



TEXAS A&M
TVMDL
VETERINARY MEDICAL
DIAGNOSTIC LABORATORY

Protecting Animal and Human Health through Diagnostics

Submission Form Guide

The Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) aims to provide clients with timely and accurate diagnostic testing services. The first step in testing is receiving the submission form and specimen. The more descriptive information provided on our submission form, the faster we can begin diagnostic work on the case. Download our fillable submission form at tvmdl.tamu.edu/forms/.



TVMDL Submission form
Document: 10741
Revision: 10

All samples submitted to TVMDL for testing become the property of the agency and may be tested as part of state/federal surveillance programs, utilized for research purposes and/or development of new assays. TVMDL is unable to return samples to the client unless prior arrangements are made and approved by the agency Director or designee.

College Station Lab PO Drawer 3040 483 Agronomy Rd College Station TX 77841-3040 College Station TX 77843-4471 Ph: 979-845-3414 Ph: 888-646-5623 Fax: 979-845-1794		Canyon Lab WT Box 60818 3209 Russell Long Blvd. Canyon, TX 79016 Canyon, TX 79016 Ph: 806-651-7478 Ph: 888-646-5624 Fax: 806-651-7477		Accession # _____ Client PO # _____ Assignments _____ Opened By _____ Carrier _____ Date Received _____ Comment _____
Owner _____ Research Agreement # _____ Address _____ City _____ State _____ Zip _____ E-mail _____ Phone # () _____ Fax # () _____		*** Information Below REQUIRED *** ACCOUNT # _____ Clinic _____ Address _____ City _____ State _____ Zip _____ E-mail _____ Phone # () _____ Fax # () _____		

Download & save the form with your practice's information & client account ID.

If questions arise during testing, we contact you via phone; List a number regularly checked.

Record the test procedures you are requesting here.

Note if a specimen is for EXPORT or if it affects a LEGAL case.

List specimens submitted.

The more detailed info given on the clinical signs of disease will aid proper test advice and/or selection.

DVM Signature : _____ A signature of an accredited veterinarian must be provided for release of results on regulatory disease tests.

Animal IDs _____ List Multiples Below

Check One Bovine Equine Porcine Caprine Ovine Canine Feline Avian Zoo/Wildlife Non-Animal Specimen

Sex: M F M-cast F-spay Breed _____ Age: _____ Yr Mo Day Fetus Weight : _____ Lb Kg (Check One)

Test(s) Requested : _____ For a complete list of tests see the website at <http://tvmdl.tamu.edu/>:

Check for Gross Necropsy only EXPORT CASE Yes Legal/Insured? Yes

Specimens Submitted: _____

If biopsy, was entire lesion submitted? Yes No

Clinical History (Please print) - (Clinical signs, Nutrition, Management, Environment, Vaccinations, Treatment, etc.)

Reporting individual animal results requires ID NUMBERS to be LISTED HERE or on an attached sheet.

Specimen Collection Date: _____ Previous TVMDL Case #: _____

Clinical Diagnosis: _____ **Results by: E-Mail Fax (Check One)

An accession fee is charged on all submissions. For a complete list of tests, pricing, and sample requirements, please visit <http://tvmdl.tamu.edu/>.

Supply Ordering: Please visit <https://tvmdl.tamu.edu/shipping/order-supplies/>

TVMDL USE ONLY: Small CRF Fee Small Box Large CRF Fee Large Box Large Styrofoam

Shipping with Southeast Vocational Alliance

The Southeast Vocational Alliance (SVA) is a non-profit, private freight and logistics organization that provides meaningful employment for people with disabilities and veterans. The SVA program offers customer service, a wide array of shipping options, and low shipping prices to all TVMDL clients, for all your shipments.

Program Benefits

- Clients can comparison shop real-time rates from FedEx and Lone Star Overnight (LSO).
- SVA has access to Federal shipping rates which are much lower than those for state entities or private businesses. For example, under this program clients can access these rates:
 - Up to 5lbs. via overnight by 10:30 am next day delivery (within Texas): UPS \$8.50; FedEx \$9.25.
 - Up to 5 lbs. next day ground commercial: FedEx \$8.00; LSO \$7.25.
- Tracking numbers from all carriers are stored in your SVA account for quick and easy tracking.
- Schedule pickups in the SVA portal and sign up to receive delivery notifications.
- Instead of handling separate invoices from each carrier, SVA will send clients a weekly consolidated bill for all shipments.
- SVA will audit invoices for accuracy, file lost freight claims, and provide dedicated customer service to address any questions or issues regarding shipping.
- There is no cost to sign up for this service. You do not pay a monthly fee to SVA or TVMDL. The only expense is the actual shipping charges incurred from FedEx or LSO.
- Clients can use this service to ship any package to any destination – not just TVMDL.

Access SVA One of Three Ways

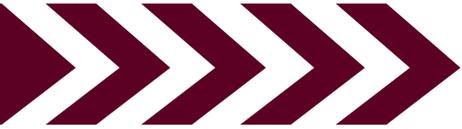
1. Log into the online SVA portal to view real time price comparisons, print labels, and schedule pickups.
2. Call, fax, or email SVA and a customer services representative will respond with pricing options, schedule carrier pickups, and email/ fax package labels.
3. Request pre-printed labels and have them sent to your office from SVA.

TVMDL has a successful working relationship with SVA and has the utmost confidence in their ability to meet the unique needs of our clients and our industry.

To sign up, visit tvmdl.tamu.edu/shipping/, email TVMDL@svalogistics.com or call 800-743-8440.



Volume Discount Rewards Program



TVMDL wants to formally recognize the importance of your business. The TVMDL Volume Discount Rewards Program provides an incentive to customers who utilize our services on a regular basis. This is our way of saying thank you for choosing TVMDL for all of your diagnostic testing needs. Call our Finance Section at 979.458.3207 for any questions.

GUIDELINES

Participation in the TVMDL Volume Discount Rewards Program provides a testing credit to our clients for dollars spent on your TVMDL invoice.

Participation in the program is available to any TVMDL customer who:

- reaches testing dollar volume limits established by the program;
- agrees to be part of this program;
- pays their invoice, in full (net 30 days) each month; and
- is approved by TVMDL and agrees to follow the terms and conditions of the Volume Discount Rewards Program.

Clients who reach limits outlined above and who meet eligibility requirements are automatically credited at the end of a calendar year.

DISCOUNT REWARD CATEGORIES

Preferred Account: 0.5% credit to your account for use in the next calendar year for any account that reaches \$15,000 in sales during the previous calendar year.

Silver Account: 1% credit to your account for use in the next calendar year for any account that reaches \$25,000 in sales during the previous calendar year.

Gold Account: 2% credit to your account for use in the next calendar year for any account that reaches \$50,000 in sales during the previous calendar year.

Platinum Account: 3% credit to your account for use in the next calendar year for any account that reaches \$75,000 in sales during the previous calendar year.

- Qualification for participation in the TVMDL Volume Discount Rewards Program is based upon customer's TVMDL account numbers. Customers may request that multiple accounts be combined. Such requests will be reviewed on a case-by-case basis and will not be unreasonably denied.
- Clients whose business is based on specific contracts, purchase orders or other negotiated discounts are not eligible for this program.
- Other laboratories that utilize TVMDL on behalf of their clients are not eligible for this program.
- Accounts receive credits based on their volume during the calendar year of January 1 to December 31. Credits are applied to a client's account at the end of a calendar year, for use by the client in the next calendar year. Credit expires one year after it is posted to a client's account.
- If an account is past due at the end of the calendar year, the credit earned for the year is forfeited.

TVMDL reserves the right, at its sole discretion, to change the program rules, regulations, benefits, conditions of participation or associated status benefits and/or any other term or condition that governs customer participation in the program, in whole or in part, at any time and without specific notice to the customer, even though such changes may affect the value of the credit already accumulated. TVMDL also reserves the right, at its sole discretion, to discontinue the program at any time without notice.

Tube Submission Reference Guide

Each test description in the online test catalog lists the proper sample submission, including collection container and shipping instructions. Follow the chart below and submit the sample in the correct tube. For individual test information, visit tvmdl.tamu.edu.

Serum



Plasma or Whole Blood

Once sample is added to anti-coagulant type tubes, IMMEDIATELY INVERT tube several times to prevent clotting.



Zinc Trace Mineral



Questions regarding sample type, shipping or test specific information can be answered by calling the laboratory. Discounted shipping services for TVMDL clients are available. Visit tvmdl.tamu.edu/shipping.

Proper Blood Smear Preparation

Although there have been substantial advances in benchtop hematology instrumentation for veterinary species, manual evaluation of a blood smear remains a vital part of a complete blood count (CBC). At TVMDL, all CBCs include manual blood smear examination by a highly skilled clinical pathology technician, a clinical pathologist, or both. Ideally, blood smear evaluation should be performed on a properly prepared blood smear to improve the assessment of all cell lines. Freshly prepared blood smears should be submitted with all EDTA blood for CBC tests.

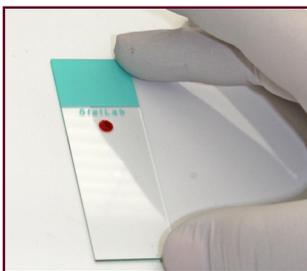
Blood smear evaluation can help confirm platelet and white blood cell counts, identify infectious agents, and characterize the morphology of all cell lines. Instrumentation lacks the ability to detect infectious agents, neoplastic cells, and certain morphology changes. In addition, certain organisms (i.e. *Mycoplasma felis*, previously known as *Hemobartonella felis*) can fall off red blood cells during transit to a diagnostic lab with prolonged contact with EDTA.

Prepare a proper blood smear:

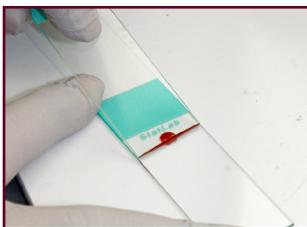
There are multiple methods to blood smear preparation. Each person may have their own preference/methods for success. When first learning, try multiple methods to determine which process works best for you. Blood smears are made using fresh blood or EDTA blood.



1. Using lens paper, gently wipe two glass slides to remove any dust or glass fragments. Place the glass slide on an even surface.

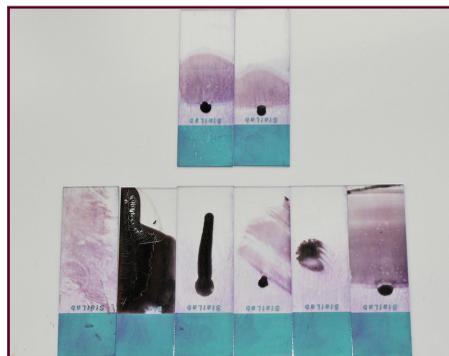


2. Mix blood thoroughly (if not a fresh sample). Place a small drop of blood on one end of one glass slide. Hold the bottom (frosted edge) of the slide with the thumb of your non-dominant hand.



3. Using your dominant hand, place the edge of the other slide at an approximately 35-45° angle on the first glass slide, in front of the blood drop. Using gentle pressure, gently pull the second slide back into the blood drop and allow the blood to spread to the edge of the slide.

Proper Blood Smear Preparation, cont.



The top two slides are prime examples of proper blood smears.

The bottom row displays poorly prepared blood smears.

- To spread the blood, rapidly but gently push the top slide forward through the remainder of the smear. It is important to keep gentle, equal pressure throughout the whole process, and do not lift the top slide before it reaches the edge of the bottom slide. A feathered edge should be present.
- After preparation, the smear should be labeled and dried (air dryer or waving method).

Blood smears can be examined by trained veterinary technicians, veterinarians, or sent to a diagnostic laboratory in conjunction with whole blood. When sending blood smears, ensure they are protected from formalin and cold packs. Blood smears are never to be refrigerated since warming to room temperature can cause condensation and cell lysis.

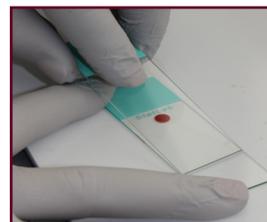
Alternative methods:



Pull vs. Push



Holding vs. Counter



Troubleshooting

Problem

- Too thick or too short
- Too thin or too long
- Streaking

Solution

- Try decreasing the angle of the spreader slide
- Try increasing the angle of the spreader slide
- Try cleaning the edge of the spreader slide

To view TVMDL's Clinical Pathology test offerings, visit tvmdl.tamu.edu.

Guide for Submitting Fungal Cultures



TVMDL sets up all fungal cases, including dermatophytes suspects, on multiple types of fungal culture media in order to optimize isolation.



DO SUBMIT: Fresh tissue biopsy in red top tube or similar sterile container - **NOT** floating in saline or broth.



DO SUBMIT: Hair plucked from the periphery of the skin lesion and submit in a clean or sterile container not a bacterial culturette.



If the patient does not have discrete areas of alopecia, a toothbrush that has been brushed over the patient's body, can be submitted.



Whenever possible, submit the actual clinical specimen, as DTM plates, jars, or slants, are often non-diagnostic.



Bacterial culturette swabs select for bacteria and make isolating fungal organisms more difficult.

Please include pertinent history including any anti-fungal treatment or pathology results. Fungal cultures can take up to 21 days as some organisms are slow growing. If you have any questions regarding fungal culture submissions, please give us a call.

TVMDL Makes Submitting Samples Easy

Digital Toxicology Service

Take the hassle out of shipping potentially toxic materials by using TVMDL's newest service. Submit an image for evaluation using your smartphone.



1. Capture images with any smartphone.



2. Submit microscopic images to: digitaltoxicology@tvmdl.tamu.edu or using the TVMDL Mobile phone application.



3. Receive preliminary results in 1 to 5 business days without shipping materials to the laboratory.

\$15 | Per item identified

Digital Cytology Service

Do you need cytology results fast? The digital cytology service allows clients to email slide images and receive preliminary results within an hour.



1. Capture slide images with any smart phone, camera eye piece adapters, or built-in microscope cameras.



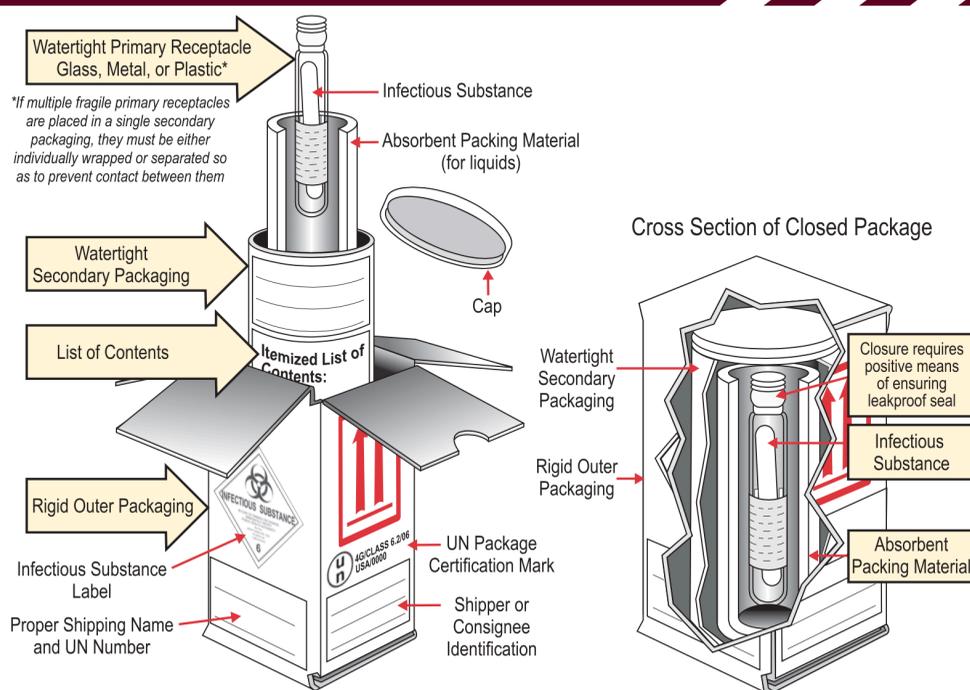
2. Submit microscopic images to: digitalcytology@tvmdl.tamu.edu or using the TVMDL Mobile phone application.



3. Receive cytologic interpretation within an hour.

\$65 | Price includes full cytologic evaluation of glass slides

Sample Shipping Guide



This illustration shows how to properly package a Category B infectious substance.

Source: U.S. Department of Transportation

There are four steps to safely preparing a sample to send to TVMDL: classify your sample, package your sample, mark or label the package, and document your shipment.

Step 1: Classify your sample

Category A infectious substance: Infectious substance in a form that, when exposure to it occurs, is capable of causing permanent disability, life threatening, or fatal disease in otherwise healthy humans or animals (IATA Dangerous Goods Regulations §3.6.2.2.1). For examples of Category A infectious substances, visit <http://tvmdl.tamu.edu/library/files/Table36D.pdf>. If you suspect you have a Category A infectious substance, please contact us at (979) 845-3414 or (888) 646-5623.

Category B infectious substance: An infectious substance that is transported in a form that, when exposure to it occurs is NOT capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy humans or animals. TVMDL recommends all suspect infectious disease shipments be classified and shipped as a Biological Substance Category B.

Exempt animal specimen: Specimen collected directly from animals for research, diagnosis, disease treatment and prevention which there is a minimal likelihood that pathogens are present. Examples include: chemistry panel, CBC, endocrine testing, surveillance serology, export or movement testing, and vaccine titer.

Step 2: Package your sample

The packaging must consist of three components: a primary receptacle, secondary packaging, and a rigid outer packaging.

Primary receptacles must be packed in secondary packaging in such a way that, under normal conditions of transport, they cannot break, be punctured, or leak their contents into the secondary packaging.



Sample Shipping Guide, cont.

Secondary packaging must be secured in outer packaging with suitable cushioning material. Any leakage of the contents must not compromise the integrity of the cushioning material or of the outer packaging.

An itemized list of contents is enclosed between the secondary and outer packaging. A properly completed TVMDL submission form may be used for this purpose.

At least one surface of the outer packaging has a minimum dimension of 100 mm x 100 mm (4 inches x 4 inches).

Cold packs, dry ice or other refrigerant, if needed, may be placed around the secondary packaging, but must not compromise the paperwork or inner/outer containers upon melting, sweating, etc.

For Liquid Substances:

- The primary receptacle is leak-proof;
- The secondary packaging is leak-proof;
- Absorbent material is in sufficient quantity to absorb the entire contents placed between the primary and secondary packaging;
- If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated so as to prevent contact between them.

For Solid Substances:

- The primary receptacle is sift-proof;
- The secondary packaging is sift-proof;
- If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated so as to prevent contact between them.

Step 3. Mark or label your package

The outer packaging must have the following information:

- The name, address, and telephone number of a responsible person on the waybill or on the package.
- The shipper's and consignee's addresses.
- For "Biological Substance, Category B", this label must be present in letters at least 6 mm high and must be marked on the outer package adjacent to a diamond-shaped UN3373 label.
- For "Exempt Animal Specimen", this label must be present on the outer package in letters at least 6 mm high. NOTE: this classification still requires proper packaging (see Step 2 above).
- If packaged with dry ice, a Class 9 label, including UN1845 label, and net weight.

Step 4. Document your shipment.

- A Shipper's Declaration is NOT required.
- Air Waybill — If applicable, the text "Biological Substance, Category B" and "UN 3373" should be documented on the waybill.
- If shipping with dry ice, UN 1845 and net weight of dry ice must be indicated.

Call any of TVMDL's four locations for questions about shipping samples.

CoreOne TVMDL Portal

Using the CoreOne TVMDL Portal, you can:

- Create submissions
- Upload the TVMDL Microsoft® Excel spreadsheet template for bulk testing
- View and pay account charges

Dashboard

Upon login, you will see the home screen dashboard. This dashboard gives you a bird's eye view of your current and past accessions. Here, you can **1.** View submissions you have started, but have yet to submit, **2.** Create a new submission **3.** View the number of accessions you have in progress, **4.** View your current account balance and pay a specific amount, and **5.** View your most recent submissions and their status within the laboratory.

The screenshot displays the CoreOne TVMDL Portal interface for 'Tester Vet Clinic'. At the top, there are navigation tabs: Home, Submissions, Animal Upload, and Charges. The main dashboard area features three summary cards: 1. '11 To Be Submitted' (with a plus icon), 2. '132 Currently In Progress' (with a shield icon and a minus icon), and 3. 'PayPal Make Payment' (with a balance of \$11,947.01). Below these is a 'Most Recent Submissions' table with 5 columns: Reference #, Specimens, Status, and Requested Tests. The table lists various test results, including 'Awaiting data entry', 'Finalized', and 'MRT processed' for different reference numbers and specimen counts.

Reference #	Specimens	Status	Requested Tests
A19057002	2	Awaiting data entry	Abortion Panel - Bovine Serology Comprehensive
A19056095	1	Awaiting data entry	Campylobacter fetus Differentiation (rPCR)
C19056083	1	Awaiting data entry	
C19056056	1	Finalized	Feline Leukemia Virus (ELISA), Feline Immunodeficiency Virus (ELISA), Feline Parvovirus (IIF), Feline Coronavirus (IFA), Feline Calicivirus (VN), Feline Herpesvirus (VN), Feline Calicivirus, Herpesvirus, & Parvovirus Titer Panel (VN & HI), Sick Cat Panel (ELISA & IFA), Feline Leukemia Virus (IFA) (Reference)
A19056020	10	Finalized	Bacterial Identification - Livestock (Aerobic & Anaerobic Culture), Antibiotic Susceptibility - Food Animal (Kirby-Bauer)
A19056022	2	MRT processed	Bacterial Identification - Livestock (Aerobic & Anaerobic Culture), Antibiotic Susceptibility - Food Animal (Kirby-Bauer), Antimicrobial Susceptibility - Food Animal (MIC), Antimicrobial Susceptibility - Companion Animal (MIC)
C19056020	1	Awaiting data entry	Canine Distemper Virus IgG (IFA)
C19056018	2	MRT processed	Chemistry Profile - Small Animal, CBC - Small Animal
C19056016	3	Awaiting data entry	Avian Influenza Matrix (rPCR), Anaplasma marginale (rPCR), Bovine B4 Export Multitox (rPCR), Bovine Leukemia Virus (rPCR), Bluetongue & Epizootic Hemorrhagic Disease Virus Multiplex (rPCR), Bluetongue Virus (rPCR), Bluetongue Virus Serotyping (rPCR), Bovine Herpesvirus Type 1 (rPCR), African Swine Fever Virus (rPCR), Avian Influenza Virus Subtype H5 (rPCR), Avian Influenza Virus Subtype H7 (rPCR), Avian Paramyxovirus Type 1 Matrix (rPCR), Babesia spp. (rPCR), Bordetella bronchiseptica (rPCR), Borrelia spp. (rPCR), Bovine Coronavirus (rPCR), Toxoplasma gondii (rPCR), Avian Bornavirus (PCR) (Reference), Avian Polyomavirus (PCR) (Reference)
C19056010	2	Case released	Canine Vaccine Panel (ELISA), Canine Distemper & Parvovirus Antibody Titer Panel (IFA & HI), Equine Influenza Virus Antibody Titer Panel (IIF), Vesicular Stomatitis Virus Panel @ 1:12 Dilution (VN), Vesicular Stomatitis Virus Panel (VN), Feline Calicivirus, Herpesvirus, & Parvovirus Titer Panel (VN & HI), Sick Cat Panel (ELISA & IFA)

Submissions

To create or view current and past submissions, click on the “Submissions” tab toward the top of the screen.

On the Submissions home screen, there are three tabs. The “In Progress” tab shows all submissions you have started, but have yet to submit. The “Submitted” tab shows all submissions you have submitted to TVMDL and the “Lab Complete” tab all preliminary and final reports available for each accession.

When creating new submissions, the more information you can include, the better. Although some fields are not required, please include as much information about your submission as possible.

Once a submission is created, a submittal form is automatically generated. This form should be sent with your specimen shipment.



Uploading the TVMDL Microsoft® Excel Template for Bulk Testing

TVMDL has created a Microsoft® Excel Template clients can use when testing a large group of animals. On the “Animal Upload” button, you can access a Microsoft® Excel spreadsheet. Click on the template link to download the file.

On the spreadsheet, enter all animals on the first tab, review the spreadsheet’s short codes on the second tab, and if you have any questions, refer to the instructions on the third tab. Save the spreadsheet and upload it to the portal using either the “Upload Animals” button or the “Animal Upload” option in the top menu. This is the quicker option for bulk testing as opposed to manually entering every animal. This feature will only work if the TVMDL spreadsheet template is used.

Viewing and Paying Charges

To view and pay charges, click on the “Charges” tab in the top menu.

Here, you can view all your current, unpaid charges. You can see a submission’s invoice number, the submission’s date, the date your invoice is due, any accredited amounts, the outstanding amount on an invoice and the total charge. You also have the option to view a charge in detail, view the charge’s invoice, or pay the charge. As a note, each of these invoices refers to a specific accession. TVMDL will generate a statement at the end of each month that will cover all your accessions from the past month. You will have the ability to pay for all accessions from that statement.

For all questions regarding CoreOne TVMDL portal, click on the “Help” tab in the top menu to access online resources or call the College Station laboratory at 1.888.646.5623.



TEXAS A&M
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VETERINARY MEDICAL
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Center Laboratory
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Sam and Sally Glass Poultry Diagnostic Laboratory
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Protecting Animal and Human Health through Diagnostics