

National Veterinary Services Laboratories	
Document Title: Obtaining, Submitting and Shipping Horse Protection Samples	
Author/Position: Amber Peterson / Microbiologist	Document Number: CASSOPH001.01
Effective Date: August 9, 2006	Supersedes: New

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Approved: /s/ Frank Ross

Date: 8 Aug 2006

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1. Purpose/Scope

The purpose of this standard operating procedure (SOP) is to describe the processes used when obtaining, submitting and shipping Horse Protection Samples. Horse Protection Samples are obtained by U. S. Department of Agriculture (USDA), Animal and Plant Health Inspection Services (APHIS), Animal Care Horse Protection personnel and submitted to USDA APHIS, National Veterinary Services Laboratories (NVSL), Chemistry and Analytical Services (CAS) Section personnel.

The scope of this SOP is USDA APHIS NVSL CAS personnel and USDA APHIS Animal Care Horse Protection personnel.

2. Definitions

Horse Protection Sample - any sample taken by USDA APHIS personnel for the purpose of enforcement of the Horse Protection Act (15 U.S.C. §§ 1821 - 1831).

Horse Protection Kit – a kit prepared by CAS personnel with all the materials necessary for obtaining, submitting and shipping Horse Protection Samples.

3. Safety Precautions

Any person shipping horse protection kits must be trained and certified in the shipment of Ethyl Alcohol.

4. Equipment and Materials Required

- Horse Protection Kit – specific contents listed in procedure.

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5. Procedure

5.1 Obtaining, Submitting and Shipping Horse Protection Samples

Horse Protection Kits

How to submit kits to ensure
sample stability and chain of
custody

Amber Peterson
Office #: (515) 663-7543
Cell #: (515) 450-1038



Each kit contains...

- 1 wash bottle
- 1 sealed bottle of Ethyl Alcohol
- 2 ice packs
- 1 ziptie/twist tie
- 2 sample boxes containing:
 - 20 empty sample tubes
 - 20 empty **BLANK** tubes
- Paperwork consisting of:
 - 1 Set of Instructions
 - 1 NVSL Submission Form (VS 10-4)
 - 1 Chain of Custody
 - 25 Labels
 - 50 tamper evident seals
 - 4 pieces of security tape
 - 1 prepaid FedEx airbill
 - 1 Pre-filled-out Shipper's Declaration of Dangerous Goods Form
 - 1 pre-printed "From" Label and 1 pre-printed "To" Label



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Each kit contains...



Extra Items for “just in case” ...

- 1 UN1170 Label
- 1 (ETHYL ALCOHOL) Label
- 1 LIMITED QUANTITY Label
- 1 FLAMMABLE LIQUID Label
- 1 blank manual FedEx airbill
- 1 blank Shipper's Declaration of Dangerous Goods Form
- 1 extra plastic bag
- 1 piece of packing tape

To begin...

- Fill the wash bottle with Ethyl Alcohol from the sealed shipping bottle.



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Getting prepared to take a sample...

- Fill out the sample label completely and affix to sample tube.
- Each sample tube will have a corresponding **BLANK** tube which is already labeled. (**BLANK** tube #1 will go with sample tube #1, and so on).
- These tubes are also numbered on the top and must stay together because you will use both when taking a sample.



Taking a sample Part 1

- Open the sample tube, swab the anterior and posterior pastern on both front forelimbs of the horse.
- Add Ethyl Alcohol to tube to fill line (approximately 2.5ml).
- Screw on cap tightly and seal with one tamper evident seal, wrapping clockwise to help ensure the cap stays tightly screwed on throughout the shipping process.



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Taking a sample Part 2



- Open the corresponding **BLANK** tube in the vicinity (2-3 feet) of the horse being sampled, wave swab in air.
- Add Ethyl Alcohol to **BLANK** tube to fill line (approximately 2.5 ml).
- Screw on cap tightly and seal with one tamper evident seal, wrapping clockwise to help ensure the cap stays tightly screwed on throughout the shipping process.

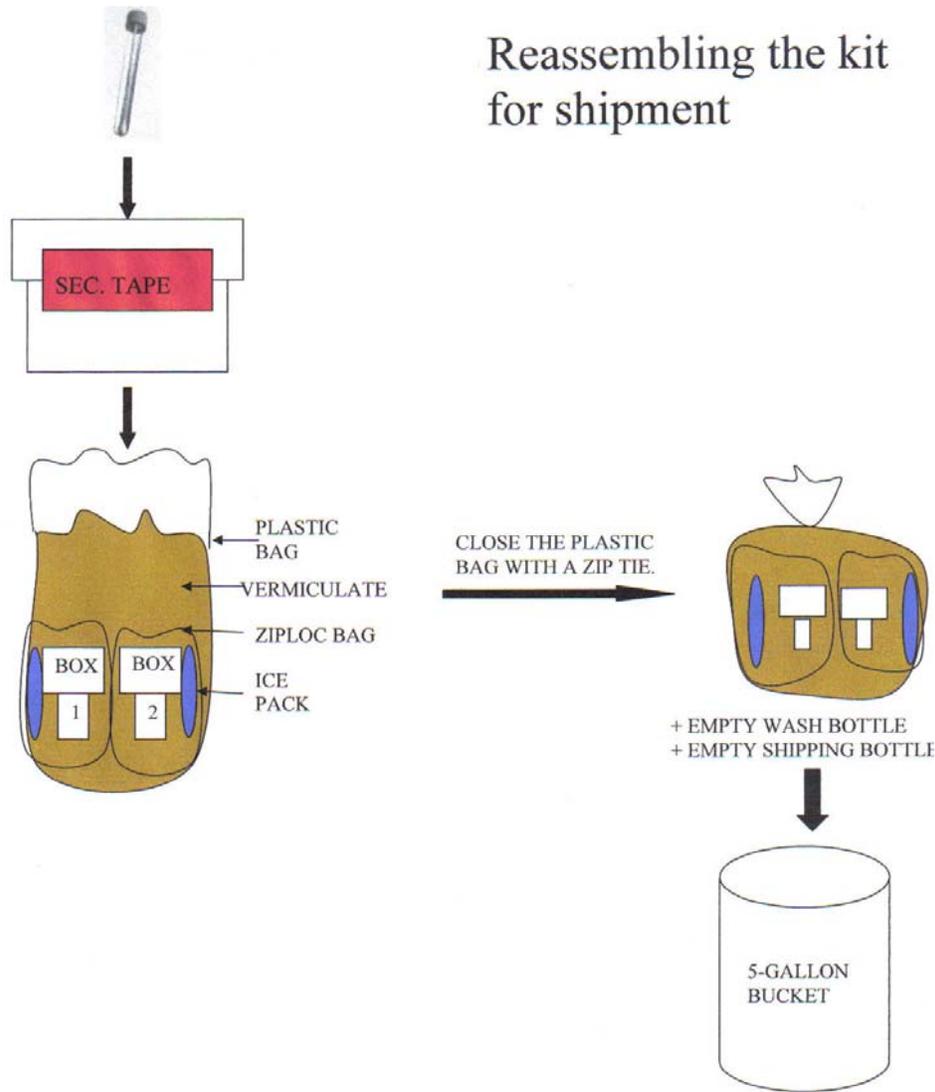


Filling out the paperwork



- Fill out all highlighted areas of NVSL Submission Form (VS 10-4). Use the back for additional samples. When filling in the “Animal ID” use the Class # and Exhibitor # for identification.
- Fill out ALL areas of the USDA Horse Protection Chain of Custody. **Don't forget to sign it!!**

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PUT THE LID ON THE BUCKET - PUT THE COMPLETED **CHAIN OF CUSTODY** AND **NVSL SUBMISSION FORM (VS 10-4)** ON TOP - PUT THE BUCKET INTO THE SHIPPING BOX - PUT THE **FEDEX AIRBILL** ON THE BOX - PUT THE **SHIPPER'S DECLARATION OF DANGEROUS GOODS FORM** IN THE CLEAR ENVELOPE ON THE SIDE - ENSURE THAT ALL REQUIRED LABELS ARE ON OUTSIDE OF BOX - AFFIX "FROM/TO" LABELS TO OUTSIDE OF BOX - SEAL BOX SHUT.

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Reassembling the kit for shipment to NVSL



- Seal sample boxes with security tape, 2 pieces of tape per box. Be sure to cover the seams.
- Put each sample box in a ziploc bag with an ice pack.
- If not shipping immediately, keep samples refrigerated or on ice.
- NOTE: Samples must be shipped within 7 days of the date on the Shipper's Declaration of Dangerous Goods form.



Reassembling the kit for shipment to NVSL



- Put the samples boxes (now in a ziploc bag) in the original bag filled with vermiculate. Remove enough of the vermiculate from the original bag to allow bag to be tied closed and placed in bucket, but make sure that sample boxes are completely surrounded.
- Seal the original bag with a zip tie.
- Put the vermiculate/sample bag in the bucket.
- Discard remaining Ethyl Alcohol in bottle.
- Put the empty Ethyl Alcohol bottle and empty wash bottle on top of the bag.
- Put on the lid of the bucket and screw tightly closed.

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Reassembling the kit for shipment to NVSL



- Put the NVSL Submission Form (VS 10-4), the USDA Horse Protection Chain of Custody and any unused paperwork or labels in the plastic bag and place on top of the bucket.
- Make sure that the appropriate labels are on the outside of the box. See next slide for details.
- Affix the pre-printed “From” and “To” labels to the outside of the box.
- Close the box. Seal with packing tape.
- Attach the FedEx airbill to the top of the box.
- Sign the Shipper’s Declaration of Dangerous Goods Form and put in a clear envelope on the side of the box.

NOTE: Make sure you take the kit to a Full-Service FedEx shipper that accepts Shipper's Declaration of Dangerous Goods.

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Reassembling the kit for shipment to NVSL



Side 1

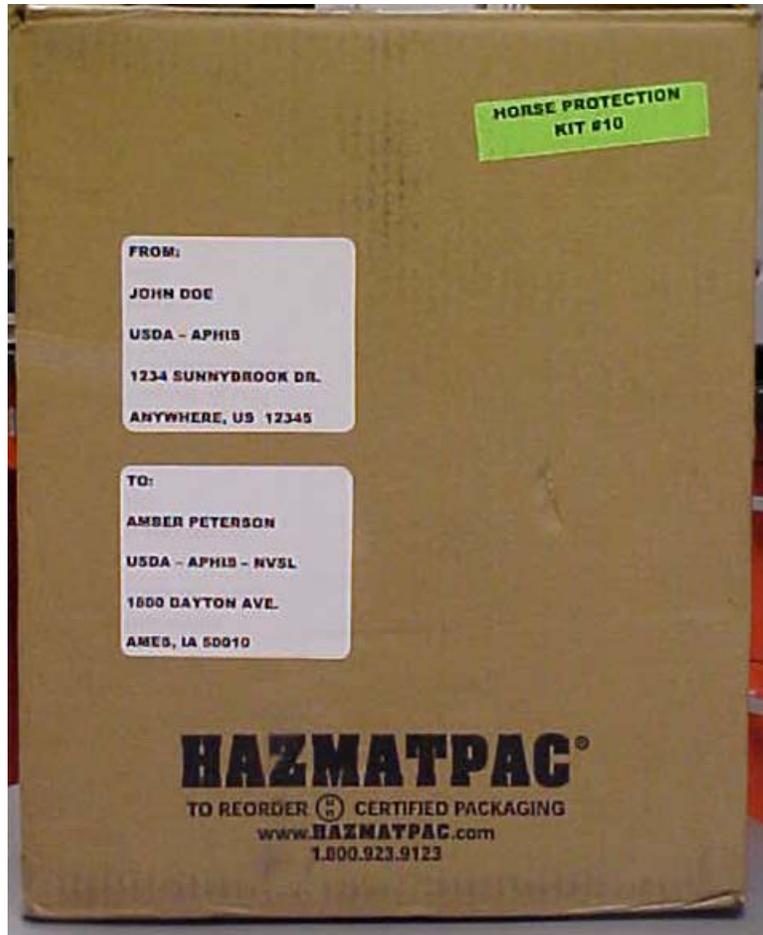


Side 2



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Side 3



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Just in case scenarios...



- If something happens to the shipping labels on the outside of the box.
 - Use the extra labels included with the kit to fix the problem. See the pictures in the “Reassembling the kit for shipment to NVSL” section for a reference on what the box should look like.

Just in case scenarios...



- If something happens to the Prepaid FedEx airbill.
 - Fill out the manual airbill included with the kit. See an example of how to fill out a manual airbill on the back of this sheet.

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FedEx Tracking Number: 8555 0863 8404

1 From Please print and press hard
 Date: 6/12/06 Sender's FedEx Account Number: 164265447
 Sender's Name: Amber Peterson Phone: (515) 663-7543
 Company: USDA - APHIS - VS
 Address: 1800 Dayton Ave
 City: Ames State: IA ZIP: 50010

2 Your Internal Billing Reference
 First 24 characters will appear on invoice. OPTIONAL

3 To
 Recipient's Name: Cy Henry Phone: (515) 663-7530
 Company: USDA - APHIS - VS
 Recipient's Address: 1800 Dayton Ave
 City: Ames State: IA ZIP: 50010

Store your addresses at fedex.com
 Simplify your shipping. Manage your account. Access all the tools you need.

Form ID No. 0200 Sender's Co.

4a Express Package Service
 FedEx Priority Overnight
 FedEx Standard Overnight
 FedEx 2Day
 FedEx Express Saver

4b Express Freight Service
 FedEx 1Day Freight*
 FedEx 2Day Freight
 FedEx 3Day Freight

5 Packaging
 FedEx Envelope*
 FedEx Pak*
 FedEx Box
 FedEx Tube

6 Special Handling
 SATURDAY Delivery
 HOLD Weekday at FedEx Location
 HOLD Saturday at FedEx Location

7 Payment Bill to:
 Sender
 Recipient
 Third Party
 Credit Card
 Cash

8 NEW Residential Delivery Signature Options
 No Signature Required
 Direct Signature
 Indirect Signature

Total Packages: 1 Total Weight: 15 Total Declared Value: \$.00

Just in case scenarios...

- If something happens to the Pre-filled-out Shipper's Declaration of Dangerous Goods Form
 - Call Amber and have a new one overnighted.
 - Find a typewriter and fill out the blank one included with the kit. See example of a completed Shipper's Declaration of Dangerous Goods Form on the back of this sheet.

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SHIPPER'S DECLARATION FOR DANGEROUS GOODS		(Provide at least two copies to the airline.)			
Shipper Lynn Bourgeois USDA-APHIS 3222 Highway 1 Raceland, LA 70394	Ph: 985-537-0691	Air Waybill No. 855711464029 Page 1 of 1 Pages Shipper's Reference Number <small>(optional)</small>			
Consignee Amber Peterson USDA-APHIS-VS 1800 Dayton Ave. Ames, IA 50010		Ph: 515-663-7543			
<i>Two completed and signed copies of this Declaration must be handed to the operator</i>		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.			
TRANSPORT DETAILS This shipment is within the limitations prescribed for: <small>(delete non-applicable)</small>		Airport of Departure			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PASSENGER AND CARGO AIRCRAFT</td> <td style="width: 70%; text-align: center;">XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	Airport of Destination:	
PASSENGER AND CARGO AIRCRAFT	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX				
Airport of Destination:		Shipment type: <small>(delete non-applicable)</small> NON-RADIOACTIVE XXXXXXXXXX			
NATURE AND QUANTITY OF DANGEROUS GOODS <i>Proper Shipping Name, Class or Division, UN Number or Identification Number, Packing Group (if required), number of packages, and all other required information.</i> Ethanol 3 () UN1170 III 1 4G FIBERBOARD BOX Y309 Limited Quantity (ETHYL ALCOHOL) x 250.00 ml					
Additional Handling Information I declare that all of the applicable air transport requirements have been met.					
24 hr. Emergency Contact Tel. No. <u>1-800-424-9300</u>					
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.		Name/Title of Signatory Lynn Bourgeois Veterinarian Place and Date Raceland, LA 04/24/2006 Signature <small>(see warning above)</small>			
<small>Style C83R Labelmaster, An American Labelmark Co., Chicago, IL 60646 (800) 621-5808</small>					

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5.2 Checklist

- ✓ Sample label filled out and affixed to sample tube
- ✓ Sample swabbed from both horse's front forelimbs
- ✓ Blank tube exposed to environment around sample horse
- ✓ Both tubes filled to fill line with Ethyl Alcohol
- ✓ Both tubes sealed with tamper evident label
- ✓ NVSL Submission Form (VS 10-4) filled out
- ✓ USDA APHIS Chain of Custody filled out and signed
- ✓ Samples packaged correctly
- ✓ Shipper's Declaration for Dangerous Goods Form signed and put in exterior envelope
- ✓ Shipping labels on outside of package checked
- ✓ FedEx airbill affixed to package

6. References/Associated Quality Documents

- Horse Protection Act: United States Code (15 U.S.C. §§ 18211831)
- CASFMAH001.01 – Horse Protection Kit Instructions

7. Revision History – New Document

8. Appendices – N/A