

**NOTICE TO SUBMITTERS – SPECIMEN ADVICE SHEET****Privacy Statements when completing submission forms:**

For Specimen Advice Sheet (GEN-008), Necropsy Findings: Form B (GEN-009), and Sample Numbering Information (GEN-113):

The Department of Primary Industries is collecting the information on this form to provide government with information to perform diagnostic testing for animal and plant disease management and control. This information will only be accessed by authorised employees within the department. Some information may be given to external laboratories for further testing if required while some information may be provided to other state and federal animal and plant health authorities for the purpose of animal and plant disease management, control, and reporting. Your information will not be disclosed to any other parties unless authorised or required by law. See <https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/biosecurity/lab/samples> or further details.

Policy on specimens accepted for testing at DPI veterinary laboratories and service fee exemptions:

The Department of Primary Industries veterinary laboratories provide the Queensland Government with surveillance data on disease occurrence in commercial livestock and aquaculture industries. The State offers financial support for this task as the data is used to support Queensland's participation in the national and international trade of animal products.

This policy has been developed to direct resources to areas that offer the most efficient means of gathering animal health surveillance data. Accordingly, preference will be given to investigating herd, flock or group disease problems affecting livestock, aquaculture species, and wildlife. Subject to the conditions outlined below this will be undertaken free of charge to the submitter.

Testing of samples from recreation or performance animals (e.g., racehorses), companion animals (e.g., dogs) and non-commercial "hobby farms", will be undertaken free of charge to the submitter where testing is for the exclusion of restricted and prohibited matter under the Biosecurity Act (2014). All other testing is regarded as low priority and, if accepted, will attract a service fee.

Note: Samples from any animal species will be accepted regardless of background if a disease incident is deemed to present an unacceptable risk to the health of either the community, commercial livestock, or aquaculture industries. Subject to the conditions outlined below, samples accepted under these circumstances will be tested free of charge to the submitter.

Instructions on completing a laboratory request form:

1. A completed Specimen Advice Sheet: Form A is required to accompany all specimens.
2. Use a separate specimen advice sheet per animal species / property / reason for testing and for each TSE submission.
3. Complete ALL sections; print clearly and sign and date in the place provided at the bottom of the form.
4. NUMBER ANIMALS and corresponding SAMPLES SEQUENTIALLY FROM 1. Use the sample numbering sheet GEN-113 if there are more than 5 animals.
5. Attach a separate Form B for necropsy details.
6. Please provide an after-hours phone contact for urgent cases, e.g., Hendra virus.
7. The submitter is responsible for the accuracy of all information, including owner and animal identification details; this information may appear on the laboratory report and will be transcribed from the Specimen Advice Sheet and will not be verified by the laboratory.
8. The submitter is responsible for collection and delivery of samples.
9. With the exception of Departmental officers, submitters will be invoiced when charges are applicable.
10. Reports will be emailed (to the submitter only).

**NOTICE TO SUBMITTERS – SPECIMEN ADVICE SHEET**

The following explanation of some of the headings may be of assistance:

Animal details

Please include the animal owner's name with correct initials and the details of the current physical location of the animal(s), including the full property address and property number (PIC); this may be different from the owner's property details.

Animal breed / sex / age / status

If the breed is known, please list it; indicate the approximate age of the animal(s) or mark as 'mixed' if several age groups are involved; please indicate if the animals have been introduced to the property and when.

Production/husbandry type

Some breeds can be used for different production purposes, e.g., beef or dairy, and via different husbandry methods, so please indicate the 'type'.

Current outbreak

Please include the date of onset, the total number of animals on the property and the number in the at-risk group (this could be animals in close contact, i.e., in the same pen/paddock, or of the same status, i.e., pregnant or lactating). Please indicate what treatments or vaccinations have been applied to these animals as it may impact the results and/or their interpretation.

History and clinical signs

Please provide as much information on history and clinical signs as possible to help the duty pathologist ascertain the urgency of the case, the appropriateness of specimens and the tests required. If the submission is for serological investigation of abortion/infertility in cattle, please also complete a [Cattle Herd Reproductive History](#) form.

Necropsy findings

If a necropsy has been performed, please complete a separate Form B and attach.

Reason for test

If the category 'disease investigation' is ticked, the form must be completed fully with a thorough case history and clinical signs for the duty pathologist to ascertain whether the case meets our laboratory specimen receipt policy and exemption from service fee (see "Specimens accepted for processing" above). If 'export' testing is required, please indicate the state or country to which the animals are going. For surveillance or accreditation testing, please indicate the scheme or program involved.

Tests requested

For submissions other than 'disease investigation', it is the responsibility of the submitter to establish precisely what testing is required. Specific tests may be required for export testing or accreditation programs, and these may not always be available at this laboratory. Contacting the relevant authority in the state or country to which the animals are going is essential prior to submitting samples. Contact with the laboratory is recommended before sample dispatch and essential if there are a large number of samples. It is also important to allow sufficient time for testing to be completed prior to movement of the stock.

For printed SAS books, please see the 3rd page of this document on wrap around plate.

**NOTICE TO SUBMITTERS – SPECIMEN ADVICE SHEET****Specimens accepted for processing:**

Acceptance of specimens and exemption from a service fee will be based on the following six criteria:

1. Their public benefit component.
2. The extent to which clinical history, epidemiological and other relevant information is provided:

A submission will be regarded as being incomplete under the following circumstances and **may not** be processed or results withheld until relevant information is provided. Clients will be advised to this effect in compliance with NATA requirements.

- a. The information provided was insufficient to determine the public benefit component.
- b. The information provided was insufficient to determine whether the specimens supplied were consistent with the clinical history and disease(s) suspected.
- c. Essential epidemiological data was not supplied.

3. The appropriateness of specimens to the clinical history and disease(s) suspected:

A submission will be regarded as having inappropriate specimens under the following circumstances and **may not** be processed. Clients will be advised to this effect in compliance with NATA requirements.

- a. Specimens are not consistent with the clinical history or disease(s) suspected.
- b. Specimens are sufficiently compromised by autolysis (either directly by hours after death at collection or indirectly through poor preservation in transit) or cross-contamination as to render them of no relevant diagnostic use.
- c. Hazardous presentation by way of specimen containment or external contamination as to render them unsuitable for processing.
- d. Sample size is too small for the laboratory analysis required.
- e. Samples are not uniquely labelled and identified. No confusion must exist between samples.
- f. Insufficient or inadequate information has been supplied (at the discretion of the Duty Pathologist).

4. The duration of laboratory involvement in a long running investigation.
5. The depth of laboratory investigation required in solving complex multifactorial diseases
6. The association of the specimens with a disease incident.

Specimens not associated with disease, specimens for health and export testing, accreditation schemes, or referred from other laboratories for testing, will incur charges.

Laboratory Contact Information:Postal address:

Biosecurity Sciences Laboratory
Health and Food Sciences Precinct
PO Box 156
Archerfield BC Qld 4108

Telephone: 07 3708 8762

Email: BSLCLO@daf.qld.gov.au

Delivery address:

Specimen Receipt (Loading Dock 12)
Biosecurity Sciences Laboratory
Health and Food Sciences Precinct
39 Kessels Road
Coopers Plains Qld 4108