Procedures Manual:
Bovine Spongiform Encephalopathy (BSE)
Ongoing Surveillance Program

October 9, 2008

U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Veterinary Services

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Introduction

This document describes the procedures used to implement the Bovine Spongiform Encephalopathy (BSE) Ongoing Surveillance Program. This procedures manual is meant to be dynamic and will be updated as necessary.

Several other Veterinary Services (VS) documents contain policy information that supplements the instructions described in this manual:

- VS Memo 580.16 “Procedures for Conducting the Bovine Spongiform Encephalopathy (BSE) Ongoing Surveillance Program” (Current revision)

- VS Memo 579.2 “Identity of Specimens from Cattle Condemned at Slaughter for Central Nervous System (CNS) Signs in the Bovine Spongiform Encephalopathy (BSE) Ongoing Surveillance Program” (May 2008)

- BSE Ongoing Surveillance Plan (July 20, 2006)

- BSE Response Plan (September 2004)

Purpose

The purpose of this procedures manual is to provide detailed instructions concerning:

- The targeting criteria for cattle to be sampled as part of this surveillance program;
- Personal safety guidelines;
- Sample collection;
- Data collection;
- Shipping samples to a laboratory;
- Communication protocols; and
- Disposal of the carcass and offal.

Surveillance Plan Overview

The BSE Ongoing Surveillance Program, VS’ long-term BSE surveillance program, was implemented in August 2006 to follow the Enhanced Surveillance Program in which nearly three quarters of a million cattle were tested for BSE. Analysis of data from the Enhanced Surveillance Program revealed that BSE was present at an extremely low prevalence in the United States.

The principle purposes of ongoing surveillance for BSE are to continue to monitor and assess changes to the BSE status of U.S. cattle and to provide mechanisms for early detection of BSE. The Ongoing Surveillance Plan is designed to exceed World Organization for Animal Health (OIE) “Type A” surveillance guidelines that require adequate surveillance samples to detect one case of BSE per 100,000 adult cattle. The Ongoing Surveillance Plan has adopted a more sensitive design prevalence to meet the goal of being able to detect one case of BSE per 1,000,000 adult cattle.

Targeted Subpopulations of Cattle for BSE Sampling as Part of Ongoing Surveillance

The targeted subpopulations for the BSE Ongoing Surveillance Program include cattle from the following surveillance streams, as outlined in the OIE Terrestrial Animal Health Code: clinical suspects, casualty (emergency) slaughter, and fallen stock. BSE samples are assigned to the appropriate OIE surveillance stream based on the submission reason, clinical history and/or signs, sample source, and condemnation code, as detailed in the BSE Ongoing Surveillance Plan.

The targeted subpopulations for BSE sample collection (see Attachment A – BSE Ongoing Surveillance Targeting Criteria Flowchart) as described in the BSE Ongoing Surveillance Plan are outlined below.

A. Cattle of any breed or age exhibiting clinical signs of central nervous system (CNS) disease

Cattle exhibiting clinical signs of CNS disease are highly valuable with regard to BSE surveillance activities. Every effort should be made to sample these cattle for BSE surveillance, regardless of the site/location where these animals are identified.

Categories of cattle with CNS signs that are targeted for BSE surveillance include:

- Cattle, regardless of age, highly suspicious for BSE as described in VS Memo 580.16:
  - Cattle affected by illnesses that are refractory to treatment (including but not limited to anorexia, loss of condition in spite of a good appetite, pneumonia, or decreased milk yield) and that are displaying progressive behavioral changes that are not of an acute nature (including but not limited to apprehension, nervousness, excitability, aggression toward other cattle or humans, head shyness, hypermetria, persistent kicking when milked, difficulty in rising, excessive nose scratching, changes in herd hierarchical status, hesitation at doors, gates, and barriers, or reluctance to cross concrete or other “slippery” surfaces).
- Cattle, regardless of age, identified as rabies suspects (including rabies-negative cases from State or local public health laboratories).
- Cattle, regardless of age, condemned on antemortem inspection for CNS signs or rabies.
- Cattle, regardless of age, with a history of, or exhibiting clinical signs of CNS disease attributed to a primary CNS abnormality *but not meeting all criteria for the highly suspicious for BSE category*.

B. Cattle of any breed that are 30 months of age or older exhibiting certain nonspecific clinical signs

Certain cattle other than those described in Section A above are also valuable to targeted BSE surveillance efforts; however, samples should only be obtained from cattle **30 months of age or older** (as evidenced by the eruption of at least one of the second set of permanent incisors). Categories of these targeted cattle include:

- Cattle condemned on antemortem at slaughter for any reason other than CNS signs or rabies.

- Nonambulatory cattle that cannot rise from a recumbent position (i.e., disabled and/or downer) or that cannot walk including, but not limited to, those with broken appendages, severed tendons or ligaments, nerve paralysis, fractured vertebral columns, or metabolic conditions.

- Ambulatory cattle exhibiting other clinical signs that may be associated with BSE:

  – Cattle that are severely weakened though they may be able to stand and walk for brief periods of time; and

  – Cattle that were euthanized, or that died as a result of moribund conditions, infectious diseases, emaciation, or injuries.

- Cattle found dead.

  – A clinical history should be obtained for these animals whenever possible.

  – Samples should not be collected from dead cattle with known cause of death and/or history that do not meet the criteria for targeted subpopulations (e.g., acute deaths from lightning strike or other acts of nature, gunshot, fire, dystocia, hypothermia, trauma, etc.).

Collection Sites

Cattle in the targeted subpopulations described above may present at various locations. Thus, sample collection sites for the BSE Ongoing Surveillance Program include farms, public health and animal diagnostic laboratories, and rendering, 3D/4D, and slaughter establishments.

- **On-Farm.** These samples may be collected by accredited veterinarians, Federal or State employees (including animal health technicians and/or contractors), or VS-approved dead stock haulers. Under VS Area Office oversight, sample collectors with other qualifications may be enlisted when resources preclude the participation of aforementioned sample collectors in a given area. Such samples are usually accompanied by significant historical information pertaining to clinical signs, and are generally of high value to surveillance.

- **Veterinary Diagnostic Laboratories.** Cattle submitted for necropsy, or fresh whole brainstems submitted for ancillary diagnostics to veterinary diagnostic laboratories, including laboratories other than VS BSE contract laboratories, should be sampled by laboratory personnel. Such samples are usually accompanied by significant historical information pertaining to clinical signs, and thus are of high value to surveillance.

- **Public Health Laboratories.** All samples from cattle that are rabies suspects and test negative for rabies will be submitted to a designated laboratory (Table 1) for BSE testing by public health laboratory personnel. All samples derived from this data source can be characterized as clinically suspicious for BSE, and thus are of high value for surveillance.

- **Slaughter Establishments**. Cattle of any age condemned for CNS signs or rabies upon antemortem inspection will be sampled for BSE as described in Section A above and in VS Memorandum 579.2. Additionally, cattle 30 months of age or older that are condemned at antemortem inspection by the Food Safety and Inspection Service (FSIS) are eligible for sample collection at designated offsite sample collection facilities. Most samples from cattle condemned on antemortem inspection will contribute to the second most valuable surveillance stream (i.e., casualty slaughter).

- **Facilities contracted by VS to collect samples from cattle condemned at antemortem inspection (i.e., offsite collection facilities).** Samples derived from animals presented for slaughter and condemned at antemortem inspection by FSIS may be collected by Animal and Plant Health Inspection Service (APHIS) employees (including animal health technicians and/or contractors) at an APHIS-approved, offsite collection facility. Under these circumstances, communication of animal identification information (including FSIS condemnation tag number, i.e., the “Z-tag”), clinical history, and condemnation codes from the slaughter facility to the contracted facility is imperative.

- **Rendering or 3D/4D facilities.** A limited number of samples will be collected from targeted cattle presented to rendering or 3D/4D facilities. Sample collection at these sites should only occur according to provisions of competitive contracts awarded by VS. These sites typically include cattle from a wide variety of sources, and samples collected at these sites will represent the “fallen stock” surveillance stream. NOTE: For cattle sampled at these locations, the collection of a clinical history is highly desirable.

Personal Safety

If BSE is transmissible to humans in the occupational setting, the most likely routes would be through contact with infective tissues through wounds or open lesions on the skin, contact with mucous membranes (eyes and mouth), or in exceptional cases, by swallowing. Transmission by the airborne route (i.e., by the inhalation of infectious airborne particles) is considered to be the least likely route of exposure. The only tissues that have shown infectivity in naturally infected cattle are the brain, retina, and spinal cord. In experimentally (orally) infected cattle, the distal ileum has also shown infectivity.

Because rabies, listeriosis, and other possible zoonotic diseases must be included in the differential diagnosis, brain and spinal cord collection from cattle with CNS clinical signs should be done carefully. The following precautions are generally applicable:

- Adhere to safe working practices and take extra precautions to avoid or minimize the use of tools and equipment likely to cause cuts, abrasions, or puncture wounds;

- Where use of such equipment is unavoidable, wear suitable protective clothing, which includes disposable coveralls, aprons, heavy gloves, and boots;

- Cover existing cuts, abrasions, and skin lesions on exposed skin with waterproof dressings;

- Use face protection to protect the mucous membranes of the eye, nose, and mouth from exposure to infective droplets or tissue fragments;

- Take steps to avoid the creation of aerosols and dusts when engaged in activities such as sawing through the skull bones;

- Wash hands and exposed skin before eating, drinking, smoking, taking medication, using the telephone, or going to the toilet; and

- Wash and disinfect protective clothing and instruments thoroughly after use.

Additional guidance for APHIS VS employees concerning personal safety is available on the following Website: http://inside.aphis.usda.gov/mrpbs/publications/safety_health_wellness_manual/index.shtml.

Detailed Sampling Procedures

Tools needed

Knife and scissors (Figure 1)
Brain sampling spoon (or other suitable device) (Figure 1)
Forceps (Figure 1)
Screw-top plastic tubes (50ml) (Figure 2)
Fine point permanent marker
Ball-point pen
Pan or bucket for disinfecting instruments and rinsing gloved hands
Bleach (disinfectant)
Paper towels
Trash bags
Supply of BSE mailers (including frozen cold packs)

May need scabbard, a steel, and personal protective equipment

Figure 1: Tools include a knife, scissors, brain sampling spoon, and forceps.

Figure 2: 50 ml plastic screw-top tube

Getting a sample of sufficient quality

Only samples collected from animals in the targeted subpopulation (as described above) and with a valid test result reported are considered to be valid samples in the BSE Ongoing Surveillance

Program. "Not detected/Not obex" or "Not tested" are not considered valid test results in the context of the BSE Ongoing Surveillance Program.

In order for a sample to be tested, the appropriate brainstem sample, including obex, must be submitted with little contamination or postmortem decomposition. Samples that are taken from the wrong location or that are significantly autolyzed are not testable and should not be submitted.

However, samples should be collected and submitted from all cattle condemned by FSIS upon antemortem inspection for CNS signs and rabies and all cattle that are highly suspicious for BSE, regardless of the apparent tissue quality.

BSE sampling using a brain sampling spoon

Step 1 **Place head upright on a head rack or barrel, the table edge, or on the ground facing down, if no other option is feasible.**

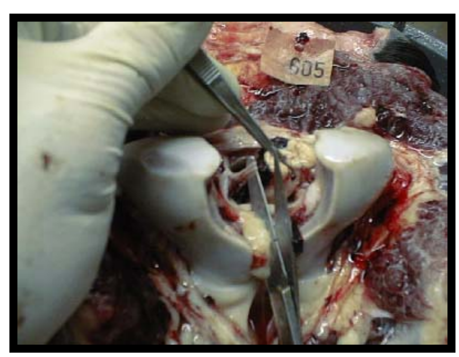
Step 1: Positioning the head

Step 2 Grasp the spinal cord with forceps, using light pressure so that the tissue is not damaged.

Step 2: Grasping the spinal cord

Step 3 Cut the dura mater and cranial nerves down each side of the spinal cord, about ½" or more.

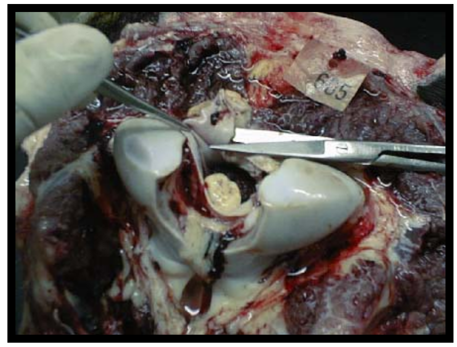
Cut on the sides – do not cut into the spinal cord!
Failure to sever cranial nerves is a common cause of damaged samples.



Step 3: Cutting the dura mater and the spinal nerves

Step 4

With forceps and scissors, remove as much dura mater as possible. Dura mater removal allows better visualization and is needed for proper sample removal.



Step 4: Removing dura mater to visualize the spinal cord

Step 5

With light pressure, use the forceps to hold the spinal cord to the ventral part of the foramen.

Insert the brain sampling spoon (inverted) on the dorsal part of the spinal cord to sever the cerebellum.

Remove the spoon.

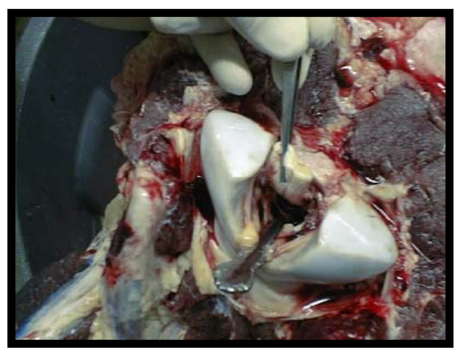
Step 5: Severing the cerebellum with a brain sampling spoon

Step 6

With the forceps, lift the spinal cord dorsally and re-insert the brain sampling spoon along the ventral surface of the spinal cord.

Lower the handle of the spoon to sever the spinal cord/brainstem.

With constant upward pressure/dorsal movement of the front edge of the spoon, gently work the severed sample from the foramen.



Step 6: Severing the spinal cord/brainstem with a brain sampling spoon

Step 7

Complete the removal of the sample from the foramen.

Clean off excess blood.

Step 7: Removal of the sample

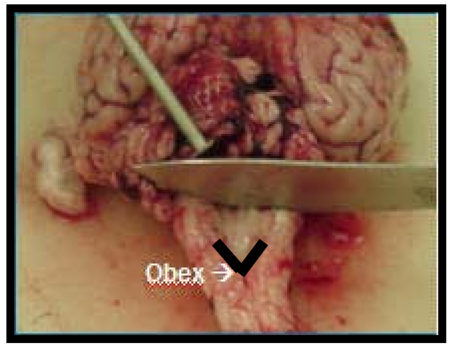
Step 8

Identify the obex area of the brainstem.

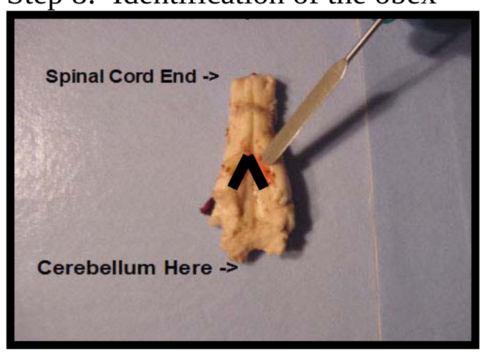
The obex **MUST** be collected in order for the sample to be counted as a valid sample in the BSE Ongoing Surveillance Program.

The areas marked in **black** in the figures to the right represent the location of the Motor Nucleus of the Vagus nerve. This appears as a pink fleshy area, and is the portion examined in the laboratory.

The pointer at the "V" is the obex.



Step 8: Identification of the obex

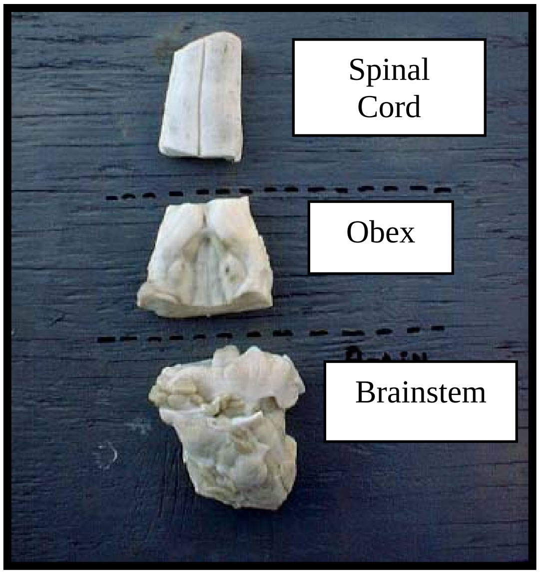


Step 8: Identification of the obex

Step 9

Cut the sample as pictured. The middle piece of tissue contains the obex and the Motor Nucleus of the Vagus.

REMEMBER: The obex is the **desired area.**



Step 9: Sections of the tissue sample

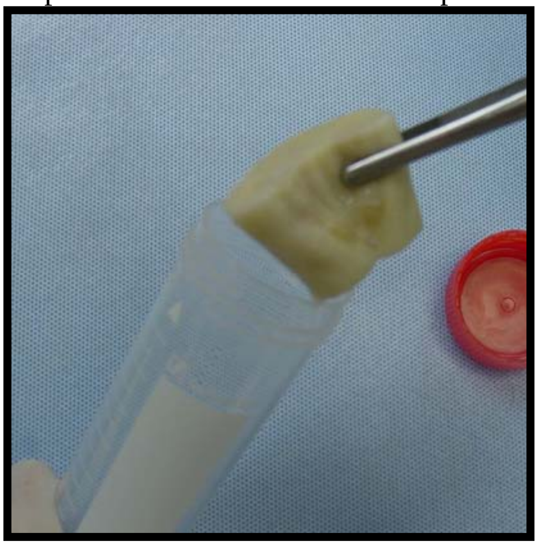
Step 10

Remember the sample will be ***FRESH*** tissue; **NO** formalin.

Place the obex in the supplied screw top tube.

Label the sample tube with: Sample number (ex: 1,2,3,4) and Barcode ID label.

Dispose of unsubmitted tissue with carcass.



Step 10: Obex placed in screw top tube

Packaging and Shipping Samples

Packaging materials

The National Veterinary Services Laboratories (NVSL) provides all of the supplies needed for collection and shipping (including an approved shipping box) as a "BSE kit." These kits include:

- Approved shipping box;
- Plastic bag or zip-type bag in which to place sample tubes;
- Barcode ID label;
- USDA BSE Surveillance Submission Form;

- USDA BSE Surveillance Data Collection Form;
- Absorbent material;
- Ice packs;
- (1 or 2) biohazard bags (to comply with the International Air Transport Association (IATA) shipping regulations, included as Attachment B); and
- Labels for shipping regulations compliance (air eligible, IATA statement, UN 3373, Keep from heat/freezing, Animal Diagnostic Specimen).

To request additional “BSE kits” or for further assistance with shipping, you may contact the NVSL shipping department at:

National Veterinary Services Laboratories
1800 Dayton Avenue
Ames, Iowa 50010
Phone: (515) 663-7530   Fax: (515) 663-7378
E-mail: nvslshipping@aphis.usda.gov

Packing and shipping

1. Place labeled sample tubes into the plastic bag with absorbent material;
2. Place plastic bag into the clear biohazard bag (STP-741) and seal;
3. Place this bag into the white biohazard bag (STP-740) and seal;
4. Place the white biohazard bag (STP-740) into your shipping box;
5. Place frozen ice packs on top of the white biohazard bag (STP-740) and cover with inner Styrofoam lid;
6. Place a copy of the completed USDA BSE Surveillance Submission Form and USDA BSE Surveillance Data Collection Form on top of inner Styrofoam lid;
7. Seal box;
8. Place overnight shipping label addressed to the appropriate laboratory conducting BSE testing (Table 1);
9. Place the other required shipping labels on the box; and
10. Ship by overnight delivery with the Federal contract service. If shipping on a Friday, be sure to mark/label box for Saturday delivery.

NOTE: Individuals who ship surveillance samples to laboratories are responsible for meeting requirements for the shipment of biological substances. At a minimum, these individuals w should be familiar with the IATA Packing Instructions 650 (Attachment B).

Designated Laboratories for BSE Sample Submission

Sample collectors will submit fresh tissue samples to the designated laboratories listed here unless otherwise directed by NVSL.

Table 1: Designated laboratories for BSE sample submission

State where sample collected	Designated laboratory
Arizona, California, Nevada	California Animal Health and Food Safety Laboratory University of California, School of Veterinary Medicine West Health Science Drive Davis, CA 95616
Colorado, Illinois, Indiana, Kansas, Kentucky, Minnesota, Missouri, North Dakota, Ohio, South Dakota, Utah, Wyoming	Colorado State University Veterinary Diagnostic Laboratory 300 West Drake, Rm. E-100 Ft. Collins, CO 80523
Alabama, Florida, Georgia, South Carolina, Virginia	Athens Veterinary Diagnostic Laboratory University of Georgia College of Veterinary Medicine, Building 1079 Athens, GA 30602
Idaho, Others as requested or redirected	USDA, APHIS, VS, NVSL 1800 Dayton Ave. Ames, IA 50010
Connecticut, Delaware, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont	Animal Health Diagnostic Center Cornell University College of Veterinary Medicine S3 110 Schurman Hall Upper Tower Road Ithaca, NY 14853
Arkansas, Louisiana, Mississippi, Oklahoma, Texas	Texas Veterinary Medical Diagnostic Laboratory Pathology Department 1 Sippel Road College Station, TX 77843
Alaska, Hawaii, Iowa, Montana, Nebraska, New Mexico, Oregon, Washington	Washington Animal Disease Diagnostic Laboratory Bustad Hall Room 155-N Pullman, WA 99164
Tennessee, West Virginia, Wisconsin	Wisconsin Veterinary Diagnostic Laboratory – TSE Laboratory University of Wisconsin – Madison 445 Easterday Lane Madison, WI 53706

Additional contact information for the laboratories can be found online at: http://www.aphis.usda.gov/animal_health/lab_info_services/approved_labs.shtml

Proper Communication for Submitting Samples

It is essential to have secure and reliable communication among the individuals responsible for sample collection at collection locations, establishments' management, and NVSL or designated laboratories. Communication guidelines are as follows:

- The sample submitter will notify the appropriate laboratory of incoming samples via fax, telephone, e-mail, or any other approved electronic method (including the Veterinary Services Laboratory Submission (VSLS) System), unless otherwise instructed by that laboratory.

- The information to be communicated should include the overnight contract delivery service tracking number, the collection site name and address, the unique Referral Number of the submission, and the number of samples.

- Sample submitters must accurately record all relevant information on the current versions of the USDA BSE Surveillance Submission Form, USDA BSE Surveillance Submission Continuation Form (if used), and on each of the USDA BSE Surveillance Data Collection Forms. See the section "Instructions for Completing the BSE Surveillance Forms" in this Procedures Manual for more details.
    - Enter this information on the electronic version of these forms – either on a tablet PC or via the Web-based VSLS System. If electronic entry is unavailable, complete the forms by hand and submit for data entry as instructed by the VS Area Office.
    - Print a copy of the completed BSE Surveillance Submission Form, BSE Surveillance Submission Continuation Form (if used), and each BSE Surveillance Data Collection Form to accompany the samples shipped to the designated laboratory.
    - Prepare four additional copies of these completed forms for further distribution and filing (i.e., one retained by the submitter, one for the collection site, one for the VS Area Office, and one to be maintained with the animal identification devices).
    - FSIS personnel sampling cattle condemned on antemortem inspection for CNS signs or rabies as part of the BSE Ongoing Surveillance Program should also complete the forms and either enter data directly into the VSLS System or forward the completed forms to the appropriate VS Area Office by fax or e-mail.

- The sample submitter should verify via the overnight contract delivery service tracking system that the submission has been delivered to the designated laboratory. If the sample does not arrive as expected, the sample submitter should work with the delivery service to determine the location and delivery status of the sample.

Animal Identification

The collector should maintain the identity of cattle tested as part of the BSE Ongoing Surveillance Program throughout the entire sample collection, submission, and testing process. If testing should confirm an animal was infected with BSE, the animal's identification will allow VS personnel to trace its origin.

Record all types of animal identification devices, brands, and tattoos associated with the sampled animal on the current version of the BSE Surveillance Data Collection Form and enter this information in the VSLS – BSE Module. These identification devices may remain intact on the carcass or may be collected along with a piece of ear tissue (at least penny-sized) in a labeled bag and maintained until test results are received for the animal. When appropriate, obtain digital pictures or drawings of brands and/or collect tissue containing the tattoo.

Reporting of Laboratory Results

When tests are completed and all animals tested in the lot are reported as rapid screening test "Not Detected" (i.e., "negative"), the designated laboratories will report rapid screening test results back to the sample submitter, the Area Veterinarian in Charge (AVIC), and State Veterinarian. If requested, results will also be transmitted to the appropriate management at the collection site.

The designated laboratories will report any "initial reactor" results to NVSL. Contact attempts should be made in the following order until contact with NVSL is made: the NVSL Director, NVSL Associate Director, Pathobiology Laboratory Director, or Head of Pathology Section (designated laboratories will be provided with a phone list along with the standard operating procedure for performing BSE testing). No other contacts or reporting of test results from that lot are to be made until the repeat testing has been completed. If either of the repeat tests is above the negative cut off, then the screening test is considered to be "Inconclusive."

If test results for any of the animals in the lot are inconclusive, the testing laboratory's Director will first report the findings to the Director of NVSL. In addition, the testing laboratory's Director shall also notify the AVIC and State Veterinarian in the State in which the sample was collected and/or the State where the carcass is being held pending test results. The information reported shall specify which carcass(es) tested inconclusive. The AVIC will report results for the entire lot of samples to the submitter only after the VS Deputy Administrator's Office or Regional Director has given permission to release such information. A decision to hold or dispose of the carcass(es) pending confirmatory testing should be made with the concurrence of the AVIC.

All samples with inconclusive results must be immediately forwarded to NVSL, with prior notification and confirmation of arrival. All confirmatory test results will be transmitted directly to the VS Area Office. The AVIC will contact the sample collector and the facility where the sample was collected so that carcass disposal can be coordinated and verified.

Instructions for Completing the BSE Surveillance Forms

General Instructions

Subsequent to sample collection, the collector must thoroughly and accurately complete the current versions of the USDA BSE Surveillance Forms to ensure proper documentation, data entry, and submission of information concerning the samples tested for BSE. This information is necessary to assign samples to the appropriate OIE surveillance stream and, thus, determines the epidemiologic value of each sample to the BSE Ongoing Surveillance Program.

The versions of USDA BSE Surveillance Forms currently in use are:

- USDA BSE Surveillance Submission Form (Revision 11/22/2006)
- USDA BSE Surveillance Submission Continuation Form (Revision 08/12/2004)
- USDA BSE Surveillance Data Collection Form (Revision 12/15/2006)

Examples of the forms are included as Attachment C, Attachment D, and Attachment E of this Manual. Copies of the forms are available for downloading at:
http://www.aphis.usda.gov/animal_health/lab_info_services/forms_publications.shtml

There are two methods for electronically submitting this information – via the BSE VSLS Webpage or via tablet PCs at high-volume collection sites. The BSE VSLS Web page is used for entering and transmitting data from handwritten USDA BSE Surveillance Submission Forms. This system requires an APHIS-assigned log-in and password to enter information about each sample prior to shipping the sample to the designated laboratory. After electronically entering and submitting the information, the data are then stored in the National Animal Health Laboratory Network.

A Quick Start Guide for using the Web-based forms is available on the VSLS Website after user log-in. The Quick Start Guide is included as Attachment F in this manual.

If electronic entry is unavailable, handwritten forms are submitted as instructed by the VS Area Office.

Instructions for completing "USDA BSE Surveillance Submission Form (Revision 11/22/2006)"

NOTE: A separate submission form must be completed for each collector, collection site, and collection date combination.

Collection Site Type: Mark type of location at which the sample(s) was collected. Collection Site Types are described on pages 5 and 6 of this manual. If the Collection Site Type does not fit those described in this manual, indicate "Other" and describe the collection site type. If a collector obtains samples from more than one site type, a separate submission form must be used for each set of samples from each collection site type.

Testing Laboratory Use Only (Accession or Identification Number): This section is reserved for the testing laboratory use only. Only laboratories should mark in this area.

BSE Referral Number: The BSE Referral Number must be recorded at the top of each Data Collection Form. The number must be a unique identifier for the submission that will not be duplicated in any other BSE surveillance submission. The BSE Referral Number is used to associate the BSE Surveillance Submission Form to the BSE Surveillance Data Collection Form in the database.

The suggested format for the BSE Referral Number consists of 13 or 14 alphanumeric characters.

- First two characters indicate the State code: e.g., CO (Colorado), or WA (Washington);
- Next two to three characters are the collector's initials: First, Middle, Last (if no middle name, skip the middle digit);
- Next eight characters are the collection date in the MMDDYYYY format: e.g., 04072007 (April 7, 2007); and
- Last character is a letter representing which submission form of the day it is for the collector: A-First, B- Second, etc.

  Example 1. COSAJ06012006A

  Translates to: Colorado – Steven Allen Jones – June 1, 2006 – first submission of the day.

  Example 2. COSAJ06012006B

  Translates to: Colorado – Steven Allen Jones – June 1, 2006 - second submission by Steven Allen Jones for that day, either from the same collection site or a different collection site.

<u>Collection Site</u>: Ensure that the National Premises Identification Number (if available for the Collection Site) or the FSIS Establishment Number where the sample was collected is entered. Enter all the requested data for the collection site. If samples are collected from more than one site, a separate submission form must be used for each collection site.

<u>Collected By</u>: Enter all of the information requested for the person that actually collected the tissue sample (the collector) for submission to the testing laboratory. A separate submission form must be used for each collector.

<u>Submitted By</u>: Enter requested information for the person submitting the sample to the laboratory (the submitter) only if that submitter is a different person than the sample collector. If they are the same person, just check the box.

<u>Sample Information</u>: Enter the total number of samples that are included with the submission in the appropriate space. In addition, check whether the preservation method for shipping is ice pack or other. If "other" is checked, enter the preservation method in the "Additional Data" field at the bottom of the form.

<u>BSE Sample ID</u>: Attach a sample ID barcode label for each sample submitted with this form. Barcodes are available in the sample kits or barcodes can be ordered from NVSL using the following e-mail address: nvslshipping@aphis.usda.gov.

In the event that barcodes are not available at the time of sample collection, the VS Area Office should be contacted so that barcodes can be assigned for the submission. The number of barcodes should equal the number of samples for the submission.

<u>Additional Data</u>: Enter any additional information about the submission.

Collection Date: Enter the date the samples were collected. All samples on one form must be collected on the same day. (Use the MM/DD/YYYY format)

Shipping Date: Enter the date the samples were shipped to the laboratory. (Use the MM/DD/YYYY format)

Testing Lab: Enter the name of the Laboratory (or Laboratory ID) where the samples are being sent for diagnostic testing.

Signature of Submitter: Submitter must sign the form.

Condition: For laboratory use only.

Distribution: For laboratory use only.

Received By: For laboratory use only.

Received Date: For laboratory use only.

Airbill/Shipment Tracking No.: Enter the Airbill/Shipment Tracking number for the package being sent to the diagnostic laboratory.

Instructions for completing "USDA BSE Surveillance Submission Continuation Form (Revision 08/12/04)"

NOTE: The paper version of the BSE Surveillance Submission Form has space to indicate the identification numbers for 20 animals. If additional animals are sampled, a BSE Surveillance Submission Continuation Form listing the unique identification numbers for each additional animal should also be submitted.

BSE Referral Number: Enter the referral number from the BSE Surveillance Submission Form.

BSE Sample ID: Place the barcode assigned to the sample in this box.

Additional Data: Enter any additional information about the submission.

Signature of Submitter: Submitter must sign the form.

Instructions for completing "USDA BSE Surveillance Data Collection Form (Revision 12/15/2006)"

NOTE: A separate data collection form must be completed for each sample collected

Collection Date: Enter the date the sample was collected. This date should match the collection date on the BSE Surveillance Submission Form. (Use the MM/DD/YYYY format)

BSE Referral Number: Enter the referral number from the BSE Surveillance Submission Form, which must accompany this data collection form.

BSE Sample ID: Place the barcode assigned to the sample in this box. The barcode should correspond to the barcode on the accompanying BSE Surveillance Submission Form for that sample.

Primary Reason for Submission: Use professional judgment to select the one choice that best describes the primary reason this sample is being taken. If more than one reason for submission is applicable, check the primary reason for submission on the data collection form with the **smallest** number that applies.

- "Highly suspicious for BSE" if the animal being sampled is demonstrating clinical signs of or has a clinical history consistent with the definition of "highly suspicious for BSE" as described in VS Memo 580.16.

- "FSIS, antemortem condemned cattle" for animals that are condemned by FSIS personnel prior to slaughter and are sampled at the slaughter plant or at an offsite collection facility. (Note: If "FSIS, antemortem condemned cattle" is selected, an FSIS Condemnation Code must also be selected at bottom of form).

- "Rabies suspect" for all animals that were initially identified for testing for rabies because of clinical signs or clinical history as described in VS Memo 580.16.
    - Note: If the animal was condemned by FSIS on antemortem inspection for rabies, the primary reason for submission is "FSIS, antemortem condemned cattle" and a condemnation code of "Rabies 615" is assigned to the animal.

- "CNS signs" if the animal is being sampled because it has central nervous system signs consistent with primary CNS disease, *but does not meet all the criteria for the "Highly suspicious for BSE" category*.
    - Note: If the animal was condemned by FSIS on antemortem inspection for CNS signs, the primary reason for submission is "FSIS, antemortem condemned cattle" and a condemnation code of "CNS disorders 601" is assigned to the animal.

- "Nonambulatory/Disabled/Downer" if the animal is being sampled primarily because it is nonambulatory periodically or continuously.
    - Note: If the animal was condemned by FSIS on antemortem inspection as a non-ambulatory, the primary reason for submission is "FSIS, antemortem condemned cattle" and a condemnation code of "Nonambulatory 445" is assigned to the animal.

- "Other clinical signs that may be associated with BSE" if the animal is being sampled because it has demonstrated clinical signs that may be consistent with BSE such as emaciation, tetanus (tetany), or injuries.

- “Dead” if the available history only indicates that the animal is dead with none of the preceding conditions as described above.
    - Note: If the animal is dead AND an FSIS antemortem condemned animal, the primary reason for submission is “FSIS, antemortem condemned cattle” and a condemnation code of “Dead 603” is assigned to the animal.

Individual who determined primary reason and clinical signs: Select (check) one box for the individual who determined the primary reason for this submission and the clinical signs for the animal identified on this form. If “Other” is selected, describe on the line provided on the form.

Owner Information: Enter as much information as is known for the premises on which the sampled animal was ***last held or resided***. At a minimum, the State or country is required.

Slaughter Site: Mark the box if the slaughter site is the same as the collection site; otherwise, enter all the requested information on the slaughter site. Be sure to enter the FSIS Establishment Number or the National Premises Identification Number (if available). Leave this section blank for non-slaughter animal samples.

Animal Information: Enter all information as requested.

Breed (If known): Enter the apparent breed of the animal. If unknown, check either Beef breed or Dairy breed.

Primary colors: Enter the animal’s primary color(s).

Age: Enter the animal’s age as the number of months or the number of years (in whole numbers only). For instance, if the animal is 2 ½ years old, enter 30 months. If purebred records or other official sources of age are used as the source of the animal’s age, check the “Recorded” box. Otherwise, indicate that the age was estimated by checking the “Estimated” box.

Dentition: Examine the animal’s mouth to determine if at least one of the 2nd incisors has erupted. If so, check “Yes” box.

Gender: Check the appropriate box: Male, Female, or Unknown.

Neutered: Check the appropriate box: Yes, No, or Unknown.

Country of Origin: If it is known that the animal originated from a country other than the United States, write the name of the country in the space provided.

Animal ID Information: In the appropriate boxes, enter ALL types of animal identification devices, brands, and tattoos associated with the sampled animal. Be sure to include the FSIS Condemnation Tag (“Z-tag” number), if available. If the animal is branded with either a hot iron brand or freeze brand, describe to the best of your ability. For example, write “Circle Bar T” in the appropriate box.

Detailed instructions for specific types of animal identification devices follow.

General

- All alpha characters (letters) should be recorded in upper case (capitalized).

- Substitute an underscore (_) without additional spaces, for each unreadable number/character in the identification.

- Indicate the color for tags other than "Official" tags, if applicable, as follows:
  - Begin the Tag ID with the single capitalized letter indicating the color:

Y = yellow	R = red
G = green	W = white
B = blue	O = orange
L = lavender (purple)	P = pink
T = tan (brown)	S = silver
K = black	A = gray

  - Include a space between the color-designating letter and the tag number.
  - Record whatever is written or printed on the tags.
  - For two colored tags, designate the major color in the database but include both colors on the paperwork.
  - Example: A yellow plastic bangle tag with the number 49 is "Y 49."

- Each identification field referenced on the electronic forms is limited to 15 alpha/numeric characters.

- **Official USDA Tags**
  - **USDA bright metal eartag, brucellosis vaccination eartag, Animal Identification Number (AIN) eartag, and bangle eartag:**
    - Enter the identification information in the appropriate box.
    - No color indication is required.
    - Enter up to two identifications, one in each of the appropriate boxes.
    - If more than two official identifications of the same type, enter the additional in one of the "Other ID" boxes and label accordingly.

  - **FSIS Condemnation "Z" Tags:**
    - Enter the number on the FSIS condemnation tag next to the "Z" prefix in the box.
    - When entering the FSIS condemnation tag electronically, include the "Z" prefix with the number.

- **Owner Eartag #:**
  - Enter information present on the owner eartag in the appropriate box.
  - Indicate the color of the tag using the color code listed above, followed by the tag number.

- **Collection Site Tracking #:**
  - Enter the collection site tracking number in the appropriate box.

- **Slaughter Tracking #:**
  - Enter the slaughter tracking number in the appropriate box.

- **Back Tag #:**
  - Enter the back tag number in the appropriate box.

- **Microchip #:**
  - Enter the microchip number in the appropriate box.

- **Other ID Type #:**
  - If more than two official identifications of the same type, enter the additional in one of the “Other ID” boxes and label accordingly.
  - Flop Tag/Brands/Tattoos: Indicate the color of the tag, if applicable.
  - Brands: Describe the brand to the extent possible, and indicate the location of the brand on the animal. (Note: The electronic data entry form will only accept 15 characters. If you need more than 15 characters to describe the brand, indicate on the electronic data entry form to refer to the paper form for a complete description of the brand.)
  - Tattoos: Indicate which ear (R = right, L = left) or other location on the animal was tattooed and include all alpha/numeric characters.

Clinical Signs: Check all that apply. **At least one clinical sign must be checked.** Use professional judgment in box selection and ensure that contradictory signs are not checked. If “Other” is checked, be sure to indicate the clinical sign in the “Comments” section at the bottom of the page.

For clinical signs checked within the black-bordered box on the left-hand side of the form, check whether the condition was progressive and whether the condition did not respond to treatment (Yes, No, Don’t Know). (If the condition did not respond to treatment, the appropriate response is Yes; if the condition did respond to treatment the appropriate response is No.)

FSIS Condemnation Codes: Enter the appropriate antemortem condemnation code – one box must be checked if and only if “FSIS, antemortem condemned cattle” was selected as “Primary Reason for Submission” earlier.

Comments: Include any additional relevant information about the sample in this box.

Humane Handling of Livestock

Handling procedures and euthanasia for targeted animals tested as part of the BSE Ongoing Surveillance Program should comply with applicable local, State, and Federal laws, regulations, and policies, and local and professional standards for humane handling and euthanasia of livestock.

Transportation and Disposal of Carcasses

Procedures for the transportation and disposal of animal carcasses, parts of dead animals, offal, and animal waste for targeted animals tested as part of the BSE Ongoing Surveillance Program should comply with local, State, and Federal laws, regulations, and policies, and local and professional standards, as well as the following general guidelines:

- Report domestic animals known to have died of dangerous transmissible disease or reportable disease to the VS Area Office.
- Prevent contamination of the environment.
- Prevent exposure to other living animals and the public, including prohibiting the potential for uncooked and/or unprocessed animals, animal parts, or offal to be fed to domestic animals.
- Complete disposal within 48 hours after receipt of BSE test result.

All carcasses and offal from sampled animals that are intended for further processing must be held until laboratory test results are received. Furthermore, the identity of sampled carcasses and associated offal must be documented and maintained throughout the entire sample collection, submission, and testing process until “Not Detected” (i.e., “negative”) test results are obtained. After obtaining “Not Detected” test results, carcasses and offal may be rendered or otherwise processed in accordance with applicable Federal laws, regulations, and policies.

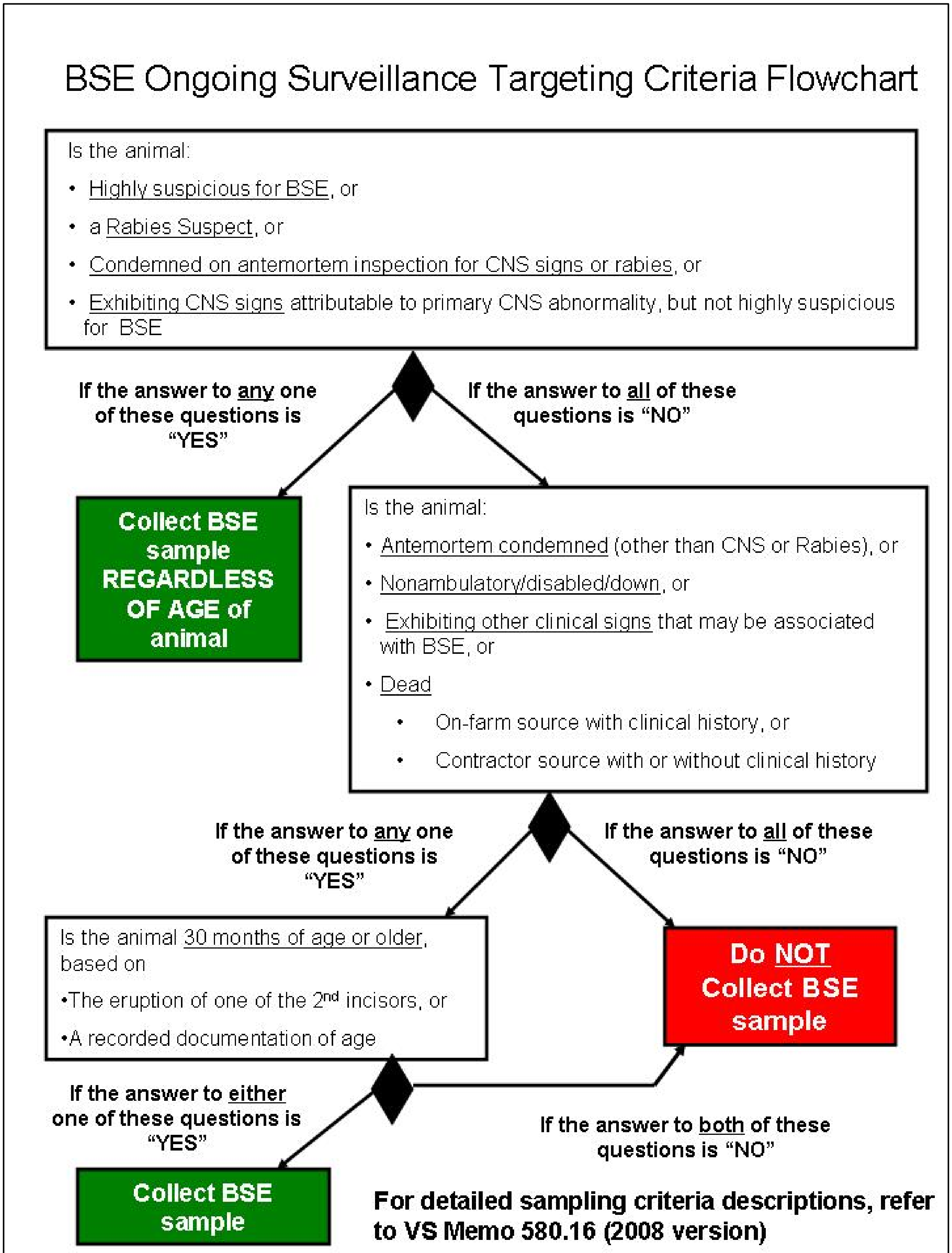
Carcasses and offal from sampled animals that are not intended for further processing may be disposed of prior to receiving test results by:

- Burial in an approved landfill;
- Burial on the farm of immediate origin;
- Rendering at a dedicated facility for nonanimal feed use such as biofuel or cement;
- Incineration; or
- Alkaline digestion.

Hides of sampled animals do not require disposal and do not need to be held pending test results.

If testing confirms that an animal was infected with BSE, previously buried carcasses may be exhumed. Disposal of carcasses and/or offal from sampled animals that have inconclusive or positive test results should also follow guidelines provided in the BSE Response Plan (September 2004).

Attachment A: BSE Ongoing Surveillance Targeting Criteria Flowchart



Attachment B: IATA 650 Instructions

PACKING INSTRUCTION 650

STATE VARIATIONS: BHG-02, CAG-05, DQG-03, FRG-06, GBG-05, VCG-04

OPERATOR VARIATIONS: AF-04, AS-08, BR-14, CI-01, CO-07, CS-07, FX-09, JJ-06, JK-03, JW-03, KE-06, LA-07, LH-12, MN-03, MS-03, MX-11, PX-08, TK-08, UU-05, XK-02

This packing instruction applies to UN 3373 on passenger and cargo aircraft and CAO.

General Requirements

The packagings must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport, including trans-shipment between transport units and between transport units and warehouses as well as any removal from a pallet or overpack for subsequent manual or mechanical handling. Packagings must be constructed and closed so as to prevent any loss of contents that might be caused under normal conditions of transport, by vibration, or by changes in temperature, humidity or pressure.

The packaging must consist of three components:
a) a primary receptacle;
b) a secondary packaging; and
c) a rigid outer packaging.

Primary receptacles must be packed in secondary packagings in such a way that, under normal conditions of transport, they cannot break, be punctured or leak their contents into the secondary packaging. Secondary packagings must be secured in outer packagings with suitable cushioning material. Any leakage of the contents must not compromise the integrity of the cushioning material or of the outer packaging.

Packages must be prepared as follows:

(a) For liquid substances:

- The primary receptacle(s) must be leak-proof and must not contain more than 1 L;
- The secondary packaging must be leak-proof;
- If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them;
- Absorbent material must be placed between the primary receptacle and the secondary packaging. The absorbent material, such as cotton wool, must be in sufficient quantity to absorb the entire contents of the primary receptacle(s) so that any release of the liquid substance will not compromise the integrity of the cushioning material or of the outer packaging;
- ☞ The primary receptacle or the secondary packaging must be capable of withstanding without leakage an internal pressure of 95 kPa in the range of -40°C to+55°C (-40°F to 130°F);
- The outer packaging must not contain more than 4 L. This quantity excludes ice, dry ice, or liquid nitrogen when used to keep specimens cold.

(b) For solid substances:

- The primary receptacle(s) must be sift-proof and must not exceed the outer packaging weight limit;
- The secondary packaging must be sift-proof;
- If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them;
- Except for packages containing body parts, organs or whole bodies, the outer packaging must not contain more than 4 kg. This quantity excludes ice, dry ice or liquid nitrogen when used to keep specimens cold;
- If there is any doubt as to whether or not residual liquid may be present in the primary receptacle during transport then a packaging suitable for liquids, including absorbent materials, must be used.

☞ An itemized list of contents must be enclosed between the secondary packaging and the outer packaging.

At least one surface of the outer packaging must have a minimum dimension of 100 mm x 100 mm.

The completed package must be capable of successfully passing the drop test described in 6.6.1 except that the height of the drop must not be less than 1.2 m.

For transport, the mark illustrated below must be displayed on the external surface of the outer packaging on a background of a contrasting colour and must be clearly visible and legible. The mark must be in the form of a square set an angle of 45°(diamond-shaped) with each side having a length of at least 50 mm, the width of the line must be at least 2 mm, and the letters and numbers must be at least 6 mm high. The proper shipping name "Diagnostic specimen", "Clinical specimen" or "Biological substance category B" in letters at least 6mm high must be marked on the outer package adjacent to the diamond-shaped mark.

Unless all package markings are clearly visible, the following conditions apply when packages are placed in an overpack:

- the overpack must be marked with the word "Overpack" ; and
- the package markings must be reproduced on the outside of the overpack.

A Shipper's Declaration for Dangerous Goods is not required.

Specific Requirements

Refrigerated or frozen specimens: Ice, dry ice and liquid nitrogen

- When dry ice or liquid nitrogen is used to keep specimens cold, all applicable requirements of these Regulations must be met. When used, ice or dry ice must be placed outside the secondary packagings or in the outer packaging or an overpack. Interior supports must be provided to secure the secondary packagings in the original position after the ice or dry ice has dissipated. If ice is used, the outside packaging or overpack must be leak-proof. If carbon dioxide, solid (dry ice) is used, the packaging must be designed and constructed to permit the release of carbon dioxide gas to prevent a build-up of pressure that could rupture the packagings.
- The primary receptacle and the secondary packaging must maintain their integrity at the temperature of the refrigerant used as well as the temperatures and the pressures, which could result if refrigeration were lost.

Infectious substances assigned to UN 3373, which are packed and marked in accordance with this packing instruction are not subject to any other requirement of these Regulations except for the following:

- the name, address and telephone number of a responsible person must be provided on the air waybill or on the package;
- classification must be in accordance with 3.6.2;
- the incident reporting requirements in 9.6.1 must be met; and
- the inspection for damage or leakage requirements in 9.4.1 and 9.4.2.

Passengers and crew members are prohibited from transporting infectious substances either as or in carry-on baggage or checked baggage or on their person.

If an air waybill is used, the "Nature and Quantity of Goods" box must show the text "DIAGNOSTIC SPECIMENS" "CLINICAL SPECIMENS" or "BIOLOGICAL SUBSTANCE CATEGORY B" and "UN 3373".

Clear instructions on filling and closing such packages must be provided by packaging manufacturers and subsequent distributors to the shipper or to the person who prepares the package (e.g. patient) to enable the package to be correctly prepared for transport.

Other dangerous goods must not be packed in the same packaging as Division 6.2 infectious substances unless they are necessary for maintaining the viability, stabilizing or preventing degradation or neutralizing the hazards of the infectious substances. A quantity of 30 mL or less of dangerous goods included in Classes 3, 8 or 9 may be packed in each primary receptacle containing infectious substances. When these small quantities of dangerous goods are packed with infectious substances in accordance with this packing instruction no other requirements in these Regulations need be met.

Attachment C: USDA BSE Surveillance Submission Form (Revision 11/22/2006)

USDA BSE SURVEILLANCE SUBMISSION FORM		Page of
COLLECTION SITE TYPE (Select only one) ☐ Slaughter Plant ☐ Diagnostic Lab ☐ Renderer ☐ 3D-4D ☐ On Farm ☐ Public Health Lab ☐ Other, describe:	Testing Laboratory Use Only [Accession or Identification Number]	**BSE Referral Number:**

COLLECTION SITE	COLLECTED BY
Premises ID or FSIS Plant #	Business Name:
Business Name:	Name:
Name:	Street:
Street:	City: State: Zip:
City: State: Zip:	Phone: Fax:
Lat / Long:	E-Mail:
Phone: Fax:	
E-Mail:	**SUBMITTED BY or ✓ ☐ if Same as Collected By**
Use a separate submission form for each collector, collection site, and collection date combination. Attach a separate Bar Code Sticker (if available) for each sample in the spaces below. Sample IDs must match Sample IDs on BSE Surveillance Data Collection Forms. Attach a separate BSE Surveillance Data Collection Form for each animal.	Business Name: Name: Street: City: State: Zip: Phone: E-Mail:

SAMPLE INFORMATION **NUMBER OF SAMPLES:** _____ **PRESERVATION:** ☐ **Ice Pack** ☐ **Other**

1 BSE Sample ID	6 BSE Sample ID	11 BSE Sample ID	16 BSE Sample ID
2 BSE Sample ID	7 BSE Sample ID	12 BSE Sample ID	17 BSE Sample ID
3 BSE Sample ID	8 BSE Sample ID	13 BSE Sample ID	18 BSE Sample ID
4 BSE Sample ID	9 BSE Sample ID	14 BSE Sample ID	19 BSE Sample ID
5 BSE Sample ID	10 BSE Sample ID	15 BSE Sample ID	20 BSE Sample ID

ADDITIONAL DATA (attach additional page(s) if needed)

COLLECTION Date:	**TESTING LAB:**	**SIGNATURE OF SUBMITTER:**
SHIPPING Date:		

CONDITION:	**DISTRIBUTION:**	**RECEIVED BY:**	**RECEIVED DATE:**	**AIRBILL / SHIPMENT TRACKING NO.:**
Lab Use Only	Lab Use Only	Lab Use Only	Lab Use Only	

Revision 11/22/2006

Attachment D: USDA BSE Surveillance Submission Continuation Form (Revision 08/12/2004)

USDA BSE SURVEILLANCE SUBMISSION CONTINUATION FORM Page of

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE NATIONAL VETERINARY SERVICES LABORATORIES P.O. BOX 844, 1800 DAYTON AVENUE AMES, IOWA 50010 (515) 663-7212	Testing Laboratory Identification Number	**BSE Referral Number:**

BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID
BSE Sample ID	BSE Sample ID	BSE Sample ID	BSE Sample ID

ADDITIONAL DATA (attach additional page(s) if needed)

SIGNATURE OF SUBMITTER:

Revision 08/12/2004

Attachment E: USDA BSE Surveillance Data Collection Form (Revision 12/15/2006)

USDA BSE Surveillance Data Collection Form | **Collection Date:** | **BSE Referral Number**

PRIMARY REASON FOR SUBMISSION (Check the selection with the smallest number that applies (e.g., if both #1 and #4 are applicable, select #1)
- ☐ 1. Highly suspicious for BSE
- ☐ 2. FSIS, antemortem condemned cattle
- ☐ 3. Rabies suspect
- ☐ 4. CNS signs
- ☐ 5. Nonambulatory / Disabled / Downer
- ☐ 6. Other clinical signs possibly associated with BSE as noted below
- ☐ 7. Dead

BSE Sample ID:

Please Use Barcode if Available

Individual who determined primary reason noted above and clinical signs listed below (Select one)
- ☐ 1. Veterinarian employed by APHIS
- ☐ 2. Veterinarian employed by FSIS
- ☐ 3. Other Veterinarian
- ☐ 4. Other APHIS personnel
- ☐ 5. Renderer / deadstock hauler / 3D-4D
- ☐ 6. Producer / owner
- ☐ 7. Other (Describe in below) ____________

Owner Information			SLAUGHTER SITE or ✓ ☐ if Same as Collection Site (Complete only if slaughtered at state – or FSIS – inspected facility)		
Business Name:			Premises ID:	or FSIS Plant #	
Name:			Business Name:		
Street:			Name:		
City:	State:	Zip:	Street:		
Country (If not USA):	Lat / Long:		City:	State:	Zip:
Phone:	Fax:		Phone:	Fax:	
County:	E-mail:		E-mail:		

Breed (If known) ____________

If not known – Please check one
- ☐ Beef breed
- ☐ Dairy breed

Primary colors: ____________

Age: ____ ☐ Months ☐ Years

Age is: ☐ Estimated ☐ Recorded

Dentition: 2nd Set of Incisors Erupted: ☐ Yes ☐ No

Gender: ☐ Female ☐ Male ☐ Unknown

Neutered: ☐ Yes ☐ No ☐ Unknown

Country of Origin (Only if KNOWN to be other than USA)

Official USDA Tag #	Official USDA Tag #	FSIS Condemnation Tag # Z -	Owner Ear Tag #	Other ID Type #
Collection Site Tracking #	Slaughter Tracking #	Back Tag #	Microchip #	Other ID Type #

Clinical Signs (Select all that apply. Be thorough and complete. Clinical signs are important for determination of the significance of each sample to the surveillance program. Obtain information directly from animal handlers/owner whenever possible.

- ☐ Abnormal head carriage
- ☐ Aggressive or belligerent
- ☐ Apprehension or nervous
- ☐ Ataxia (abnormal gait, uncoordinated)
- ☐ Blindness
- ☐ Circling
- ☐ Droopy lip or eyelid
- ☐ Excessive bellowing
- ☐ Excessive licking
- ☐ Excitable
- ☐ Head pressing / rubbing
- ☐ Head shyness
- ☐ Hyperesthesia (includes sensitivity to light, sudden movements to loud sounds, shifting ears)
- ☐ Hesitation at doors, gates, or barriers
- ☐ Kicking during milking (when did not before)
- ☐ Paralysis
- ☐ Tremors or nystagmus (includes eye movements, head tremors)

→ If any of the signs to the left were checked, please indicate if **the condition was progressive**, meaning it worsened over time. ☐ Yes ☐ No ☐ Don't know

→ If any of the signs to the left were checked, please indicate if **the condition did not respond to treatment**. ☐ Yes ☐ No ☐ Don't know

Mark any of the signs below regardless of whether the condition was progressive:
- ☐ Depressed
- ☐ Dead of unknown cause
- ☐ Loss of weight over time
- ☐ Recumbency (includes nonambulatory/down)
- ☐ Reduced milk yield over time
- ☐ Other (provide in comments)

FSIS Condemnation Codes (Select one – ONLY if FSIS has made one of these designations)

☐ Degen & Dropsic	099	☐ Misc. inflamm dz.	299	☐ Injuries	605	☐ Tetanus	105
☐ Actinomycosis & Actinobacillosis	101	☐ Epithelioma	302	☐ Pigment conditions	607	☐ Vesicular dz.	110
☐ Misc. infectious dz.	199	☐ Malig lymphoma	303	☐ Myiasis	402	☐ CNS disorders	601
☐ Arthritis	201	☐ Misc. neoplasms	399	☐ General misc.	699	☐ Dead	603
☐ Mastitis	203	☐ Abscess/pyemia	501	☐ Residue	609	☐ Moribund	606
☐ Metritis	204	☐ Septicemia	502	☐ Other reportable dz.	900	☐ Pyrexia	608
☐ Pericarditis	206	☐ Toxemia	503	☐ Misc. parasitic cond.	499	☐ Rabies	615
☐ Pneumonia	208	☐ Nonambulatory	445				

Comments:

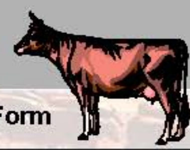
Revision 12/15/2006

Attachment F: BSE VSLS Quick Start Guide

USDA

BSE Program

Bovine Spongiform Encephalopathy



Veterinary Services Lab Submission (VSLS) using a Web Form

- **Help Desk Phone #** (877) 944-8457
- **URL** https://cowebapps.aphis.usda.gov/vslabsub
- **Assumptions** You know how to navigate in the web form, and have a login & password to the VS Lab Submission application.
- **Required fields** You must enter information into the fields next to red-colored text with asterisk (*).
- **Pop-up Blockers** To perform all tasks in application, it is recommended that you temporarily turn off your pop-up blocker in web browser.

Action Items

Create Lab Submission
Review Lab Submissions
Enter Lab Results

This job aid provides field descriptions & process flows for action items listed above. User permissions allow access.

These buttons Home Blank Worksheet | Help Logout appear in the top right corner of each lab submission screen.

- **Home** takes you to the Welcome/Home screen.
- **Blank Worksheet** provides links to forms such as BSE Cattle Data Collection Form.
- **Logout** takes you completely out of the VS Lab Submission module.
- **Help** provides links to relevant documents.
- **USE** [button], **NOT** Back in application.

Action #1 – Create Lab Submission

Click on the Create Lab Submission action item on the VSLS Welcome/Home screen.

Note: If you start to create a lab submission (LS) and do not complete it, an incomplete copy is stored on the Welcome/Home screen of the VSLS application. You can access it by clicking on the Referral #. You can also access it through the Review Lab Submissions Action Item on the Welcome/Home screen.

1 **SUBMISSION INFORMATION**

- **Program** — Select BSE Ongoing Surveillance Program from the menu.
- **Referral Number** – Manually enter a number that uniquely identifies a lab submission using the following recommended format:
  - Two character state abbreviation
  - Your initials (3 letters)
  - The date – MMDDYYYY
  - A letter to distinguish between multiple submissions on the same day

  Click on the Help icon for field help for the Referral # field.
- **Collection Date** – The default is the current date. To change, use one of the following methods:
  - Select date from calendar at end of field.
  - Type "I-3" for 3 days before the current date and press Tab key.
  - Manually enter date: format: mm/dd/yyyy

[Create New Submission] Click, to go to Collection Information screen to start a new lab submission for your samples.

- Collection Information Section –

2 **COLLECTION SITE INFORMATION**

Enter information about the collection site using one of the following methods.

Method A – Search Button

a. Click to display the Premises Search screen.
b. Enter criteria into the appropriate fields.
c. Click on Search to display the search results.
d. Select premises by clicking in round button to left of it.
e. Click on Select button.
f. Information found in the database auto-fills the Collection Site Information fields.

[Cancel] Click, to stop a search & return to Collection Site Information block.

[Reset Fields] Click, to clear search criteria.

Method B – Prem ID & Find Prem ID/Plant # Button

a. Enter Prem ID into Prem ID field.
b. Click on Find Prem ID/Plant # button.
c. Information found in the database auto-fills the Collection Site Information fields.

Method C – FSIS Plant # & Find Prem ID/Plant # Button

a. Enter FSIS (Food Safety Inspection Service) Plant # into the FSIS Plant # field.
b. Click on Find Prem ID/Plant # button.
c. Information found in the database auto-fills the Collection Site Information fields.

Method D – Manually Enter Data

If Methods A – C did not auto-fill the fields, manually enter information.

- **Collection Site Type** – Classification of site where specimens were collected (e.g. Slaughter Plant, Renderer, On Farm, Public Health Lab, Diagnostic Lab, 3D – 4D)
- **Business/Farm Name** – Familiar name of business or farm.
- **First Name / Last Name** – Name of site primary contact. Note: Either Business/Farm name or name of primary contact is required. You can enter both. Click on Help icon for assistance.
- **Street / City / State / Zip** – Address of business or farm.
- **Latitude (N) / Longitude (W)** – Northern/Western geographic coordinates of the Premises main gate where the animal last resided.
- **Phone / Fax / Email** – Contact information for site primary contact.

3 **COLLECTED BY INFORMATION**

Enter information about the collector using one of the methods listed below.

Method A – Search Button

a. Click on search button to display the Person Search screen.
b. Enter criteria into the appropriate fields.
c. Click on Search to display the search results.
d. Select person by clicking in round button to left of the name.
e. Click on Select button.
f. Information found in the database auto-fills the Collected By Information fields.

[Cancel] Click, to stop a search and return to the Collected By Information block.

[Reset Fields] Click, to clear search criteria.

Method B – Are you the Collector? Yes No

a. If you are the Collector, click in the round button next to Yes.
b. The Collected By fields auto-fill with your information.

Create Lab Submission (continued)

Method C – Manually Enter Data

If Methods A & B did not auto-fill the fields, manually enter information.

- **Business Name** – The familiar name of business with which collector is associated.
- **First Name/Last Name** – The name of collector.
- **Street/City/State/Zip** – The address of collector.
- **Phone/Fax/Email** – The contact information for collector.

Is the Collector also the Submitter?*: Yes No If Yes, the Submitted By Information fields are auto-filled. Note: The information is not displayed at this time. If No is selected, a Submitted By screen is displayed.

4 SUBMITTED BY INFORMATION

Enter sample submitter information using one of the following methods.

Method A – Search Button

a. Click on the search button to display the Person Search screen.
b. Enter criteria into the appropriate fields.
c. Click on Search to display the search results.
d. Select person by clicking in round button to left of the name.
e. Click on Select button.
f. Information found in the database auto-fills the Submitted By Information fields.

Cancel Click, to stop a search and return to the Submitted By Information block.

Reset Fields Click, to clear search criteria.

Method B – Is the Collector also the Submitter?*: Yes No

a. If the Collector is also Submitter, click in round button next to Yes.
b. The Submitted By fields auto-fill with the Collector's information.

Method C – Manually Enter Data

If Methods A & B did not auto-fill the fields, manually enter information.

- **Business Name** – Familiar name of business with which submitter is associated.
- **First Name/Last Name** – Name of person submitting the samples.
- **Street/City/State/Zip** – Address of submitter.
- **Phone/Fax/Email** – The contact information for submitter.

5 REFERRAL DETAILS

Enter general information about the samples associated with this VSLS record.

- **Number of Samples** – Enter the number of samples associated with this VSLS record that will be sent to a laboratory for testing.
- **Preservation** – Select from the menu the type of preservation that will be used to ship the samples to the laboratory (Ice Pack or Other).

Auto-Sequence Sample IDs?*: Yes No If you want the sample barcode IDs to automatically number in sequence, click in the round button next to Yes. If you do not want this functionality, click in the No button.

6 COMMENTS

Add observations, concerns, or remarks regarding this VSLS record.
Note: If Preservation Method in Referral Details section is Other, a comment must be entered in this field to describe the preservation method.

Save and Continue >> Click, to save data and proceed to Sample Information screen.

<< Previous Screen Click, to go back to the Welcome/Home screen.

Delete This Submission Click, to remove entire VSLS record.

- Sample Information Section -

7 SAMPLE INFORMATION

Enter information related to the collected samples.

- **BSE Sample ID** – A barcode value that uniquely identifies a sample.
- **Sequence #** – A value that is manually entered or auto-sequenced to help you organize samples. (Starts at 1 and increments by 1 for every subsequent sample.)
- **Submission Reason** – Select motivation for taking sample from the menu. Choices are listed in the following table.

▪ Highly Suspicious for BSE	▪ Nonambulatory/Disabled/Downer
▪ FSIS, antemortem condemned cattle	▪ Other clinical signs possibly associated with BSE as noted below
▪ Rabies suspect	▪ Dead
▪ CNS Signs	

- **Determinater** – The title of the individual who determined both the reason for the submission and the clinical signs of the subject.
- **Other Determinater** – If the Determinater is "Other", enter title of individual in this field.

8 OWNER INFORMATION (Expand/Collapse)

Enter information related to the owner of the animals as well as information about the animals into the appropriate fields.

- **Business** – Familiar name of business where the animal last resided.
- **First Name / Last Name** – Full name of owner.
- **Street / City / State / Zip** – Address of facility where the animal resided. Click on ? for additional information about the State field.
- **County** – County in which animal resided.
- **Country (If not USA)** – Country in which animal resided (if not USA). Click on ? for additional field information.
- **Latitude (N) / Longitude (W)** – Northern/Western geographic coordinates of the main gate of the premises where the animal last resided.
- **Phone / Fax / Email** — Contact information for the owner.

Note: After the first sample is saved, the following pop-up message appears.
Owner same as last sample? Yes No

Click on Yes to auto-fill the owner fields if the animal from which the sample was collected has the same owner as the last animal entered. If you select No, you must manually enter owner information into the fields.

9 SLAUGHTER SITE INFORMATION Expand/Collapse

Enter information related to the plant where the animal was slaughtered.

Click, Yes, No, or N/A to the question "Slaughter site same as collection site ?" Slaughter site same as collection site? Yes No N/A

Yes – In order for the fields to auto-fill with collection site information, the collection site had to be identified as a Slaughter Plant in Create Lab Submission step 2.

No – The Slaughter Site Information fields are displayed for you to fill out. Refer to step 2 – Collection Site Information for field definitions and process steps (Note: Replace words Collection Site with Slaughter Site).

N/A – If the animal has not been or will not be slaughterd, select NA and all data fields collapse; no need to enter data in any fields.

USDA

BSE Program

Bovine Spongiform Encephalopathy

Veterinary Services Lab Submission (VSLS) using a Web Form

Create Lab Submission (continued)

10 ANIMAL INFORMATION

Enter information related to the suspect animal.

- **Breed** – A special type of animal within a species. Select from menu a common breed such as Holstein, or an uncommon breed such as Belgian Blue, or select Unknown.
- **Primary Colors** – Manually enter the main colors of the animal.
- **Age** – Manually enter numeric age of the animal. Select either Years or Months from menu. Also select whether age is Estimated or Recorded.
- **Dentition** – Has 2nd set of incisors (teeth) erupted? Select Yes or No.
- **Gender/Neutered** – There are two fields, side-by-side.
  Gender: The sex of the animal. Select from menu: Male, Female, or Unknown.
  Neutered: Has the animal been castrated or spayed (neutered)? Select from menu: Neutered, Not Neutered, or Unknown.
- **Country of Origin (If not USA)** – If animal did not originate in the United States, select from menu either Canada or Mexico.

11 ANIMAL ID DETAILS

Enter information related to the identification of the animal. Note: An animal can have several forms of identification.

- **Animal ID Value** – Manually enter the alpha-numeric value from the identifying device.
- **ID Types** – There are several kinds of identification devices. Select one kind from the menu that includes:

▪ Official USDA Tag	▪ Collection Site Tracking
▪ FSIS Condemnation Tag (must start with letter Z)	▪ Slaughter Tracking
▪ Owner Ear Tag	▪ Back Tag
▪ Other ID Type	▪ Microchip

[Add Another Animal ID] Click, to add another Animal ID and ID Type.

Click, to delete the Animal ID and associated ID Type next to the trash can icon. The message "Are you sure you want to delete this Animal ID?" appears, to verify it is the action you desire. Click OK to continue with the deletion, or click Cancel to abort the deletion.

12 CLINICAL SIGNS

There are three areas on the screen to collect the clinical signs an animal may exhibit. Select all that apply.

- Clinical Signs – Click in checkbox next to signs animal is exhibiting. Examples: Circling, excessive licking, excitable, paralysis …
- Clinical Signs – Additional Info – Condition(s) – Select whether the condition is progressive (Yes, No, Don't Know) and if the animal DID NOT respond to treatment (Yes, No, Don't Know). A Yes selection means that the animal did not respond to treatment.
- Additional Clinical Signs – Click in checkbox next to signs animal is exhibiting.

Examples: Depressed, loss of weight over time, dead of unknown cause …

13 FSIS CONDEMNATION CODES

If the Submission Reason selected in step 7 was "FSIS Antemortem Condemned Cattle", you are required to fill out the FSIS Condemnation Code if the FSIS (Food Safety & Inspection Service) has made a designation.

Select a code based on the FSIS designation from the menu. Examples of the codes are: Arthritis (201), Dead (603) and Pneumonia (208).

14 COMMENTS

Enter remarks relevant to the samples if appropriate. Note: If you chose "Other" for Additional Clinical Signs, enter the name of the clinical sign in the Comments field.

15 SAMPLES LIST

This list displays, in table format, the sample information you entered. (Note: Samples List does not display until you click on Save & Add Another Sample button.) The information includes:

- **Sequence# (Seq#)**
- **Sample ID**
- **Submission Reason**
- **Breed**
- **Age**
- **Gender**

Refer to Create Lab Submission steps 7 and 10 for field definitions.

Click in round button next to a sample to edit, copy, or delete it.

[Edit] Click, to modify sample information.

[Copy] Click, to copy the Slaughter Site data if applicable, Submission Reason, and Determinater into a new sample record.

[Delete] Click, to delete the sample from the list.

[Save and Add Another Sample] Click, to save information for a sample. A message "Sample successfully saved" is displayed, and the sample information fields are redisplayed to enter information about another sample.

[Save and Continue >>] Click, to save sample information, and proceed to the Review Submission screen.

[Continue >>] Click, to go to Review Submission screen without saving information.

[<< Previous Screen] Click, to go to previous screen without saving data.

[Delete This Submission] Click, to delete the entire VSLS record.

16 REVIEW SUBMISSION

This screen displays all of the information you entered into this particular VSLS record. You can review all information and edit most fields if necessary before submitting the information.

- **Submission Information:** Program, Submission Status, Referral # and Collection Date are displayed. Referral # and Collection Date can be modified.
- **Collection Information:** Click on the Edit button to modify information such as Collection Site Information, Collected By Information, Submitted By Information, and Comments.
- **Samples List:** Select a sample by clicking in the round button to the left of the Seq #. You can then perform any of the following:

[Edit] Click, to modify information. After you modify it, click on Save & Continue button to save the change and go back to the Review Submission screen.

[Delete] Click, to delete the entire VSLS record.

[Add New Sample] Click, to add a new sample. After adding it, click on Save & Continue button to save the new addition and go back to the Review Submission screen.

Create Lab Submission (continued)

At the end of the Review Submission screen, Laboratory Information fields are displayed. Enter appropriate information.

- **Laboratory Information**
  - Testing Laboratory – Name of lab that will test the samples associated with this VSLS record. Select a lab from the menu.
  - Shipping Date – Actual date samples were shipped to the laboratory. Select date from calendar at end of field.
  - Tracking Number – A unique number assigned by the courier to enable package tracking.
  - Number of Samples – The number of samples associated with this VSLS record that were sent to the lab for test. The number is auto-filled from previously entered information; however, it can be changed if necessary.
  - Preservation – The type of packaging used to preserve the samples during shipping; for example: ice pack. This field is auto-filled from information entered in Create Lab Submission step 5, and it can not be changed here.

The following buttons are now available. Click on the appropriate button to perform the desired action.

[Save Submission] Click, to save the information in the VSLS record (This only saves your info; it does not submit the VSLS record).

[Complete Submission] Click, to save and submit the entire VSLS record. The message "The submission was completed successfully" is displayed.

WARNING: Once you mark a submission complete, the data is available for reporting & the assigned lab can enter test results.

If you need to edit the submission AFTER it has been completed:

- *Click* [Edit This Submission].
  Note: The submission LOCKS while you are editing the data; no one else can modify it while it is locked.
- *When your edits are complete, click* [Save and Continue >>].
- *The message "The submission updates were successfully saved" is displayed.*
- *In order to UNLOCK the submission when you are done editing, you must click* [Finish Editing Submission].

[Delete This Submission] Click, to delete the entire VSLS record.

[<< Previous Screen] Click, to go to last screen accessed (Note: Data will not be saved).

After you complete the submission, the following buttons are available at the bottom of the Review Submission screen.

[View Sample Information] Click, to view sample information after selecting a sample.

[Edit This Submission] Click, to edit info. in the completed VSLS record.

[Print Packing Slip] Click, to print Packing Slip; then place in package with samples.

Contents of the Packing Slip
- Program name
- Referral #
- Submission Information (Submitted By, Phone, Date Submitted, Date Collected, and Submitted to Lab name)
- Remarks
- Sample List (Total # of Samples, Seq#s, Sample Barcodes, Submission Reason, Breed, Age, and Sex)

[Print Form] Click, to view and print the completed VSLS record.

[Finish] Click, to return to the Welcome/Home screen.

Action #2
Review Lab Submissions

Click on the Review Lab Submissions action item on the Welcome/Home screen.

1 SEARCH CRITERIA

Click on ? in the Search Criteria heading to see detailed instructions for entering search criteria. The instructions address criteria in menu fields, text fields, and date fields. To narrow your search, enter more criteria.

- **Program –** Select BSE Ongoing Surveillance Program from the menu.
- **Referral # –** Default is wildcard %. Follow the help instructions ? for text field entry.
- **Collection Date Between -** The default is blank. You can use the first calendar icon to insert the beginning date of the search and the second calendar icon for the ending date of the search.
- **BSE Sample ID -** Default is wildcard %. If you know the barcode, you can enter it in this field.
- **Collection State –** Can select the state in which the sample collection occurred by choosing a state code (e.g. TX for Texas) from the menu.
- **Animal ID -** Default is wildcard %.
- **Submitted By (Last, First) -** Default is wildcard %. If you know the name of the submitter, you can enter it in this field.
- **Submission Status –** Can select a value from the menu.
  - Incomplete: A lab submission record is in process and not yet submitted.
  - Submitted to Lab: A lab submission record has been submitted and physical specimens sent to a lab for testing.
  - Results Approved: A lab submission record has been submitted; physical specimens sent to the lab; the lab tested the specimens and entered lab results.
- **Collection Site Name –** Default is wildcard %. Can enter name of collection site if you know it. Follow help instructions for text field data-entry tips.
- **Test Lab –** Can select name of the lab performing tests on the samples from the menu.
- **Lab Accession # -** Default is wildcard %. Can enter lab accession number if you know it.

[Search] Click, for a list of all lab submissions that meet search criteria.

[Reset Search Criteria] Click, to clear the search criteria fields and display the defaults; you can now enter new search criteria.

[Cancel] Click, to stop the search and return to the Welcome/Home screen.

2 SEARCH RESULTS

A list of the lab submissions that meet your criteria is displayed in the Search Results block. If you do not see the submission you are looking for, check to see if there is a [View Next] button. This indicates that there are more submissions on the next page.

Click on the View Next button to see the continued list. You will now notice that there is a [View Previous] button to help you navigate between pages of the Search Results list.

Click on ? in the Search Results heading to see detailed instructions for sorting search results.

Changing the sort direction of the results list:

Click on a column header (Referral #, Collection Date, Collection State, Submission Status or Date Submitted), then click on the arrow icon.

- If the up arrow icon displays, the records sort in ascending order (lower to higher).
- If the down arrow icon displays, the records sort in descending order (higher to lower).

Once you find the desired lab submission record:

- **Select the record** by clicking in the round button to the left it.
- **Click on one of the buttons below** to perform the appropriate action.

[Review Submission] Click, to display the lab submission record.

[Cancel] Click, to exit search environment &go to Welcome/Home Screen.

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Veterinary Services Lab Submission (VSLS) using a Web Form

Review Lab Submissions (continued)

If you clicked on Review Submission:

Other buttons become available depending on the submission status.

- **Submitted to Lab status**

View Sample Information — Click, to review the sample records.

Edit This Submission — Click, to edit info. in the completed VSLS record.

Print Packing Slip — Click to view and print the Packing Slip.

Print Form — Click to print the entire selected VSLS record.

<< Previous Screen OR Finish — Click, to go to Search Criteria/Search Results screen.

- **Incomplete status**

Edit — Click, to edit the Collection Information.

Edit | Delete | Add New Sample — Click, on one of the buttons to the left to edit, delete or add a sample to the samples list.

Save Submission | Complete Submission | Delete This Submission | << Previous Screen

Click on the appropriate button above to save edits to the VSLS record; complete the lab submission record; delete the entire VSLS record; or return to the Search Criteria /Search Results screen.

- **Results Approved**

View Sample Information — Click, to view the sample record.

Edit This Submission — Click, to edit info. in the completed VSLS record.

Print Packing Slip — Click, to view and print the Packing Slip.

Print Form — Click, to print the entire selected VSLS record.

View Lab Results — Click, to view Lab Results.

<< Previous Screen — Click, to go to the Search Criteria/Search Results screen

Action #3 - Enter Lab Results

Click on Enter Lab Results action item on VSLS Welcome/Home screen.

1 SEARCH FOR and SELECT RECORD

Use search techniques described in Action #2 – Review Lab Submissions. Only records in the Submitted to Lab and Results Approved status can be edited to enter lab results. Click Enter Lab Results to display the screen.

2 SELECT USER LAB

Acting on behalf of lab . . . Menu displays all labs assigned to you. Select the appropriate lab. Note: This screen is only displayed if you are assigned to more than one lab.

Select Lab — Click, when the correct lab displays in the field.

<< Previous Screen — Click, if you decide not to choose a lab.

3 SUBMISSION INFORMATION

- **Program** – BSE Ongoing Surveillance Program.
- **Referral #** – Refer to Action #1 – Create Lab Submission, step 1 for definition.
- **Collection Date** - Refer to Action #1 – Create Lab Submission, step 1 for definition.

Enter Lab Results (continued)

4 LAB INFORMATION

Enter information related to the lab that received the specimens for test.

- **Laboratory Name** – The name of the local lab that initially received the specimens to test (preliminary screening tests). Auto-filled based on the name of the lab selected during Action #1- Create Lab Submission, step 16.
- **Total # of Specimens** – The number of specimens associated with a particular VSLS record that were sent to the testing lab. Field is auto-filled with number of samples entered in Action #1- Create Lab Submission, step 5.
- **Conditions to Test for** – Auto-filled with BSE.
- **Date Specimens Received** – Date the testing laboratory received specimens. Select appropriate date from calendar icon.
- **Received By** – Enter name of person receiving the samples.

5 SPECIMEN LIST

Enter test results and related information for each specimen associated with the VSLS record.

If all test results are the same, click the checkbox to copy results.

Copy test results from the first specimen to the other specimens?

- **Seq #** – Auto-filled sequence # from the Sample Information in Action #1 – Create Lab Submission.
- **Specimen Barcode** – Unique barcode that identifies a specific specimen. Each specimen must have its own valid bar code.
- **Lab Accession #** – A value assigned by the lab to help them organize the specimens and associated test entries. It can be manually entered or auto-sequenced.
- **Test Type** – The kind of test the lab used on the specimen. Select from the following menu choices:

ELISA	Western Blot
IHC	Electron Microscopy
Histopathology	NONIHC

- **Test Result** – The outcome of the test. Select from the following menu choices:

Not Detected	Not Tested – WAL (Wrong Anatomical Location)
ND/Not Obex	Not Tested – TDPAO (Tissue Degen Prevent Anat Orientation)
Inconclusive	Not Tested – IQ (Insufficient Quantity)
Positive	Not Tested – SNR (Sample not Received)
Not tested – ATD (Advanced Tissue Decomposition)	Not Tested – Other

- **Test Date** – Date specimen was tested. Select appropriate date from calendar icon next to field.

Enter Lab Results (continued)

- **Final Result** – The final test determination for the specimen. Select from the following menu choices:

▪ Not Detected	▪ Positive
▪ ND/Not Obex	▪ Not tested
▪ Inclusive	

Select specimens in the list by clicking in the checkboxes next to them on the left-hand side. You can then click on the following buttons to perform other functions if desired.
Click on for more details about button functionality if necessary.

Add Tests to Specimens — Click, to add another test & associated information for a specimen. Click on to delete an added specimen record from the list.

Refer Specimens — Click, to refer specimens to another lab.

Clear Fields — Click, to clear entered data in the selected specimen records.

Use the following buttons to perform the desired next steps.

Save Lab Results — Click, to save entered test results. You can change results and save as many times as necessary at this point. Note: It is good practice to save results BEFORE referring specimens to a lab.

Save and Mark Lab Results Complete — Click, if you are done entering, modifying, and referring preliminary screening test information. This completes the test result data entry for your lab.

<< Previous Screen — Click, to go back to the Select User Lab screen or the Lab Submission Search screen.

6 REFER SPECIMENS

Select specimens, and click Refer Specimens to begin the process of referring specimens to another lab. *Note: For BSE, the ONLY lab set up to receive referred specimens is NVSL (National Vet Services Lab).*

- **Submitting Laboratory** – Lab that initially received the specimens and is sending them to another lab for testing. Field is auto-filled based on name entered in Action #1- Create Lab Submission, step 16.
- **Refer to Laboratory** – Lab that will receive specimens for testing.

Select Lab — Click, if default lab is correct. If it is not correct, select lab from menu & click on Select Lab button.

Change Refer to Lab — Click, to select a different lab if you have already clicked on the Select Lab button.

Select Specimens from the Original Specimens list (if you didn't select them before you checked on the Refer Specimens button).

Original Specimens Submitted to Colorado St Univ Vet Diag Lab			
☐	Seq #	Specimen Barcode	Lab Accession #
☐	1	10009267	1
☑	2	10009268	2

The selected specimens are automatically transferred to the Specimens to Refer to . . . list.

Specimens to Refer to National Vet Services Lab	
Specimen Barcode	Referred Date
10009268	05/23/2007

The date is filled in after you click on Refer Specimens button.

- **Referral Date** – The date specimens were referred to the lab. Default is current date. If incorrect, select another date from the calendar next to field.
- **Referral Reason** – Select from the menu the reason you are referring specimens to another lab.

Test Confirmation	If test results were inconclusive or positive, you must refer the specimen to NVSL for confirmatory testing.
Over Capacity	If laboratory cannot accept more work due to existing heavy workload, specimens can be referred to NVSL.
Redirected	If for reasons other than capacity, laboratory cannot accept specimens for test, specimens can be referred to NVSL.

- **Remarks** – Add additional information that will be useful to the laboratory receiving the specimens.

Refer Specimens — Click, to refer specimens to "Referred to Laboratory". The message " Specimens referred successfully" is displayed.

Save Referral Changes — Click, if you have changed the referral information after clicking on Refer Specimens button. The message "Specimens Referred Successfully" is displayed to let you know the changes were successfully transmitted. The new referral will be saved and sent to the lab. Changes can be made in this way until the receiving lab enters and saves test results for a specimen. At this point, that particular specimen can no longer be referred to another lab.

Delete This Referral — Click, to delete the referral you sent to other lab.

<< Previous Screen — Click, to return to the Lab Test Results screen.

Note: If you have referred documents to another lab, a Referred Specimen List is available at bottom of Lab Test Results screen.

Referred Specimen List: This list is on the Lab Test Results screen (previous screen). Click on arrow to display/hide associated information (Info includes: Referred to lab name, specimen bar code numbers, Edit Referred Specimens button, and Delete Lab Referral button).

Edit Referred Specimens — Click, to change the following: Refer to lab, Specimens to refer, Referral date, Referral reason, or Referral remarks.

Delete Lab Referral — Click, to delete the referral.

If you clicked on Edit Referred Specimens, the following buttons are available. Refer to descriptions above for button functionality.
Save Referral Changes | Delete This Referral | << Previous Screen

7 COMPLETE TEST RESULT ENTRY FOR YOUR LAB

Save Lab Results — Click, to save entered test results.

Save and Mark Lab Results Complete — Click, if you are done entering, modifying, and referring preliminary screening test information. This completes the test result data entry for your lab.

The following message is displayed.

The submission lab results were successfully completed!

<< Previous Screen — Click, to go back to the Select User Lab screen or the Lab Submission Search screen.

- End of Instructions -