or swabs collected from the carcasses will be submitted to the FAD laboratory for testing.

FAD Sample Submissions – Via Courier

Samples for the FAD laboratory will not be shared with other laboratory divisions. Please package and ship FAD specimens separately from routine diagnostic samples. Multiple FAD specimens from the same premise can be shipped in the same shipping container.

Sample Collection

Label each specimen appropriately so that they can be easily identified and keep “Clean” and “Dirty” samples separately. Refer to the relevant “Sample Collection Guidelines” for further information on sampling.

All samples must be packaged according to the Transportation of Dangerous Goods requirements.

Complete the FAD submission form

The FAD submission form is located on the Diagnostic Services, AVC website under “Submission Forms”. Please ensure the following steps are followed to avoid delays in testing:

- Complete all applicable information on the submission form.
- Complete a separate submission form for each owner/premise.
- Indicate on the submission form if the FAD samples are suspect (Clinical/Diagnostic) or non-suspect (Surveillance/Monitoring).
- Indicate on the submission form if this is a STAT request.

The FAD laboratory will do its best to accommodate STAT requests with same-day turnaround time. Samples received before 10:00 AM can be processed within regular working hours. Samples received after 10:00 AM may be processed STAT upon discussion with the laboratory.

Please submit a copy of the submission form by email to rdvsavcds@upei.ca to notify the FAD laboratory of your intent to submit FAD specimens. A printed copy of the submission form must also be included with the shipment.

Prepare the specimens for shipping

All FAD samples should be properly packaged, stored, and transported in a suitable leak-proof container in accordance with Transportation of Dangerous Goods Regulations. Both the primary and secondary containers **must** be disinfected with an appropriate disinfectant prior to being sent to the laboratory for testing.

It is recommended to parafilm any vials to prevent leaks and to package with sufficient absorbent material with the capacity to absorb the entire sample volume. A sample may not be processed if contamination of the packaging poses a risk to personnel or if the specimen is spoiled, contaminated, or inappropriate. If this occurs, the submitter will be notified, and the sample will be rejected.

If the shipping time will be less than 48 hours, all FAD samples should be packaged on ice packs. For shipping times greater than 48 hours, swabs and tissue samples should be shipped frozen and on dry ice. **Milk samples should be refrigerated and shipped on ice packs. Never freeze milk samples prior to shipment.** Please consider extreme external

temperatures and protect FAD samples accordingly. Please direct any questions regarding how to package the sample to the FAD laboratory.

Please do not use Styrofoam coolers for shipping. Styrofoam is not compatible with biohazardous decontamination procedures and should not be used for transportation of FAD samples.

Please ensure that a copy of the submission form is sent by email to rdvsavcds@upei.ca to notify the FAD laboratory of your intent to submit FAD specimens. A copy of the submission form **must** be placed in an envelope on the **outside** of the shipping container.

For the submission of large volumes of samples, please review the [Large Volume Testing](#) section of this document.

Shipment of specimens

Please send specimens by courier. Priority post is not recommended for perishable samples.

Do not ship FAD specimens to arrive on weekends or holidays unless prior arrangements have been made with the FAD laboratory.

Diagnostic Services, AVC offers prepaid courier services to their clients using both FedEx and Midland Courier Services.

To set up prepaid courier services:

- Contact Diagnostic Services, AVC by phone (902-620-5029) or email (lconnolly@upei.ca) to get set-up for collect service.
- A mailing address, phone number, contact person and email address must be provided to set up an account.
- Clients will be invoiced monthly by Diagnostic Services, AVC for the courier service.

FedEx and Midland courier services typically deliver packages to AVC Monday to Friday prior to 10:00 AM. Unexpected delays such as weather may impact the delivery times.

All packages that are shipped to AVC for FAD testing **must** be addressed to:

CAHSN Network Laboratory
Diagnostic Services, AVC
550 University Ave.
Charlottetown, PE C1A 4P3

A copy of the submission form **must** be placed in an envelope on the **outside** of the shipping container.

FAD Sample Submissions – Checklist

- ☐ Submitter is a veterinarian or agent acting on their behalf.
- ☐ All applicable information has been entered on the submission form.
 - ☐ A separate submission form has been completed for each owner/premise.
 - ☐ Specimens have been identified as suspect or non-suspect.
 - ☐ Any STAT requests have been indicated on the form.
- ☐ A digital copy of the submission form has been emailed to the FAD laboratory to notify them that an FAD sample is being submitted/shipped.
- ☐ A copy of the submission form has been placed in an envelope on the **outside** of the shipping container.
- ☐ FAD samples have been packaged in accordance with Transportation of Dangerous Goods and the guidelines provided by the FAD laboratory.
 - ☐ FAD samples have been collected in accordance with the appropriate “Sample Collection Guidelines” found on the Diagnostic Services, AVC website.
 - ☐ FAD samples have been labeled with the appropriate address on the outer packaging, so they can be easily identified as FAD samples.
 - ☐ **No Styrofoam** has been used in the packaging of FAD samples.
 - ☐ FAD samples have been packaged separately from routine diagnostic samples.
 - ☐ FAD samples have been packaged with either ice packs or dry ice, as dictated by shipping time and external temperatures.
- ☐ Both the primary and secondary containers have been disinfected with the appropriate disinfectant.
- ☐ Any samples requiring direct drop-off have been communicated and coordinated with the RDVS laboratory; samples will **not** be dropped off directly to the laboratory and left unattended at the AVC.
- ☐ Any large-volume sample submissions have been communicated and coordinated with the RDVS laboratory.
- ☐ Any carcasses have been submitted to the AVC post-mortem staff.