Clear Form

OKLAHOMA State Department of Health

OADDL College of Veterinary Medicine

RABIES SPECIMEN SUBMISSION FORM

OKLAHOMA ANIMAL DISEASE DIAGNOSTIC LABORATORY (OADDL)
1950 W FARM RD., STILLWATER, OK 74078-0001
(405) 744-6623

Lab # internal use only

Complete one form per specimen. Send via commercial carrier (not US mail) or hand-deliver to address above. Deliveries accepted 24/7; however, some carriers do not guarantee next-day delivery or will not deliver at weekends or holidays, so check availability of services. Specimens received before 10:30 am Mon-Fri are tested/reported same day. No fee for testing. Transport charges are responsibility of sender.

VETERINARIAN / AGENCY / SENDER

Name _____
Address _____
City _____ County _____
State _____ Zip _____
Phone: (_____) _____ - _____
After Hours (_____) _____ - _____
Fax (_____) _____ - _____
Email _____

OWNER OF EXPOSED ANIMAL ☐ Same as Sender

Name _____
Address _____
City _____ County _____
State _____ Zip _____
Phone: (_____) _____ - _____
Email _____

ALTERNATE CONTACT

Name _____ Phone: (_____) _____ - _____

SUBMITTED ANIMAL INFORMATION

TYPE

☐ Dog (Breed) _____
☐ Cat ☐ Bat
☐ Skunk ☐ Opossum
☐ Raccoon ☐ Coyote
☐ Cow ☐ Horse
☐ Other _____

SEX ☐ M ☐ F ☐ Spay/Neut. ☐ Unknown

AGE (years/months) _____

VACCINATION HISTORY

	Yes	No	Unk.	Date
Rabies	☐	☐	☐	_____
EEE/WEE *(horses only)*	☐	☐	☐	_____
Venezuelan EE *(horses only)*	☐	☐	☐	_____
Distemper	☐	☐	☐	_____

DESCRIPTION

☐ Potentially exposed pet/domestic animal
☐ Potentially rabid animal

WAS THE ANIMAL SICK?

☐ No ☐ Yes *(Indicate duration/symptoms)*

_____

DEATH / EUTHANASIA

Date _____
Time _____ AM/PM
☐ Natural ☐ Killed/Euthan. ☐ Unk.

EXPOSURE INFORMATION

Required! Testing will not be performed without this information

TYPE

☐ Human ☐ Pet/Domestic Animal

Bitten by an animal? ☐ No ☐ Yes
Non-bite exposure? *(e.g.; saliva, blood, scratch)* ☐ No ☐ Yes
Significant potential exposure? *(e.g.; bat in room with sleeping individual)* ☐ No ☐ Yes

LOCATION OF EXPOSURE

☐ Owner's Home ☐ Other

Address _____
City _____
County _____
State _____ Zip _____

EXPOSED INDIVIDUAL INFORMATION

List others exposed on the back of form

Name _____
Address _____
City _____
County _____
State _____ Zip _____
Phone: (_____) _____ - _____

DESCRIPTION OF INCIDENT *Use back of form if more space is needed*

SPECIMEN SUBMISSION INFORMATION

Date Shipped _____/_____/_____ **Send Report to** ☐ **Owner** ☐ **Both**

INTERNAL USE ONLY

DIRECT FLUORESCENT ANTIBODY TEST RESULT

☐ Rabies Virus Not Detected (Negative)
☐ Unsatisfactory Specimen:
- ☐ Brain decomposed, cannot rule-out presence of rabies virus
- ☐ Brain stem not available for testing, cannot rule-out presence of rabies virus
- ☐ Other _____

☐ Rabies Virus Detected (Positive)

COMMENTS:

Date/Time Rec'd _____/_____/_____ _____ **AM/PM** **Date/Time Reported** _____/_____/_____ _____ **AM/PM** **Tested By** _____

RABIES SPECIMEN SUBMISSION INSTRUCTIONS

Specimen Preparation:

- Have a qualified person euthanize and/or separate the animal head from the body or remove the brain (as needed) as soon as possible after death. Avoid damage to the brain, as it may compromise the test.
  CAUTION: *Because the brain, spinal cord and saliva of infected animals may contain rabies virus, only veterinarians, animal control officers, or others who have been appropriately trained (and adequately vaccinated) should euthanize animals, or remove animal heads or brains for submission for rabies testing. Fees may apply for these services.*
- Refrigerate or chill (32 and 45°F) the specimen as soon as possible after death of animal. DO NOT FREEZE! Freezing may damage the brain tissue and may compromise the test.
- **Acceptable** specimens:
  - **Whole animal**, if less than 12 inches long, exclusive of tail (e.g., bat, small rodent, juvenile animals)
  - **Head only**, if moderate-sized animal (e.g., dog, cat, skunk, raccoon)
  - **Intact brain**, if large animal (e.g., cow or horse); minimum tissue requirements for rabies testing are a complete transverse cross section of the brain stem and tissue from the cerebellum (or hippocampus).
- **Unacceptable** specimens:
  - Live animals (do not attempt to euthanize animals by freezing; this can be ineffective);
  - Animals euthanized by clubbing or shooting in the head;
  - Animals raised/confined to cage (hamsters, gerbils, mice, rats, rabbits, etc.);
  - Wild or domestic birds (including chickens), turtles, or other reptiles;
  - Wild rodents (mice, rats, etc.) that have ONLY potentially exposed other animals;
  - Fixed specimen in formalin or other preservative.

Submission Form:

A *Rabies Submission Form* must be completed for **each specimen** submitted. **Specimens received without documented exposure information** are not routinely processed but rather are held pending contact with the submitter/owner; **this will delay testing.** Please, provide a current Fax number (as applicable) to expedite reporting of rabies test results.

Transport of Specimens:

Preferred methods for transport of rabies specimens to the OADDL include:

- **Overnight commercial carrier** (e.g., FedEx, UPS, or local courier service)
  - Packaging and shipping must comply with Biological Substance, Category B as indicated below.
  - Shipping charges must be paid by the sender.
  - Check for availability of next-day delivery.
  - FedEx and UPS will not deliver shipments to the OADDL on weekends or state holidays.
- **Hand-delivery**
  - Rabies specimens may be delivered 24/7 to Oklahoma Animal Diagnostic Laboratory (OADDL) at 1950 W. Farm Rd., Stillwater, OK. Upon arrival for after hours deliver at OADDL , park on the west side entrance and call OSU Police Department at 405 744-6523. A policeman will come and assist you with rabies specimen drop off.

Note: Do NOT ship specimens by bus, US mail, or to arrive on a weekend unless courier can guarantee delivery.

Packaging Specimens for Shipment:

Shipping containers and packaging materials for rabies specimens are available to county health departments and veterinarians at no charge upon request. See the *Quick Guide* instructions if using OSDH-provided boxes. Similar containers and packaging materials are acceptable provided they comply with federal regulations for shipping Biological Substance, Category B materials (see 49 CFR 173.199 at eCFR.gov and FedEx and UPS websites).

1. Drain specimen of all fluids, then place in a clear, heavy-duty, zip lock style plastic bag. A bag that is closed by a double zip- lock is preferred. Use a bag that is double or triple the size of the specimen to accommodate the specimen and absorbent materials.
   a. If the animal is infested with fleas, spray the carcass/head with tick and flea killer before placing in bag.
   b. If the head has sharp protuberances (e.g., shattered bone, quills), wrap the head in layers of newspaper before placing it in the bag.
   c. If submitting multiple specimens, use separate bags and label the outside of each bag and its corresponding *Rabies Specimen Submission Form* with matching identifiers (e.g., label matching bags and forms 1, 2, 3, etc.).
2. Place sufficient absorbent material (e.g., paper towels or newspapers) inside the bag with the specimen to absorb any residual blood or fluids that may collect in the bag or leak during transport.
3. Seal the bag using the zip-lock or tightly twist the top of the bag and fold it over and then secure with a rubber band or tape; the bag must be leak-proof.
4. Place the clear bag(s) containing the specimen(s) inside another bag (preferably an orange/red biohazardous bag), and then zip-lock or tightly twist the top of the bag and fold it over and seal using a rubber band or tape.
5. Place the bag containing the specimen(s) in a Styrofoam box.
6. As needed, place additional packing material, such as newspaper, to cushion the specimen(s) and to absorb leaks.
7. Place enough frozen gel packs in the inner box to ensure the specimen(s) will remain cold for at least 48 hours. Use of wet ice is not recommended but if wet ice must be used, double-bag and seal it securely to prevent leakage during shipment. DO NOT USE DRY ICE!
8. Close the Styrofoam box, then place the Styrofoam box inside a rigid outer container (cardboard box).
9. Place completed *Rabies Specimen Submission Form* for each specimen in a clear plastic zip-lock bag, seal and place inside the outer container.
10. Close and seal the lid to the outer container with packing tape.
11. Place “Ship-to” and “Return” address labels on the outside of the sealed container; a place for this information may be indicated on the carrier-provided documents.
12. Ensure that a diamond-shaped UN3373 (Biological Substance, Category B) label is displayed on the outside of the outer container; may be available from carrier, purchased commercially, or printed from the *Quick Guide*.
13. Place the name and a 24/7 telephone number of an emergency contact person knowledgeable about the shipment of the rabies specimen(s) on a label on outside of outer container; a place for this information may be indicated on the carrier-provided documents.
14. The package is ready to ship.

Testing and Reporting:

Routine testing is conducted **Monday through Friday**, excluding state holidays. Specimens received by 10:30 am are usually reported on the same day. Specimens received after 10:30 am usually are reported the next working day. Specimens received after 11 am on Fridays and weekends are not tested on the weekend but rather are tested and reported the next working day. Rabies testing also occurs on weekends when a state holiday precedes or follows the weekend. Urgent requests for testing on weekends or holidays may be made in consultation with the OSDH Acute Disease Service Epidemiologist-On-Call at **(405) 426-8710 (24/7/365 availability)**. Approximately 1% of specimens can appear inconclusive on primary testing, requiring additional testing, which may delay reporting of results for an additional day. Rabies results may be reported by telephone, fax and/or US mail. There is no charge for testing.

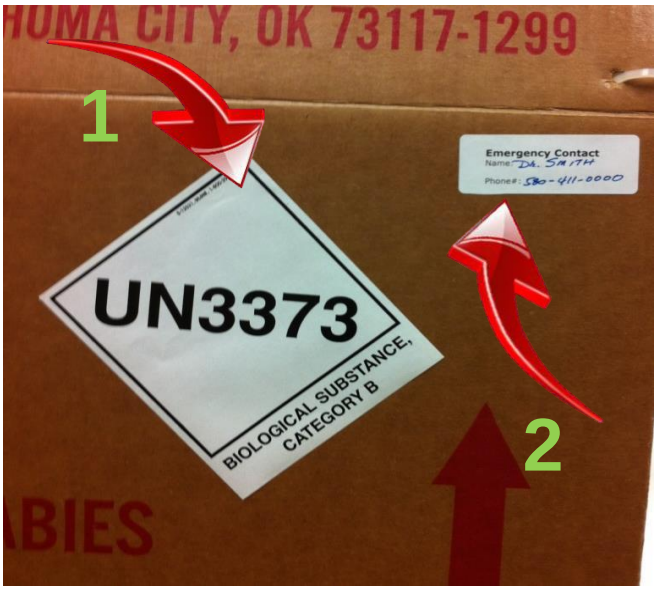
Laboratory Contact:

For questions regarding rabies exposure risks for humans or animals, or to find out if an animal should be tested for rabies, call the OSDH Acute Disease Service Epidemiologist-on-call at **(405) 426-8710**. For additional information about how to submit animal samples for rabies testing, call the OSDH/OADDL Rabies Lab at **(405) 744-6623.**

RABIES SPECIMEN QUICK PACKAGING GUIDE

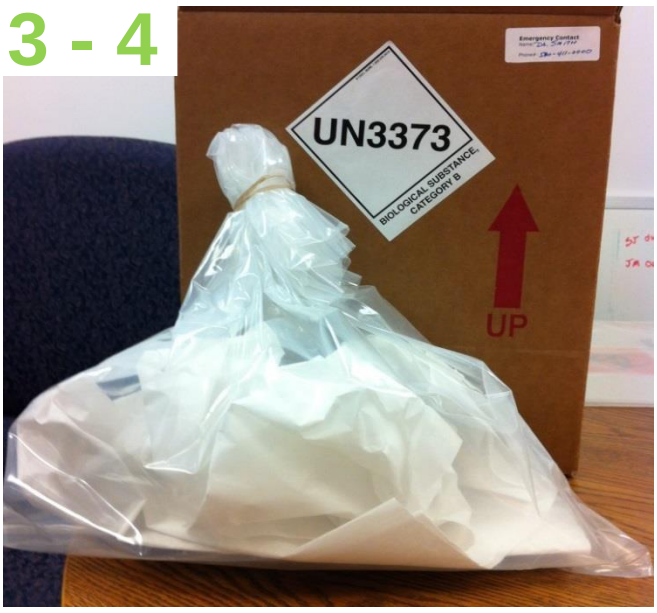
1. Place **UN3373** and **Emergency Contact** labels on outside of outer box.

2. Write name of **emergency contact person** and **24/7 contact number** on the Emergency Contact label.



3. Drain specimen of all fluids then place in clear, heavy-duty plastic bag.
   If necessary, wrap specimen in newspaper to prevent sharp edges from puncturing bag. If submitting multiple specimens, place in separate bags, and label each bag with an identifier that matches the corresponding Rabies Specimen Submission Form.

4. Place supplied absorbent strip in bag with specimen then tightly seal bag using a rubber band or tape; bag must be **leak-proof**—check that it is tightly sealed.



5. Place clear bag(s) into (orange) biohazard bag and tightly seal the top of the bag using a rubber band or tape.

6. Place biohazard bag inside the inner box.

(Continued on reverse side)

RABIES SPECIMEN QUICK PACKAGING GUIDE (*cont.*)

7. Place sufficient <u>frozen</u> gel pack(s) on top of specimen bag to keep cold for 48 hours.

8. Close the inner box and place the Styrofoam lid on top.

9. Place the completed **Rabies Specimen Submission Form** inside a clear Ziplock bag, and set on top of the Styrofoam lid.

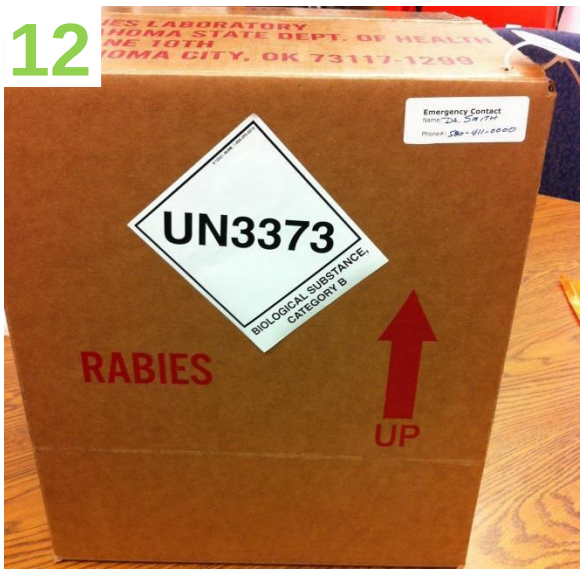
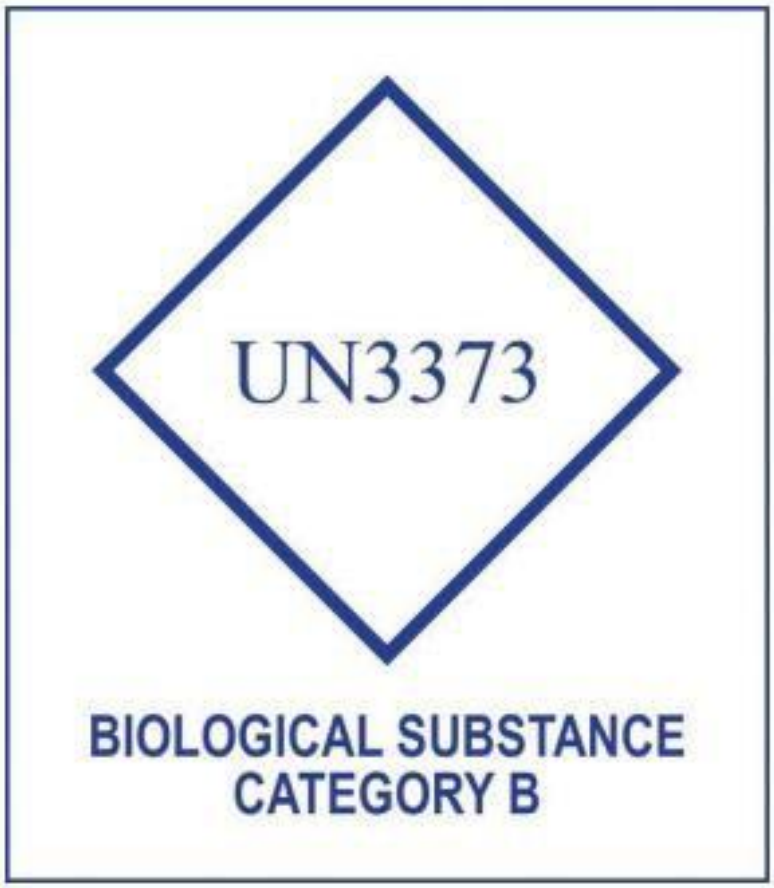
10. Flip the label with your facility address inside the lid of the outer box as you close the box. (If this label is blank, fill-out this label with your address so that the box can be returned to you).

11. Leave the label with the address of the Oklahoma Animal Disease Diagnostic Laboratory visible outside the box.

12. Seal the lid of the outer box with packing tape.

13. Send to:
OKLAHOMA ANIMAL DISEASE DIAGNOSTIC LABORATORY (OADDL)
1950 W FARM RD.
STILLWATER, OK 74078-0001

Your facility will need to arrange transport and pay transport costs.



The following **UN3373 label** is properly-sized for marking the outer package of “Biological Substance, Category B” shipments. This can be printed and firmly attached to the outer package if you do not have access to these labels.