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LABORATORY SCIENCES

US ARMY PUBLIC HEALTH COMMAND REGION-EUROPE

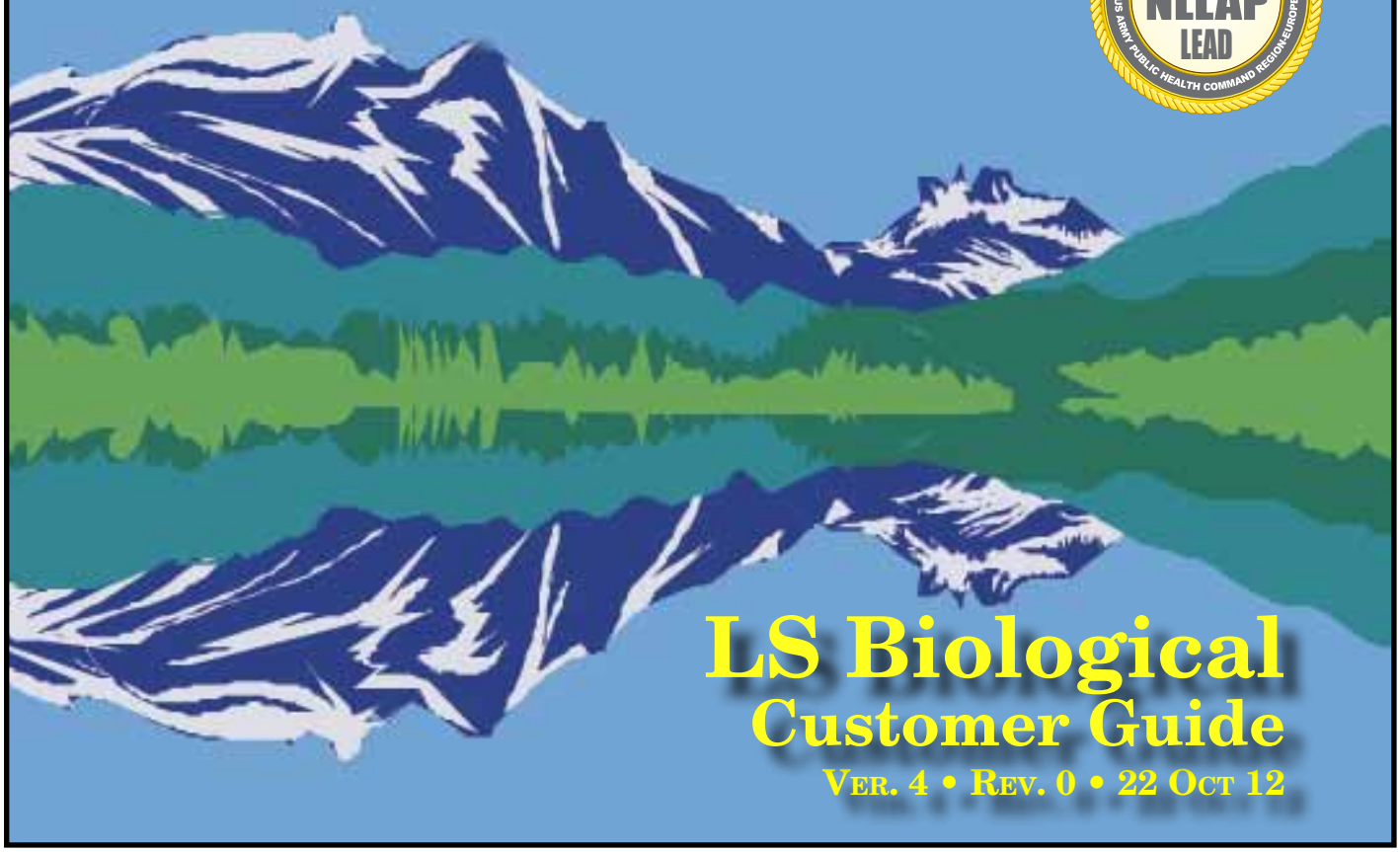
SUPERBIA IN RE GERENDA

LABORATORY SCIENCES ISO 17025:2005 ACCREDITED IEC US ARMY PUBLIC HEALTH COMMAND REGION-EUROPE

LABORATORY SCIENCES DIN EN 9001:2008 REGISTERED ISO US ARMY PUBLIC HEALTH COMMAND REGION-EUROPE

LABORATORY SCIENCES DIN EN 14001:2009 REGISTERED ISO US ARMY PUBLIC HEALTH COMMAND REGION-EUROPE

LABORATORY SCIENCES EPA NLLAP LEAD US ARMY PUBLIC HEALTH COMMAND REGION-EUROPE



LS Biological
Customer Guide

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Foreword

The LS Biological Customer Guide (BCG) is designed to provide a user friendly reference on LS procedures and policies. The LS BCG is designed for use with Adobe Acrobat Reader 7 (or greater) Portable Document Format (PDF) with embedded hyper links to external web sites, email addresses, download links, and internal bookmarks for ease of use. External links, (web sites, downloads, and email addresses) are indicated in **underlined blue text** and internal **bookmarks** appear on the left side of the PDF document, and **hyperlinks** are indicated by **bold blue text**. Clicking on either of these links will take you directly to the web site, download the linked form or launch an email, or forward you to the referenced section of the LS Biological Customer Guide.

All text in the Table of Contents (TOC) [pages 1 through 5] of the LS Biological Customer Guide are hyperlinks. Clicking on any entry listed in the TOC will take you directly to that section in the LS Quality Manual (QM). All pages have a Table of Contents hyperlink (**TOC**) in the upper center of the page. Clicking on this link will take you to the referenced section for quick access to the other TOC links.

Disclaimers

The LS Biological Customer Guide is provided in both controlled (LS staff use) and uncontrolled (customer use) copy formats. Due to the wide geographic distribution and turnover in customers (e.g., deployment) LS does not maintain a list of recipients and automatically provide updated copies. The contents of the LS Biological Customer Guide are subject to change based on method revisions, updates or changes. LS is not responsible for any sampling errors incurred by the customer. Please routinely visit the USAPHCR-Europe web site to ensure you are using the current revision of the LS Biological Customer Guide. You can download your copy at our web site.

PHCR-Europe LS Biological Customer Guide

USAPHCR-Europe Laboratory Sciences Established

The USAPHCR-Europe Laboratory Sciences (LS) group, under the direction of the LS Laboratory Director, became operational on 07 September 2010 upon successful integration of the legacy Department of Laboratory Sciences and Veterinary Laboratory Europe. The newly established Laboratory Sciences group of the USAPHCR-Europe encompassed six divisions (Customer Support Division [CSD], Inorganic Chemistry Division [ICD], Micro & Molecular Biology Division [MMBD], Organic Chemistry Division [OCD], Quality Assurance Division [QAD] and Veterinary Pathology Division [VPD]). Group personnel include: 59 Full Time Equivalent (FTE) staff (18-military: 3 officers & 15 enlisted, 20-Department of the Army (DA) civilians, 1-Military Spouse Preference (MSP) and 1-Family Member Preference (FMP) civilian, 11-Local National (LN) civilians and 8-Oak Ridge Institute for Science and Education [ORISE] Professional Associates).

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USAPHCR-Europe Laboratory Sciences' Mission Statement

Provide sound science for risk-based decision making based on honest, ethical data reporting.

The USAPHCR-Europe Laboratory Sciences group maintains an **ISO** / **IEC** 17025:2005 nationally and internationally accredited laboratory, operating under an DIN EN ISO 9001:2008 Registered Quality Management System and an DIN EN ISO 14001:2009 Registered Environmental Management System. These Internationally recognized Accreditations and Registrations comprise the LS Quality System (QS) and serve as the backbone that enables us to provide quality biological and environmental laboratory services supporting the Public Health Programs of our National Military Strategy in the U.S. European Command (**EUCOM**), U.S. Central Command (**CENTCOM**), and U.S. Africa Command (**AFRICOM**) areas of responsibility.

Laboratory Sciences' Quality Policy

The Laboratory Sciences' (LS) Quality Policy is the foundation upon which LS' past and future success has and will continue to be achieved and is an accurate representation of top management's vision, strategy, and commitment to Quality.

The purpose of the Quality Management System (QMS), that encompasses all aspects of the ISO / IEC 17025:2005, DIN EN ISO 9001:2008, and DIN EN ISO 14001:2009 Standards, is to provide a defined Quality framework for all LS employees to work within that highlights their relevance and importance in the system and organization, guides them in their daily work-related duties and decision-making, and defines ethical rules and boundaries. This type of management system creates an open and honest work environment that promotes trust in the QMS and the Management Review Team (MRT) and is flexible enough to allow growth through implementation of identified Opportunities for Improvement (OFI).

The LS MRT is fully committed to the achievement of the following goals:

- The highest ethical and professional practices by all LS Staff.
- Excellent customer service.
- The best level of quality in testing as required by our customers.
- Continual improvement of the effectiveness of the Quality System.
- Compliance with the requirements of ISO / IEC 17025, ISO 9001, and ISO 14001 Standards, as well as those of applicable accrediting, regulatory, and / or legal bodies.

With these goals in mind, the MRT has defined the following Quality Objectives for LS Staff:

- Provide excellent service to our customers by:
    - » Carefully selecting our contractors and vendors to provide quality supplies and laboratory information.

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» Carefully planning our work and services to meet specified requirements, Data Quality Objectives (DQOs), and / or Memorandum of Understanding (MOU) for projects, products, or contracts.
» Seeking feedback from our customers on how we can improve our service to them through customer surveys, meetings, or telephone consults, and providing feedback and follow-up to them.
» Assisting each other to go above and beyond in all aspects of our work in order to delight the customer.
» Looking for innovative solutions and promoting technological advancements.

- Produce quality analytical data by:

» Maintaining qualified, competent well-trained staff through external and internal training opportunities.
» Monitoring laboratory performance through data review and validation, equipment maintenance and verification, and the Quality Control (QC) and Proficiency Test (PT) programs.
» The continuous review of the QMS to identify areas for improvement with Quality System Review (QSR) and Management Review Team (MRT) meetings, internal and external audits, and corrective and preventive actions.

All LS personnel are required to be thoroughly familiar with the necessary QMS documentation and to fully implement the quality policies and procedures in every aspect of their work. This policy shall be reviewed by the MRT on an annual basis, or as required for continuing suitability.

- The Quality Policy statement is issued under the authority of the LS Laboratory and Technical Director (chief executive).

Laboratory Sciences' Environmental Policy

LS is fully committed to being an environmentally responsible neighbor to both our immediate community and the global neighborhood in which we live and work. Our commitment to environmental stewardship enhances our reputation and engenders trust with our customers as we do everything practical to protect the environment from which we derive our business. LS continuously builds on our knowledge base, maintains awareness of environmental issues and legal requirements, and communicates our goals through continuing education and training programs. Appropriate and timely use of technological resources by qualified personnel is the cornerstone for continually improving the LS Environmental Program, while ensuring our commitment to conservation of natural resources. Top management wholly supports the following tenets of our Environmental Policy and provides them as guidance to all LS' employees:

Prevention of Pollution

LS utilizes safe technologies and operating procedures designed to minimize risks for its employees and neighboring communities. LS makes every effort to prevent our work from impacting negatively on the environment by implementing analytical procedures that minimize our consumption of materials and reduce our waste generation. LS purchases state-of-the-art instrumentation, and complies with established regulations for the safe treatment and disposal of generated waste.

Compliance

LS employs procedures to meet, and when possible, surpass the compliance requirements of U.S. Military regulations and applicable legal and statutory requirements. Management monitors changes in legal or military requirements in order to guarantee the ability of LS to be compliant. LS establishes and meets its own standards to support pollution prevention goals, when legal requirements and regulations are nonexistent.

Continual Improvement

LS actively seeks opportunities to improve our adherence to the principles of environmental management. Our main focus is the continual assessment of our environmental aspects, impacts, objectives and targets using sound scientific data, and by conducting regular internal audits to ensure compliance with our policies and procedures. LS employees are encouraged to continually seek ways to minimize the production of chemical waste and usage of resources, while adhering to established recycling and waste management practices. As an environmentally responsible organization, LS strives to improve our own environmental performance by promoting our own conservation efforts.

Communication

LS communicates our tenets and mandates to stakeholders to ensure full role and responsibility awareness and solicits input on our environmental program. We also solicit input from our vendors and contract labs via surveys to share environmental management ideas and practices. LS reports the progress of our environmental program and our significant environmental aspects to the public via our public internet website at: **www.chppmeur.healthcare.hqusareur.army.mil**

USAPHC, PHCR-Europe LS Environmental Management System Initiatives

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Section 1: Introduction

How to Use this Guide

The LS Biological Customer Guide will assist you with the four main steps of submitting samples to the Laboratory Sciences (LS) Portfolio of United States Army Public Health Command [USAPHC], Public Health Command Region-Europe [PHCR-Europe].

- Submitting a Request for Services
- Collecting and handling samples correctly
- Completing the required paperwork
- Shipping samples to LS

Customer Base

Laboratory Sciences' primary mission is to support Army Public Health Programs internal to USAPHC, PHCR-Europe. However, other Department of Defense and Federal agencies are supported on a reimbursable basis.

Laboratory Sciences (LS) Structure

LS consists of six divisions: Customer Support Division (CSD), Inorganic Chemistry Division (ICD), Micro & Molecular Biology Division (MMBD), Organic Chemistry Division (OCD), Quality Assurance Division (QAD), and the Veterinary Pathology Division (VPD). Arrangements for sample submission and analysis are made through the Customer Support Division.

Laboratory Sciences Accreditations & Registrations

LS maintains several nationally and internationally recognized independent 3rd party accreditations, registrations, and certifications to ensure the quality of your data. Our biological data is recognized nationally and internationally through the laboratory's accreditation to the ISO / IEC 17025:2005 Standard.

ISO / IEC 17025:2005 Accredited Testing Laboratory (ATL)

Accredited Biological Testing Laboratory (BTL)
Registrar: **American Association for Laboratory Accreditation (A2LA)**
Biological Testing Certificate & Scope of Accreditation: 2138.01
Registration Period: 16 September 2010 to 31 October 2012

Accredited Chemical Testing Laboratory (CTL)
Registrar: **American Association for Laboratory Accreditation (A2LA)**
Chemical Testing Certificate & Scope of Accreditation: 3255.01
Registration Period: 30 January 2012 to 30 April 2014

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DIN EN ISO 9001:2008 Registered QMS

Quality Management System (QMS)
Registrar: **Bureau Veritas Certification Germany GmbH**
QMS Certificate & Scope of Supply: DE002197-1
Registration Period: 14 July 2011 to 13 July 2014

DIN EN ISO 14001:2009 Registered EMS

Environmental Management System (EMS)
Registrar: **Bureau Veritas Certification Germany GmbH**
EMS Certificate & Scope of Supply: DE002198-1
Registration Period: 14 July 2011 to 13 July 2014

ISO / IEC 17025:2005 Accredited NLLAP

National Lead (Pb) Laboratory Accreditation Program (NLLAP)
Registrar: **American Association for Laboratory Accreditation (A2LA)**
NLLAP Certificate & Scope of Accreditation: 3255.01
Registration Period: 30 January 2012 to 30 April 2014

Analyses Available

A list of the analyses available at LS are included in the LS Biological Customer Guide (BCG) and the LS Environmental Customer Guide (ECG). We may be able to accommodate other requests through qualified contract laboratories or, if projected sample load is significant, through in-house method development. Implementation and validation of new procedures is time-consuming and usually requires six months to a year or more to complete. At the conclusion of this work, the implementation analyst(s), respective Division Chief / Deputy Chief, QAD Chief & Laboratory Director (LD) LS will review and approve the following documentation (where appropriate) and data in order to establish an in-house method: 1) valid instrument calibration, 2) acceptable Quality Control (QC) results, 3) full Method Detection Limit (MDL) study, 4) Initial Demonstration of Capability studies (IDC), 5) Draft Standard Operating Procedure (SOP) and/or Work Instruction (WI) and 6) any additional required documentation and/or data.

- The LS Biological Customer Guide (BCG) does not provide guidance on statistically relevant sampling techniques or contract / legal statutory limits. The LS BCG is designed to help the customer meet the requirements necessary for the production of scientifically-sound and legally-defensible data.

- LS will no longer track or accept submissions through Lotus-Notes™ or post results to include Certificate of Analysis (CofA) on Lotus-Notes™. It is the responsibility of the customer to arrange sample testing through well established LS channels and to provide contacts that are authorized to receive the CofAs and Electronic Data De-

liverables (EDD). Submission through proper LS channels will minimize downtime between sample receipt and analysis or submission to a contract laboratory. CoAs and EDDs will not be posted to Lotus-Notes™ in order to comply with the ISO/IEC 17025:2005 requirement to prevent the production of unauthorized reports. LS is not responsible for what the customer does with the CoA or the data after receipt of the report.

Matrices Analyzed

- The following sample submission information is provided in this guide:
  - » Animal Feeds
  - » Animal Tissue
    - * Cytology
    - * Histopathology
    - * Rabies: Bats, Domestic Animals (cats, cattle, horses, sheep, goats, dogs, ferrets, rabbits, etc.), Other Mammals (skunks, beavers, raccoons, monkeys, coyotes, foxes, etc.)
  - » Aseptic Products
  - » Acidified Products
  - » Bottled Water (Finished Product)
  - » Cheeses
  - » Dairy
    - * Cottage Cheese
    - * Milk
    - * Yogurt
    - * Sour Cream
    - * Ice Cream Products
    - * Ice Milk Mix, Milkshake, other frozen dessert mix
  - » Eggs and Egg Products
  - » Environmental
  - » Fishery Products
    - * All Varieties
    - * Additional requirements for specific fishery product types
  - » Fresh Fruits and Vegetable Products (FF&V)
    - * Bagged Salads, Fresh Cut FF&V
    - * Mushrooms
    - * Sprouts
    - * Seeds
  - » Honey
  - » Ice (finished product and production water)
  - » Juices, Pasteurized Fruit Juice
  - » Low Moisture Foods (Dehydrated or Desiccated Food Products)

- » Meat and Meat Products
- » Raw Meat
- » Ready to Eat Meat and Poultry Products
- » Ready to Eat Products
  - * Prepared Sandwiches, Spreads, & products not included in other categories.
- » Vector Borne Disease Matrices
  - * Mosquito
  - * Tick
  - * Sandfly

Sample Analysis Priority

LS provides in-house, German Contract Laboratory and US Contract Laboratory analytical services and six levels of sample priority:

Routine (R)

Standard laboratory priority [*Routine Priority* ≤ Fourteen (14) Calendar Days]

Immediate (I)

Elevated laboratory priority based upon potential health risk. A brief written justification is required. [*Immediate Priority* ≤ Seven (7) Calendar Days]

Emergent (E)

Highest laboratory priority based upon the potential or acute health risk. A written justification is required. [*Emergent Priority*≤ 72-96 hours (method dependent)]. All radiological testing cannot be accepted with Emergent Priority.

Notes:

- Gross Alpha / Gross Beta Activity in bottled water and ice (finished product and production water) and some microbiological tests (method dependent) can only be accepted with ***Immediate, Routine and Special Priorities***. Some microbiological tests (method dependent) will ***not*** be accepted with Emergent Priority.

- Radiological testing [Radium 226 / 228, Radon, Gross Alpha / Gross Beta Activity in matrices ***other than bottled water and ice*** (soil, bulk solids, etc.] can only be accepted with Special-30 Priority.

Special (S)

- **Special-30** day turnaround time (***goal***) *Note: Includes Gross Alpha Activity & Gross Beta Activity in matrices other than bottled water and ice (finished product and production water), and Radium 226 & 228, Strontium 90, Tritium, and Uranium activity.*

- **Special-60** day turnaround time (***goal***) *Note: Customer requested.*

- **Special-90** day turnaround time (***goal***) *Note: MWD necropsy and consultative veterinary pathology samples sent to the Joint Pathology Center, etc.*

Turnaround Time (TAT) Goals Not Guarantees

Laboratory Turnaround Time (TAT) is expressed in calendar days. Sample workload and laboratory manpower can impact on the ability of the laboratory to meet the TAT goal.

- ***Laboratory Turnaround Time (TAT) for all analyses are goals and are not guaranteed. PHCR-Europe's commitment to the customer is that we (PHCR-Europe LS) will ensure the in-house Laboratory Handling and Processing of the samples by PHCR-Europe LS is in accordance with the agreed (contracted) sample priority however, we do not guarantee the TAT goal will be met.***

- Emergent Priority samples are analyzed ahead of all other samples. PHCR-Europe LS personnel will work overtime, holidays and weekends to provide the ***minimum*** TAT possible for sample analysis.

- Immediate Priority samples are analyzed ahead of Routine Priority samples, however, PHCR-Europe LS staff do not work overtime on holiday or weekends.

TAT is defined as the time from receipt of samples at the laboratory performing the analysis (USAPHC, PHCR-Europe LS, German Contract or CONUS contract laboratory) to the dispatch of analytical data by commercial carrier, certified mail or electronic transmittal of the Data Deliverable (Emergent and Immediate Priority samples).

TAT calculation for contract laboratories starts from the day the sample is delivered to the laboratory performing the analysis and not the date the samples are delivered to USAPHC, PHCR-Europe LS. Shipping to most German contract labs (CL) requires 1 work day and 2 work days to CONUS CLs. An additional 2 days may be required if the contract laboratory sub-contracts the analysis to one of their contract labs.

The shipment times are not included in the respective laboratory's published TAT goals.

Laboratory Sciences (LS) In-house TAT Goals

- Emergent, Immediate, Routine, Special-30, Special-60, and Special-90 Priorities

German Contract Laboratory TAT Goals

- Emergent, Immediate, Routine, Special-30, Special-60, and Special-90 Priorities

CONUS Contract Laboratory TAT Goals

- Immediate, Routine, Special-30, Special-60, and Special-90 Priorities

Section 2: How to Contact LS

Customer Support Division (CSD)

Most communication with LS occurs through CSD. If our CSD professionals cannot answer your questions, you will be referred to the appropriate subject matter expert (SME) or division chief. LS-Hotline email messages can be viewed by all LS personnel thereby allowing the most qualified LS professional to provide a timely and direct answer to your problem or inquiry.

CSD Email

LS Hotline Email [phcre.lshotline@amedd.army.mil]

CSD Telephone

- DSN: 314-486-7259 or 314-486-8381 (alternate)
- Civilian: 06371-86-7259 / 8381 (In Germany, GE)
- Civilian Outside GE: (+49) 6371-86-7259 / 8381
- Civilian from the US: 011-49-6371-86-7259 / 8381

CSD Facsimile (FAX)

- DSN: 314-486-7054 or 314-486-8788 (alternate)
- Civilian: 06371-86-7054 / 8788 (In Germany, GE)
- Civilian Outside GE: (+49) 6371-86-7054
- Civilian from the US: 011-49-6371-86-7054

CSD Military Postal Shipping Address

- United States Army PHCR-Europe
- Laboratory Sciences (LS)
- ATTN: MCHB-RE-LS Customer Support Division (WK4UPX)
- CMR 402
- APO AE 09180

CSD German Postal Shipping Address

- United States Army PHCR-Europe
- Laboratory Sciences (LS)
- ATTN: MCHB-RE-LS Customer Support Division (WK4UPX)
- Kirchberg Kaserne Gebäude 3809, Raum 110
- D-66849 Landstuhl, Germany

Finance: DoD Accounts Manager

All reimbursable work requires funding to be in place ***prior*** to submission of samples. Submit a General Fund Enterprise Business System (GFEBS) Direct Charge Fund Cite, a Military

Interdepartmental Purchase Request (**MIPR**) [GFEBS Direct Charge Fund Cite, MIPR DD Form 448] to one of the addresses below. Other government affiliates should contact the DoD Accounts Manager.

DoD Accounts Manager Email

LS Hotline Email [**phcre.lshotline@amedd.army.mil**]

DoD Accounts Manager Telephone

- DSN: 314-486-7744 or 314-486-8381 (alternate)
- Civilian: 06371-86-7744 / 8381 (In Germany, GE)
- Civilian Outside GE: (+49) 6371-86-7744 / 7052
- Civilian from the US: 011-49-6371-86-7744 / 7052

DoD Accounts Manager Facsimile (FAX)

- DSN: 314-486-7054 or 314-486-8788 (alternate)
- Civilian: 06371-86-7054 / 8788 (In Germany, GE)
- Civilian Outside GE: (+49) 6371-86-7054
- Civilian from the US: 011-49-6371-86-7054

DoD Accounts Manager Military Postal Shipping Address

- United States Army PHCR-Europe
- Laboratory Sciences
- ATTN: MCHB-RE-LS DoD Accounts, Customer Support Division (WK4UPX)
- CMR 402
- APO AE 09180

DoD Accounts Manager German Postal Shipping Address

- United States Army PHCR-Europe
- Laboratory Sciences
- ATTN: MCHB-RE-LS DoD Accounts, Customer Support Division (WK4UPX)
- Kirchberg Kaserne Gebäude 3809, Raum 137
- D-66849 Landstuhl, Germany

Common Finance and Billing Questions

- How much does it cost?
- How much money is left in my MIPR?

Please send all questions and inquiries to the LS Hotline address at:

LS Hotline Email [**phcre.lshotline@amedd.army.mil**]

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Section 3: Shipping & Sample Collection

General Shipping Information

- Specimens must be shipped by FedEx, DHL or UPS overnight delivery to arrive at the laboratory Monday through Wednesday. The laboratory is closed on weekends and holidays so ***please*** avoid shipping specimens around these days.

  - **Note:** *Commercial carriers will not deliver on German Holidays. To avoid any delays in sample delivery, it is highly recommended to pre-coordinate shipment with CSD staff.*

- In this guide, "ice or gel packs" or "ice packs" refers to any one or a combination of gel packs, frozen coolant packs, or BlueIce™ packs, in a leak proof plastic container.

- Ice packs must be used when submitting specimens in cooler boxes. It is important to ensure these products will not leak during shipment. Do ***not*** use solid ice (i.e., frozen water or wet ice) to transport specimens to the USAPHCR-Europe LS. ***Leaking packages will be rejected.***

- Over-packing cooler boxes with ice packs may cause some refrigerated samples to freeze during shipment thus rendering the sample un-testable. Please ensure samples are well packed so that they arrive at the laboratory in the required condition, either refrigerated 1 – 6 °C or frozen.

- Do ***not*** use solid ice (i.e., frozen water or wet ice) when shipping because the sample and/or the shipping container temperature control will be compromised by water from melt down, and/or appear to be leaking which will prevent acceptance or delay transport by a courier.

- Perishable samples collected in the non-frozen state must be refrigerated between 1 – 6 °C from the time of collection until receipt at the lab.

- Samples that are frozen should be maintained in the frozen state using dry ice.

- Items that are swelling, for example canned goods or tetra-packs, should be double bagged during shipment. Swelling samples may rupture in shipment and leakage can contaminate other samples. Swelling items that burst and leak out of the bag during shipment will cause the entire shipment to be discarded.

- Swelling items must be packed with enough absorbent material to contain the leaked contents of all shipped samples. It is recommended to alternately layer absorbent material and samples. Cool packs may be used to slow the bacterial growth. Do not place cool packs directly into contact with the samples. Do not freeze the samples as that will invalidate the data.

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- Swelling samples should be shipped promptly with the minimum transport time possible to prevent bursting in transit.

Shipping Refrigerated Items

- Check that all sample bottle lids are on tight and not leaking.
- Line the appropriate size cooler *generously* with packing material.
- Wrap containers individually with sufficient packing material to prevent container breakage.
- Use "gel packs" or "BlueIce™" for goods to be **REFRIGERATED**.
- Do ***not*** use solid ice (i.e., frozen water or wet ice). In the event of a true emergency where "gel packs" or "BlueIce™" are unavailable and you are absoutely forced to use ice, you ***must*** double bag to prevent leaks, contamination of the samples, and to ensure the container labels do not get wet. Please notify PHCR-Europe LS CSD at the **LS-Hotline** immediatley and they will work with the commerical carrier to expidite the shipment.
- Place forms ***inside a sealed plastic bag*** within the cooler.
- Pack samples so as to prevent damage and minimize temperature change during transit. Use sturdy, completely insulated containers for shipping perishable samples. Ship with sufficient cooling media to maintain proper temperature during transit. Ensure that sample containers are tightly sealed. Place each labeled sample in a separate leakproof (polyethylene) bag.
- The optimal number and size of gel packs to keep products refrigerated or to protect against freezing depends on several factors, including the product mass, the internal volume/capacity of the insulated shipping container, the type and thickness of the insulation, and the ambient external temperature. The number and size of gel packs used will vary according to the external ambient environment and the duration of the shipment. USAPHCR-Europe strongly recommends testing and evaluation of all packaging designs to confirm performance characteristics.
- Ice pack longivety / duration depends on several factors: container insulation, volume of ice packs, freezing duration prior to shipment (24 hour minimum), container content / void space ratio and outside temperature. Generally speaking, ice-packs will stay frozen from 24–36 hours in an insulated container when the samples have been ***pre-chilled*** to 1 – 6 °C prior to packing the shipping container and adding the well frozen ice-packs.

- If the ice packs are placed in a cooler directly from the freezer and the samples directly from their refrigerated storage then the equivalent of 10 to 20 pounds of ice is needed for each 24 hour period. If the samples start off warmer ice-packs will not be able to remain safely cool for as long.

    - Large Ice Chest (~70 quarts) use approximately 24 (or more) large cooler packs (weight of large pack ~0.65 Kg each)

    - Medium Ice Chest (~48-52 quarts) use approximately 18 (or more) large cooler packs (weight of large pack ~0.65 Kg each)

    - Small Ice Chest (~20 quarts) use approximately 6 (or more) large cooler packs (weight of large pack ~0.65 Kg each)

- It is important to protect the samples from contact freezing during transport. Ensure that there is adequate insulation between the sample surface and the frozen ice packs. Use cardboard pieces so that contact freezing will not occur.

- Please call us to coordinate the shipping and receiving of samples that are iced or frozen in order to minimize the chance of warming or spoilage. Normal business hours are Monday through Friday, 0730 - 1630 hours CET (Central European Time).

Shipping Frozen Items

- If shipping by air, be sure to check with the airlines ahead of time to find out their procedures and regulations regarding dry ice.

- Dry Ice shipments can be made with FedEx and DHL. UPS and the U.S. Postal Service (USPS) have extremely restrictive policies concerning shipments of hazardous materials; do not ship dry ice with UPS or the U.S. Postal Service.

- First, the most important item is a durable, well-insulated container. An inexpensive Styrofoam™ cooler from the grocery store will rarely work. It breaks easily and usually is not the right shape for shipping. A thick polystyrene box or cooler will reduce the amount of dry ice needed and allow extended shipping times.

- Use Dry Ice for shipping **FROZEN** goods as Dry Ice will freeze everything in the shipping box.

- For Dry Ice, plan on using 5 to 10 pounds for each 24 hour period depending upon the quality of the insulated shipping container. This will keep everything frozen in a container up to 15 quarts. For larger containers and greater shipping times multiply dry ice quantities by this rate. The best shipping container is a two-inch thick ure-

thane insulated box tested to lose only 5 pounds for a 10 quart storage volume every 24 hours.

Table 1.1 Quantity of Dry Ice Required for Shipping Frozen					
Sample Quantity	**Dry Ice Placement in Package**	**Time in Transit**			
		4 Hours	**12 Hours**	**24 Hours**	**48 Hours**
2 lb	Top Bottom	2 lb Dry Ice	3 lb Dry Ice	5 lb Dry Ice	10 lb Dry Ice
5 lb	Top Center Bottom	3 lb Dry Ice	4 lb Dry Ice	8 lb Dry Ice	15 lb Dry Ice
10 lb	Top Center Bottom	4 lb Dry Ice	5 lb Dry Ice	10 lb Dry Ice	20 lb Dry Ice
20 lb	Top Center Bottom	5 lb Dry Ice	8 lb Dry Ice	15 lb Dry Ice	25 lb Dry Ice
50 lb	Top Center Bottom	10 lb Dry Ice	15 lb Dry Ice	20 lb Dry Ice	30 lb Dry Ice
For each additional day add 8 to 16 pounds (lb) more Dry Ice					

- When packing items in the container place the Dry Ice and the product as close together as is possible with the dry ice on top. Completely fill any empty space with wadded newspaper or bubble pack material, as any "dead-air space" will allow the Dry Ice to sublimate at faster rate.

- The rate of Dry Ice sublimation (changing from a solid to a gas) will vary depending on the outside temperature, air pressure (on an airplane with lower air pressure it will sublimate faster) and efficiency of the insulation. The more Dry Ice you have stored in the container, the longer it will last. Dry Ice, (-109.3 °F or -78.5 °C) will freeze and keep frozen ***everything in the container*** until it is completely sublimated. Frozen items will take longer to thaw due to the low temperature of the Dry Ice.

- Secure your samples in such a way that when the dry ice sublimates that they are not free to move around on the inside of the insulated box. This can be accomplished by wedging your samples in place with cardboard or Styrofoam™. Fragile containers such as glass tubes or vials ***must*** be wrapped with cushioning material.

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DOT - ICAO - IATA - IMO Hazardous Materials Labels

- The Department of Transportation (DOT), under CFR 49, Part 172.400, requires special labels for packages, overpacks or containers transporting hazardous materials. Hazardous material transportation labels, also satisfy the compliance regulations of other regulatory agencies, including the International Air Transport Association (IATA), the International Civil Aviation Organization (ICAO), and the International Maritime Organization (IMO).

Dry Ice Shipping Label

- The label below must be printed with the proper dimensions for a **UN1845 Class 9 Hazard Label** (minimum dimensions: 100 mm on a side). Cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom), oriented as shown below. Many printer inks run when exposed to even small amounts of water, such as rain or snow. Therefore, when using this label, cover with clear plastic tape after filling in the weight of dry ice.

Links for shipping with dry ice, information and regulations:

- The **US Postal Service Guidelines for Shipping with Dry Ice**
- FedEx (USA shipping) **Cold Chain and Temperature-Controlled Shipping**
- FedEx **Packaging Perishable Shipment**
- UPS **Guidelines for Shipping with Dry Ice**
- **ICAO Reformatted Packing Instructions**

Dry Ice Safety

- Remember these safety precautions when you work with dry ice!

Guidelines for Safe Dry Ice Use

- Use cotton gloves, towels, or pot holders to move dry ice.

- Use in a ventilated location.

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Handling

- The temperature of dry ice is -109.3 °F or -78.5 °C, cold enough to freeze skin cells and cause an injury similar to a burn. Always handle dry ice with protective gloves or a towel.

Storage

- Store dry ice in an insulated container. Do not store ice in a container that is completely airtight. As the ice changes to CO_2 (carbon dioxide) gas, it will cause an airtight container to expand and possibly explode.

Ventilation

- Dry ice gives off CO_2 into the air, so if dry ice has been in a closed car, van, or room for more than 10 minutes, open the doors and windows before entering. Otherwise, you will experience difficulty breathing. Leave the area immediately if you start to breathe quickly or have any difficulty breathing.

Note: ***Intentional Misuse of Dry Ice may be Harmful or Fatal.***

Shipping Container Labeling

Label the outside of the shipping container (as appropriate) with:

MEDICAL MATERIAL – PERISHABLE – KEEP CHILLED

MEDICAL MATERIAL – PERISHABLE – KEEP FROZEN

Add to Customs Form

- Samples for U.S. Army Laboratory – testing only

Sample Collection Kits

Sample collection kits for water and soil analytes that contain bottles, preservatives, ice packs, media, and coolers are available directly from CSD. LS charges on a case by case basis for sampling kits requested for contingency purposes. The request for sample collection kits should be made on the **Request for Laboratory Services (CSD Form 1)**. This form and all other forms, Customer Guides and Fact Sheets used by LS can be downloaded 24/7 at **LS Publications**. If you cannot use the sample collection kit at the expected time, the preservatives are stable for one year from preparation date. Please do not use an expired sampling kit. Contact

CSD to obtain the procedures for returning a kit for proper disposal or to obtain a new, in-date kit.

Recommended Containers, Preservation, & Holding Times

Recommended containers, preservation, and holding time criteria are specified in the ***LS Biological Customer Guide*** and ***LS Environmental Customer Guide*** are derived from the source documents for the methods.

Standard Sample Submission Forms

CSD Form 1 – Request for Laboratory Services (RLS)

- As soon as possible but at least two weeks prior to a scheduled sampling event (three weeks if you are requesting a sampling kit) a RLS form with all information fields filled out completely ***should*** be sent to LS Customer Support Division (CSD). The RLS may be hand delivered, mailed, faxed, or sent electronically to the central email account: **phcre.lshotline@amedd.army.mil** For Quarterly, Semi Annual, and Annual monitoring events, you can submit your requests up to two months before the scheduled sampling date.

- Samples shipped to LS without submitting a CSD Form 1 in advance may not be processed and analyzed within requested TAT goal no matter if the samples may exceed expiration date. If the samples expire before the RLS is complete and accepted by the laboratory, the samples will be discarded.

- The request will be evaluated against analysis availability and sample load at the predicted date of sample submission. An acceptance, request for delayed sampling, or lack of availability of the required analyses will be noted on the form, and the customer will be notified by telephone, fax or email. If high sample load prevents analysis at the requested time, an alternate submission date will be suggested by LS. Completed customer RLS forms will be reviewed by CSD staff at least quarterly; however, if samples are not received within 90 days of the scheduled delivery date entered on the RLS form, the original request shall be considered invalid and a new RLS form must be submitted to CSD in order to schedule sample submittal.

- Once accepted the RLS serves as the formal ***contract*** for analytical services between LS and the customer. The customer generated RLS communicates the specific customer requirements and expectations to the laboratory. LS either accepts, modifies or rejects the RLS to document our ability to satisfy the stipulated requirements and returns an Adobe™ Acrobat® pdf copy of the RLS and the Methods of Analysis form(s) [if available] to the customer by email (when possible). After the contract (RLS) is approved and accepted by LS and forwarded to customer, any subsequent changes to the accepted RLS must be coordinated and agreed to by both parties.

Figure 3.1: Example: Completed Request for Laboratory Services Form

CSD Form 1
Version 4.9
Revised: Oct 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Services (RLS)

Project No.:	TBD	**RLS Received By:**	CSD	**Date:**	14-Oct-2012	**LS SRN:**	**13-0107**
Project Officer:	TBD	**Email:**		**Tel:**			
Alternate POC:	TBD	**Email:**		**Tel:**			
Address:							
Collection Site:	Not Disclosed	**LS Sampling Kit Required:**	NO	**Date Kit Required:**		**Shipper:**	N/A
Fund Source:	OCO	**MIPR No.:**	N/A	**ARLOC / WIC / VC#:**	Not Disclosed		
Planned Sample Collection Date:	23-Nov-2012	**Planned Sample Delivery Date to CSD:**	26-Nov-2012				
SELECT Certificate of Analysis Delivery Schedule: ***Please send Certificates of Analysis in a batch when all samples of the SRN are completed.***							
Analysis Priority Requested: Routine	**Justification (Required see Note 2):** N/A - ROUTINE PRIORITY						

Note 1: Sample Priorities are associated with Turnaround Time (TAT) ***goals***. TAT goals are ***not*** guarantees. They are defined as the number of calendar days from sample receipt at the laboratory to the transmittal of data by Electronic Data Deliverable (EDD) or Certificate of Analysis via email, FAX or courier (DHL, FedEx, UPS or USPS). The LS "in-house" TAT ***goals*** are: Routine: ≤14 days, Immediate: ≤7 days, and Emergent: 48-96 hours (***test dependent***). Qualitative ID of Unknown Materials from samples of unknown origin may require up to 90 days or more to complete.

Note 2: Immediate / Emergent analysis priority ***requires*** a written statement documenting the ***risk*** that justifies the elevated priority.

Note 3: This Request for Laboratory Services will be cancelled 90 calendar days after the Projected Delivery Date unless the Project Officer provides a written confirmation of an updated Delivery Date.

Note 4: LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.

*I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.

Matrix	Projected Samples / Analyses / Methods Required	#	Remarks
Bottled Water	Complete BW analysis as listed in the LS Biological Customer Guide	7	

Request lead (Pb) samples be analyzed IAW NLLAP criteria. ***Note: "Wipes" used for sampling must meet ASTM E1792 specs.***

Customer Comments

All seven 1.5 liter bottles are from the same lot.

Lab Use Only: Inorganic Chemistry Division (ICD)				***Lab Use Only: Organic Chemistry Division (OCD)***			
Accept	Reject	Date:	Initials:	Accept	Reject	Date:	Initials:
Notes				**Notes**			

Lab Use Only: Micro& Molecular Biology Division (MMBD)				***Lab Use Only: Veterinary Pathology Division (VPD)***			
Accept	Reject	Date:	Initials:	Accept	Reject	Date:	Initials:
Notes				**Notes**			

Please contact us! The LS professionals would be delighted to help answer any of your questions and concerns!

	DSN	**Commercial**	Use our preferred email address to ensure a quick response.	
TEL	314-486-7259 / 7052	+49 (06371) 86-7259 / 7052	**Email**	phcre.lshotline@amedd.army.mil
FAX	314-486-7054 / 8788	+49 (06371) 86-7054 / 8788	**Web Site**	www.chppmeur.healthcare.hqusareur.army.mil

- CSD will assign a ***Service Request Number*** (SRN) to your RLS. When requesting changes or inquiring about the status of your samples, please use the SRN provided in the LS email notification of RLS acceptance for your project. Note that if you do request changes to your RLS the review process described earlier must be completed again to ensure LS can meet your needs.

- **Note:** The project number is a customer defined field. You can use up to 20 characters including spaces. If you do not assign a project number, the CSD staff will assign the SRN as the project number.

CSD Form 6 – Request for Laboratory Analysis (RLA): Customer Defined

- This Form is the default CSD RLA Form for the submission of food samples other than bottled water, ice, and process water until a specific food RLA Form will become available. The CSD Form 6 can be found on our public web site: **LS Publications**

- When submitting samples to LS, a completed CSD Form 6 should be provided to LS either as the sole RLA document or in conjunction with a DA Form 7539.

- If unscheduled samples (no CSD Form 1 provided in advance) are submitted only with a DA Form 7539, CSD personnel will fill out a CSD Form 11 based on the information provided on DA Form 7539, and acceptance of analytical work and contract review will be performed on CSD Form 6.

CSD Form 7 – Chain of Custody

- If necessary, samples ***can*** be handled as if they are of an evidentiary nature. However, if legal action is required based upon the data the US Army CID or US Air Force OSI must be contacted and the samples sent to a forensic laboratory for analysis. PHCR-Europe LS' Chain of Custody is designed to document the possession of these samples in a traceable manner from the time the samples are collected until the analysis is completed and the samples are released for disposal.

- This form documents the possession and transfer of a sample for evidentiary purposes. A properly completed CSD Form 1 – Request for Laboratory Services (RLS) ***must*** be submitted prior to the submission of the samples that ***must*** be accompanied by CSD Form 7. The CSD Form 7 can be found on our public web site: **LS Publications**

- Custody begins with the individual performing the sampling and in some instances, with the source of the sampling containers. The form ***must*** be signed by the collecting official and all subsequent individuals who take custody of the samples.

- For samples that require refrigerated shipping, ice chests can be sent via commercial carrier without formal chain of custody procedures on the ice chest when the following precautions are taken: 1) Samples are properly sealed with “evidence tape,”

2) properly sealed samples are placed in an internal container that is sealed with "evidence tape" or another suitable alternative, and 3) CSD Form 7 is attached to the outside of this container by the individual who packaged the samples in the container. These procedures allow the recipient who unpacks the samples and accepts custody to re-establish custody and document that the samples were not tampered with, through inspection of both the outside container and the samples.

- Samples that do not require refrigeration and are not time sensitive should be sent by the ***United States Postal Service using Registered Mail with a Return Receipt Request*** to ensure a proper chain of custody.

- Errors in form completion ***must*** be corrected by drawing a single line through the error, the correct information entered, and followed by the individual who made the correction initialing and dating the entry.

- CSD Form 7 is normally required only when the data generated from analysis of the samples is required for adjudication.

- If you require legally defensible "chain of custody" please contact CSD for detailed discussions on sample labeling, packing, and shipping procedures.

CSD Form 11 RLA, Bottled/Packaged Water Profile Sheet

- CSD Form 11 is the default RLA form for the submission of bottled water, ice, and process/source water. CSD Form 11 can be found on our public web site: **LS Publications**

- CSD Form 11 can be filled out electronically. It allows selecting either groups of target analytes (Metals, Non-Metals, Organics, or Micro) and/or individual parameters.

- When submitting a sample to LS, a completed CSD Form 11 should be provided to LS for each sample either as the sole RLA document or in conjunction with a DA Form 7539.

- If unscheduled samples (no CSD Form 1 provided in advance) are submitted only with a DA Form 7539, CSD personnel will fill out CSD Forms 11 based on the information provided on DA Form 7539, and acceptance of analytical work and contract review will be performed on CSD Form(s) 11.

CSD Forms 15, 17, and 18 RLA Vector Borne Analysis (Tick, Mosquito, and Sandfly)

- CSD Forms 15, 17, and 18 are specifically designed for the submission of arthropods for the analysis of vector borne disease. These forms can be found on our public web site: **LS Publications**

- CSD Forms 15, 17, and 18 can be filled out electronically. Species and Life Stage (Ticks only) can be selected from drop-down menus.

- A completed CSD Form 15, 17, or 18 must be provided with the samples.

- If unscheduled samples (no CSD Form 1 provided in advance) are submitted, acceptance of analytical work and contract review will be performed on the CSD RLA Form provided with the samples.

DA Form 2620 Request for and Report of Laboratory Examination for Rabies

- **DD Form 2620** Request for and Report of Laboratory Examination for Rabies can be found on our public web site: **LS Publications**

DA Form 7539

- ***Please Contact The Laboratory Prior To Shipping Any Food-borne Illness Samples.***

- **DA Form 7539**, Feb 2005, Request for Veterinary Laboratory Testing & Food Sample Record can be found on our public web site: **LS Publications**

- If applicable, include can/package code, date of pack, closed and open package inspection results, and storage conditions. Provide complete mailing address, email address, telephone number, and fax number in blocks 1 and 2 so that the lab will be able to contact the submitting station for more information and/or notify them concerning the testing results.

LS Form 16 RLA Request for and Report of Laboratory Examination for Rabies

- **LS RLA Form 16** USAPHCR-Europe Laboratory Sciences Veterinary Pathology Division (VPD) can be found on our public web site: **LS Publications**

LS Form 19 RLA Veterinary Pathology Submission

- **LS RLA Form 19** USAPHCR-Europe Laboratory Sciences Veterinary Pathology Division (VPD) Pathology Submission Form can be found on our public web site: **LS Publications**

Deployment Related Sample Submissions

Pre-deployment

- Notify / contact the food safety officers associated with the deployment.

- Take a print copy of the LS Biological Customer Guide.

- Take multiple copies of all submission forms.

- Take a paper copy of VETCOM Circular 40-1, Appendix O - Department of Defense Food Safety and Quality Assurance Action Levels, and any other appropriate guidelines to determine actionable limits. Consult a senior food safety officer for guidance on what is necessary to make sound decisions on actionable limits.

- PHCR-Europe LS provides no guidance, suggestions, counseling or the like, expressed or implied, on food safety, food safety criteria, actionable limits, required statistically valid sampling procedures or equivalent. Please contact a senior food safety officer or refer to published documentation to determine the relationship between laboratory results and applicable action limits and/or food safety criteria.

Start of deployment

- Coordinate multiple contacts in the area to cover sample submissions.

- It is the submitter's responsibility to ensure that timely contact can be made if the laboratory has questions on sample submissions. Ensure that sample submission forms have multiple POCs with phone numbers (with area codes) and email addresses that are monitored daily.

- It is the responsibility of the submitter to ensure that questions from the laboratory can be answered by an authorized POC if the submitter is called away for mission requirements.

- For food illness samples it is ***REQUIRED*** that a phone number with area code is provided that is continuously monitored 24 hours a day by a knowledgeable POC.

During deployment

- Maintain positive contact with food safety officers to monitor for updates to the BCG, submission forms, and contact information. Positive contact with the food safety officers should also consist of updates to any appropriate guidance documents.

- It is strongly advised to establish and maintain positive contact with the laboratory. We welcome any means to improve our laboratory services and appreciate input on problems experienced in the field.

- **Note:** If the POC, or all the POCs, on the submission forms cannot be contacted within a 24 hour time period following deliver of the samples to CSD the

laboratory reserves the right to either discard samples or based upon samples evaluation by our Subject Mater Experts (SMEs) proceed with the analyses that the SME determines should be performed.

Pilot Sample or Temperature Control (TC)

- When shipping refrigerated and/or perishable items, include an additional sample to serve as a "pilot sample" (PS) or Temperature Control (TC). The PS/TC must always be in close proximity to the sample so that the sample temperature is accurately reflected. Remember to clearly indicate what you are using as the temperature control by marking "TC" on the temperature control with a black permanent marker. Be sure to record the temperature of the pilot sample at the time of collection on the appropiate CSD RLA Form or the **DA Form 7539**.

- The “pilot sample” or TC is used for determining receipt temperature.

- Unless the product is swelling, dry or canned food samples require a pilot sample allows for verification of the sample lot temperature without compromising the test sample integrity.

- Unless the product is swelling, the dry or canned sample need not be refrigerated for shipment nor accompanied by a pilot.

Sample Containers

- Samples should be submitted in their original container where ever possible. Removing samples from the original container may subject the sample to contamination from the environment.

- For food samples not submitted in their original containers, use containers which are sterile, leakproof, wide-mouthed, nontoxic, and designed for easy opening and closing (screw cap or Whirl-pak™ bags).

Sample Identification

- Label each sample with an indelible sample number on the actual sample container and not the bag into which the sample is placed.

- The Field ID field in our Laboratory Information Management System (LIMS) is limited to 20 characters including spaces and dashes. Please keep this in mind when assigning your Field IDs. ***If your Field ID exceeds 20 characters LS will truncate it at the 20th character.***

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- When dry ice is used, make sure samples are separated from the dry ice with sufficient packing material to prevent the labels from coming off or the plastic coverings from breaking.

- When submitting samples for pathology, be sure the sample container includes the name of the submitting veterinary treatment facility, and submitting veterinarian, the identity of the animal, and the date.

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Section 4: Food

General Information About Food Collection & Testing

- The USAPHCR-Europe LS routinely conducts the microbiological testing of food and water samples. LS requests that all submitted swab and food samples arrive at the laboratory Monday through Wednesday 0730 – 1630 hours only. There is a possibility that samples arriving later than Wednesday will not be tested until the following week if the sample condition is still adequate.

- Customers are strongly encouraged to pre-coordinate sample submission through with CSD through submission of a **CSD Form 1 Request for Laboratory Services (RLS)** when possible. For samples where RLS submission is not possible, notification of sample submission should be sent by phone or email to the LS Customer Support Division (CSD). It is preferable to submit the RLS a week in advance so that laboratory operations and resources can be planned to accommodate the submission.

- Samples must be shipped with a completely filled out appropriate CSD RLA Form or a DA Form 7539.

- Samples shipped to the laboratory without any paperwork will not be processed until the RLA paperwork has been completed. If the samples expire before the RLA is complete and accepted by the laboratory, the samples will be discarded.

- Because the food and water legal requirements set forth by the U.S. Army are subject to change, the USAPHCR-Europe LS will not make a recommendation on any action limits in relation to food and water testing. It is the responsibility of the customer to determine if laboratory data meets applicable contract and/or regulatory requirements. This guide lists the capabilities of USAPHCR-Europe LS to provide analysis of microorganisms based on food matrix type. All analyses are listed with one of the following three indicators:

  - **In-House Accredited:** Results are generated through use of a method listed on the LS Biological or Chemical Testing Scope of Accreditation.

  - **In-House Non-Accredited:** Analysis were performed through use of an in-house method that is not listed on the LS Biological or Chemical Testing Scope of Accreditation.

  - **Contract Lab:** Analysis cannot be performed in-house and must be sent to an accredited contract lab.

- All in-house methods are developed from FDA, APHA or other applicable federal agency sources. It is the customer's responsibility to determine if these methods will meet contract compliance for the U.S. Army.

- Because statistically relevant sampling quantities can change based on Army requirements, the USAPHCR-Europe LS does not provide recommendations for quantity of sample collection other than what is required for each analysis. If the minimum amount of sample required for the analysis is not met, the customer will be contacted to discuss the testing requirements.

- Guidance on current U.S. Army action limits can be found in Appendix O and VETCOM Circular 40-1. Further guidance can be found from the FDA, USDA, USAPHC AIPH Veterinary Services Portfolio, or supervisory Food Safety Warrant Officers. The MMBD cannot answer questions about action limits, please consult with a qualified food safety officer.

- LS will no-longer perform "profile" based microbiological testing panels. For each submission, all microbiological tests must be requested individually.

- Note In general, it is strongly recommended that refrigerated samples should not be analyzed more than 36 hours after collection (**FDA BAM: Food Sampling / Preparation of Sample Homogenate, Bacteriological Analytical Manual (Online), April 2003, Chapter 1, Food Sampling and Preparation of Sample Homogenate**). Any samples that need to be delivered to the laboratory on Thursdays, Fridays, or before a holiday ***must*** have prior approval from the LS laboratory staff.

- The condition of food and environmental swab samples received for examination at the lab is of primary importance. All samples should be collected aseptically and with sterile implements. The use of sterile gloves and sterile sample containers is highly recommended. All samples should be held at refrigerated temperature recommended 1 – 6 °C while in transit to the laboratory. If the samples are not properly collected, are mishandled during transport to the lab, or are not representative of the sampled lot, then there is an increased likelihood that laboratory results will be meaningless. Of utmost concern are proper collection, identification, and the shipment of a sufficient amount of sample to the laboratory.

- If sampling from a large amount of food product, a representative sample should be taken. When dealing with large food vessels take a well mixed sub sample portion from the geometric center as well as from other locations in the food container. If material is to be sub sampled into separate leak-proof containers, it is optimal to use a new sterile utensil for each portion of food sampled. Remember that a representative sample is essential in order to detect the presence of pathogens or toxins that may be sparsely distributed within the food.

- Do not mix different types of food products or different lots of food products. For example, if two containers (A & B) with ground beef are to be collected, transfer the beef from container A to one Whirl-Pak™ bag and the beef from container B to a sec-

ond Whirl-Pak™ bag. It is important to keep different lots of food product separate and avoid cross contamination of any kind.

- Individual food product samples should be collected one at a time. Aseptically collect approximately 200 to 500 grams (sample portion about the size of a clinched fist, or filling an 18 Oz. Whirl-Pak™ bag up to about 50% capacity). Properly seal the sample container to ensure that leakage will not occur during transport. If it is not possible to collect approximately 200 grams of sample please contact the laboratory for minimum testing requirements based upon sample matrix.

- For sealing Whirl-Pak™ bags carefully fold over the twist tie opening of the bag at least three times. It is very important that each fold be wrinkle free. Then fold over each end of the twist tie toward the center of the bag and fasten (twist) the twist ties together. Give the bag a gentle squeeze between the palms of your hands to test the seal. If you notice air leakage re-seal the bag.

- Identify each sample container with a properly marked strip of masking tape. If marking the sample container directly with a black permanent marker, take care not to puncture through the lining of the sample container (especially if that container is a Whirl-Pak™ bag). Label each sample container with the sample type, date and time of collection. It is important that the sample identification on the sample container match what the FIELD SAMPLE ID is on the appropriate CSD RLA Form or the **DA Form 7539**.

- For finished retail food products submitting the product in its finalized package form is preferred. Just ensure that there is enough sample for testing. Depending on the test type we would need anywhere from 200 grams (7 ounces) to 500- grams (18 ounces).

- When collecting samples remember to also include an additional sample to serve as a Temperature Control or TC. If there are no additional samples available or if you are sending environmental surface swabs then a bottle (such as a Bacti-Water testing bottle) containing water can be substituted as the TC. The TC should always be in close proximity to the sample so that the sample temperature is accurately reflected. Remember to clearly indicate what you are using as the temperature control by marking "TC" on the temperature control with a black permanent ink. Be sure to record the temperature of the TC at the time of collection on the Test Request Form.

- With customer complaint samples, when possible, submit the sample in question as well as a corresponding sample that is known or considered to be acceptable.

- Samples received without a necessary temperature pilot or received outside of proper temperature parameters ***may*** be discarded to maintain laboratory safety and data quality.

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- After being assigned an LS identification number, samples will be retained for two weeks and then properly discarded."

General Food Sample Requirements:

- General sample shipping instructions or to determine the necessity of a temperature pilot sample see Section 1 and Table 1.2 or contact the Laboratory for further information.

- For each test type, unless otherwise noted, send a **minimum of 100 g (or 100 mL for liquids)** of each product type, all from the same lot number, in unopened original containers or via aseptic sub-sampling of larger containers **for each analyte** to be tested. Larger amounts may be submitted as convenient. Example: For Aseptic Products, Aerobic Plate Count – 100 g and Anaerobic Plate Count – 100 g for a total of 200 g or mL to be submitted.

- For analysis a minimum of 100 grams of components meat, cheeses, etc., excluding the bread is required when submitting sandwiches, etc for analysis.

- For information regarding appropriate sample preservatives for non-standard or mid-line processing plant samples please contact CSD for further information.

Table 4.1 Anesptic Products: Other Than Ultra-High-Temperature [UHT] Processed Dairy Products

Tests Available
Aerobic Plate Count (APC)
Anaerobic Plate Count

Table 4.2 Acidified Products

Tests Available
pH

Table 4.3 Cheeses

Product	Tests Available
Ripened cheese made with pasteurized milk or whey	Coagulase-positive *Staphylococci*
	Salmonella
	Listeria monocytogenes

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Table 4.3 Cheeses	
Product	**Tests Available**
Cheeses made from milk or whey that have undergone heat treatment	*Staphylococcus aureus*
	Salmonella
	Listeria monocytogenes
	Coagulase-positive *Staphylococci*

Table 4.4 Dairy - (Other than Cheese and Milk Products)	
Product	**Tests Available**
Cottage Cheese	*E. coli* / Coliforms
	Psychrotrophic Plate Count (PPC)
	Yeast and Mold Count (YMC)
	pH
Yogurt (plain and flavored)	Yeast and Mold Count (YMC)
	E. coli / Coliforms
Sour Cream	Yeast and Mold Count (YMC)
	E. coli / Coliforms
Ice Cream Products (all flavors with and without nuts or other additives)	Standard Plate Count (SPC)
	Salmonella
	E. coli / Coliforms
Ice Milk Mix, Milkshake & other frozen dessert mix (All flavors)	Standard Plate Count (SPC)
	E. coli / Coliforms

Table 4.5 Eggs and Egg Products (Liquid & frozen egg products, pasteurized egg products, heat treated dried egg whites)
Tests Available
Salmonella

Table 4.6 Mushrooms
Tests Available
E. coli

Table 4.7 Sprout and Sprout Seeds
Tests Available
E. coli O157:H7
Salmonella

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Table 4.7 Sprout and Sprout Seeds
Tests Available
Listeria monocytogenes
Bacillus cereus

Table 4.8 Low Moisture Food
Tests Available
Salmonella

Table 4.9 Juice, Pasteurized Fruit Juice
Tests Available
E. coli
E. coli 0157:H7
Salmonella
Yeast & Mold

Table 4.10 Meat Products	
Product	**Tests Available**
Raw Meat Products	Coliforms
	E. coli
	E. coli O157:H7 (beef only)
	Staphylococcus aureus
RTE Meat & Poultry Products	*Listeria monocytogenes*
	Salmonella
	E. coli
	E. coli O157:H7 (beef products only)
	Campylobacter
	Clostridium perfringens
	Staphylococcus aureus

Table 4.11 Milk	
Product	**Tests Available**
Grade "A" Pasteurized Milk and Milk Products	Standard Plate Count (SPC)
	Coliforms

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Table 4.11 Milk		
Product		**Tests Available**
	Note: *A minimum of 500 mL is required for the chemical analysis of milk (Akaline phosphatase, β-Lactam, pesticide residues).*	Alkaline phosphatase
		ß-Lactam
		Pesticide residues
Grade "A" Pasteurized Concentrated (Condensed Milk)		Coliforms
	Note: *A minimum of 500 mL is required for the chemical analysis of milk (Akaline phosphatase, β-Lactam, pesticide residues).*	Alkaline phosphatase
		ß-Lactam
		Pesticide residues
Grade "A" Aseptically Processed Milk and Milk Products		Standard Plate Count (SPC)
		Coliforms
		Pesticide residues
Grade "A" Nonfat Dry Milk		Standard Plate Count (SPC)
		Coliforms
		Salmonella
		Pesticide residues
Grade "A" Whey, Whey Products, Dry Whey, Dried Butter-Milk		Coliforms
		Pesticide residues

Table 4.12 Ready to Eat Products	
Comments	**Tests Available**
Prepared Sandwiches, Spreads, and products not included in other categories	*E. coli O157:H7* (beef products only)
	Salmonella
	Listeria monocytogenes

Table 4.13 Fishery Products: All Varieties
Tests
Salmonella
Staphylococcus aureus

Table 4.14 Fishery Products: Varieties Specific	
Variety	**Tests Available**
Shrimp, eel, sole or flounder, tilapia, sturgeon	Chloramphenicol
Bonito, halibut, Spanish mackerel, king mackerel, marlin, shark, swordfish and bluefin tuna	Methyl Mercury
Tuna, mahi mahi, and related fish	Histamine

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Table 4.14 Fishery Products: Varieties Specific	
Variety	**Tests Available**
Clams and oysters, fresh or frozen - imports	*E. coli*
	Aerobic Plate Count (APC)
Clams, oysters, and mussels, fresh or frozen - domestic	*E. coli*
	Aerobic Plate Count (APC)
Ready to eat fishery products	*E. coli* / Coliforms
	Listeria monocytogenes
	Vibrio cholerae
	Vibrio parahaemolyticus
	Vibrio vulnificus
Cold-smoked fish	Sodium nitrate
	Water Phase Salt (WPS)

Food-borne Illness Samples

It is required to contact the laboratory prior to shipping any food-borne illness samples. To maintain laboratory safety, foodborne illness samples will be sent to a contract laboratory, without opening the shipment, the next business day if prior contact is not made!

Sample Selection and Shipping Instructions

- Submit all requests for food-borne illness testing on the appropiate CSD RLA Form or the **DA Form 7539**.
- The Food-borne Illness Outbreak Investigation Data Form needs to be filled out and included with the submission form (see Forms Section).
- Submit food which is ***epidemiologically*** implicated (i.e., samples of actual food eaten, if available).
- Samples may be shipped refrigerated or frozen depending on the circumstances.
- Send each suspect sample in a separate sample container. Submit swabs in transport medium. Submit 100 grams of each food sample, or entire specimen, if less than 100 grams is available. Non-bulk foods packaged in unopened original containers should be submitted in their containers. Keep chilled foods chilled and frozen foods frozen until they arrive.

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- Identify each food sample with type of food, date collected, and name of individual shipping the sample.

Pilot Sample

- A similar food item

Remarks

- Investigation and determination of food-borne illnesses is a joint veterinary unit/ preventive medicine unit responsibility. All veterinary units should coordinate with the preventive medicine units in their area to establish and maintain a good working relationship.

- Furnish the information on the Food-borne Illness Outbreak Investigation Data Form. Laboratory personnel can then select the most logical battery of tests to identify the cause of the outbreak depending upon the circumstances (clinical symptoms, incubation time and type of foods incriminated), materials collected for examination should include such items as leftover food from incriminated or suspected meal(s).

- If available, at least 100 g of each food type should be sampled.

Food Quality Concerns

The submitter must contact the laboratory to determine if the laboratory can provide the appropriate test(s) to scientifically evaluate the concern. Lab data by itself, in most cases, cannot determine these characteristics of a food product.

- Reasons for submittal include: product exhibits an unexplained deterioration, an undesirable quality, deterioration prior to the expiration of the warranty period, or suspicion of containing foreign material.

- Send a minimum of six cans / packages (three suspect and at least three non-suspect). Normal cans should not be dented. Label samples as to whether they are normal or defective. Pack samples so as to avoid damage in transit.

- Samples (non dairy) that are submitted due to a customer complaint should consist of the sample in question, three samples of the same lot number and three samples from a separate lot number whose container is free of visible defects and a copy of the customer complaint form.

Pilot Sample

- Necessary only if product is sold chilled or frozen. If chilled or frozen, one like item per shipping container is required to serve as a temperature pilot. This container should be clearly labeled “Pilot” and included on the appropiate CSD RLA Form or the **DA Form 7539**.

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Section 5: Water

General Water Sample Requirements:

- A minimum of 1 liter is required for microbiological analyses. Samples for microbiological testing must be submitted in sterile containers.
- A minimum of 4 liters is required for standard chemical analyses.
- When testing a water source that known to or expected to exceed is the gross alpha and beta activity initial screen limit a minimum of 8 liters is required for testing from these locations The additional 4 liters will be held in reserve for Radium 226 / 228 activity analysis when initial screen test has exceed the limits.

Ice Sample Requirements:

- Ice can be shipped melted or frozen.
- When packed and shipped frozen, ensure that sealed, watertight containers are used. The ice must provide at least the same volume as for bottled water and must be accounted for when shipping unthawed ice.
- When packed and shipped melted, please request a sampling kit from CSD by submitting a completed CSD Form 1 (Request for Laboratory Services). The kit will contain all necessary sampling containers and preservatives. Fill the containers and add preservatives as outlined in the accompanying sampling instructions.
- Please submit a completed CSD Form 11 (Request for Laboratory Analysis: Bottled / Packaged Water Profile Sheet) for each sample.

Process / Source Water Sample Requirements:

- For sampling process water or source water please request the appropriate number of sampling kits by submitting a completed CSD Form 1 (Request for Laboratory Services). The kit will contain all necessary sampling containers and preservatives.
- Fill the containers and add preservatives as outlined in the accompanying sampling instructions.
- Please submit a completed CSD Form 11 (Request for Laboratory Analysis: Bottled / Packaged Water Profile Sheet) for each sample.

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Table 5.1 Water Chemistry: Inorganic Tests Available • Metals & Other Element Analytes

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Iron (Fe)	HNO_3 to pH < 2	PE or Glass Teflon™ Lined Cap	6 Months	250 mL	EPA 200.7	LS
Aluminum (Al)					EPA 200.7 or EPA 200.8	
Antimony (Sb)						
Arsenic (As)						
Barium (Ba)						
Beryllium (Be)						
Cadmium (Cd)						
Chromium (Cr)						
Copper (Cu)						
Lead (Pb)						
Manganese (Mn)						
Mercury (Hg)						
Nickel (Ni)						
Selenium (Se)						
Silver (Ag)						
Uranium (U)						
Zinc (Zn)						
Thallium (Tl)						
Mercury (Hg)			28 Days		EPA 200.8	

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Table 5.2 Water Chemistry: Radiological Tests Available

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Gross Alpha Activity	HNO_3 pH < 2	PE or Glass Teflon™ Lined Cap	6 Months	1000 mL	EPA 900.0	LS
Gross Beta Activity						

Table 5.3 Water Chemistry: Microbiological Tests Available

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Coliforms	None	***STERILE*** PE or Glass Teflon™ Lined Cap	N/A	1000 mL	SM 9222B	LS
E. coli					SM 9222B	
Enterococci					SM 9230C	
Heterotrophic Plate Count (HPC)					SM 9215B	
Pseudomonas aeruginosa					SM 9213E	

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Table 5.4 Water Chemistry: Organic Tests Available • Non-Metals Analytes

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Chloride (Cl)	None	PE or Glass TeflonTM Lined Cap	28 Days	500 mL	EPA 300.0	LS
Fluoride (F)						
Sulfate (SO4)						
Nitrate (NO3) as N			48 hours			
Nitrite (NO2) as N						
Chlorine, total	1-6 °C	PE or Glass TeflonTM Lined Cap		100 mL	In-house, SOP LS 3-OC47	LS
Cyanide, free	1-6 °C, NaOH to pH >12	PE or Glass TeflonTM Lined Cap	14 days	500 mL	OIA-1677	LS
Color, apparent	1-6 °C	PE or Glass TeflonTM Lined Cap	48 hours	250 mL	SM 2120B	LS
Odor	1-6 °C	PE or Glass TeflonTM Lined Cap	48 hours	1000 mL	SM 2150B	LS
pH	1-6 °C	PE or Glass TeflonTM Lined Cap	7 Days	250 mL	EPA 150.1	LS
Total Dissolved Solids (TDS)	1-6 °C	PE or Glass TeflonTM Lined Cap	7 Days	500 mL	SM 2540C	LS
Turbidity	1-6 °C	PE or Glass TeflonTM Lined Cap	48 hours	250 mL	EPA 180.1	LS

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Table 5.5 Water Chemistry: Organic Tests Available • Volatile Organic Compounds (VOC)

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Benzene	1-6°C, 25 ± 3 mg Ascorbic acid, HCl to pH <2 • ***No Headspace***	40 mL Amber Glass Vial, Teflon™ Lined Cap	14 Days	3 each 40 mL Vials	EPA 524.2	LS
Bromodichloromethane						
Bromoform						
Carbon tetrachloride						
Chlorobenzene						
Chloroform						
Dibromochloromethane						
1,2-Dichlorobenzene						
1,4-Dichlorobenzene						
1,2-Dichloroethane						
1,1-Dichloroethene						
cis-1,2-Dichloroethene						
trans–1,2-Dichloroethene						
1,2-Dichloropropane						
Ethylbenzene						
Methylene chloride						
Styrene						
Tetrachloroethene (PCE)						
Toluene						
Total Trihalomethanes (TTHM)						
1,2,4-Trichlorobenzene						
1,1,1-Trichloroethane						
1,1,2-Trichloroethane						
Trichloroethene (TCE)						
Vinyl chloride						
Xylenes, total						

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Table 5.6 Water Chemistry: Organic Tests Available • Pesticides and Other Synthetic Organic Compounds

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
1,2-Dibromoethane (Ethylene dibromide)	1-6°C, 4-5 mg Sodium thiosulfate	40 mL Amber Glass Vial, TeflonTM Lined Cap	14 Days	3 ea 40 mL vials	EPA 504.1	LS
1,2-Dibromo-3-chloropropane						
Alachlor					EPA 505	
Atrazine						
Chlordane						
Endrin						
Heptachlor epoxide						
Hexachlorobenzene						
Hexachlorocyclopentadiene						
Lindane						
Methoxychlor						
Polychlorinated Biphenyls (PCB) {as Aroclors}						
Simazine						
Toxaphene						
Heptachlor						
Dalapon			7 Days			
2,4-D	1-6°C, 4-5 mg Sodium thiosulfate	40 mL Amber Glass Vial, TeflonTM Lined Cap	14 days	3 ea 40 mL Vi-	EPA 515.4	LS
Dinoseb						
Pentachlorophenol						
Picloram						
2,4,5-TP (Silvex)						

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Table 5.6 Water Chemistry: Organic Tests Available • Pesticides and Other Synthetic Organic Compounds

Analyte	Preservative	Container	Maximum Holding Time	Volume	Method	Lab
Carbofuran	1-6 °C, 2-4 mg Sodium sulfite, 400 ± 5 mg Potassium dihydrogen citrate	40 mL Amber Glass Vial, Teflon™ Lined Cap	28 Days	2 ea 40 mL vials	EPA 531.2	LS
Oxamyl (Vidate)						
Glyphosate			14 Days		EPA 547	LS
Diquat	1-6 °C, 4-5 mg Sodium thio-sulfate, H_2SO4 to pH < 2	15 mL Amber Plastic	7 Days	2 ea 15 mL vials	In-house LC-MSD	LS

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Section 6: Environmental

General Environmental Sample Requirements:

- Upon request, the laboratory will provide the sterile swabs, sponge kits and a sampling Fact Sheet.

- Ship for overnight delivery since testing must be done within 24 hours of sampling if results are to be valid.

- ***Important:*** **Annotate on the DA Form 7539 the size of the surface area sampled and what piece of equipment was tested. If no annotation is provided LS will report the total CFUs enumerated as the units.**

- Do not allow the diluent in the swab tubes to spill or leak from the tube. The quantity in the tube is pre-measured and must remain in the tube for the test to be valid.

- Temperature must be maintained between 1 – 6 °C. A blank swab with diluent or an unused sponge is required and must be submitted as a temperature control sample. This container should be clearly labeled "Pilot" and included on the submission form **DA Form 7539**.

Table 6.1 Environmental: Direct Contact Plate, Surface Swab, & Surface Spong
Tests Availabe
Aerobic Plate Count (APC)
Coliforms
Listeria spp.

Remarks

- The preferred means to sample food contact surfaces for evaluation of cleanliness and sanitation is by the use of sterile sponges moistened with an appropriate medium. This medium will neutralize any residual sanitizer which may be present and maintain viability of bacteria during shipment. Sponges used with aseptic technique have the advantage of covering a larger area than swabs, and they can also be used to cover irregular surfaces. There are no definitive guidelines. The sponge technique is used in industry for various specific bacteria such as *Listeria* spp. where the standard is zero tolerance. Analysis of sponges for total aerobic counts and coliforms can also be performed. Once a surface is aseptically sampled, the sponge must be inserted into a sterile, leakproof Whirl-Pak™ bag and immediately placed on ice or gel packs to quickly chill the sponge. Careful aseptic techniques must be ensured throughout the procedure.

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Section 7: Vectors

Table 7.1 Vector-Borne Disease Testing

Test	Matrix	Method	Sample Required	Preservative	LAB
Anaplasma phagocytophilum	Tick (larvae, nymph, or adult)	rt-PCR	1 per tube	70% ethanol or equivalent	PHCR-Europe LS
***Borrelia sp.* (Lyme Disease)**		rt-PCR	1 per tube	70% ethanol or equivalent	
Crimean-Congo Hemorrhagic Fever Virus		RT rt-PCR	1 per tube	70% ethanol or equivalent	
Ehrlichia sp.		rt-PCR	1 per tube	70% ethanol or equivalent	
Chikungunya Virus	Mosquito (adult only)	RT rt-PCR	5 per tube	70% ethanol or equivalent	
Dengue Fever Virus (all sub-types)		RT rt-PCR	5 per tube	70% ethanol or equivalent	
***Plasmodium sp.* (Malaria)**		rt-PCR	5 per tube	70% ethanol or equivalent	
Leishmania sp.	Sandfly (adult only)	rt-PCR	5 per tube	70% ethanol or equivalent	
Sicilian Sandfly Fever Virus	Sandfly (adult only)	rt-PCR	5 per tube	70% ethanol or equivalent	
Tick-borne encephalitis (TBE)	Analysis under implementation				

Vector-Borne Disease Testing Notes:

- LS tests ONLY environmental samples. At this time, LS can NOT accept human clinical or diagnostic samples. If in doubt about the status of a sample, please contact CSD.

- LS only accepts whole arthropods for testing. Blood, tissues, etc., will NOT be accepted.

- Arthropod vectors are required to arrive at the laboratory dead and in an alcohol preservative; 70% ethanol is the ideal preservative. Enough alcohol preservative volume to cover the arthropod should be used. ***Any live arthropod or arthropod not submitted in an alcohol preservative shall be immediately rejected to maintain laboratory safety!***

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- Laboratory methods will detect at least the genus level of a pathogen. When possible, the laboratory will report the species identity.

- LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.

- The temperature-cycling process may destabilize target pathogens. Therefore LS recommends to minimize temperature cycling (freeze-thaw) as much as is possible prior to submission. Optimally, upon identification, samples will be stored in ethanol preservative at $\leq$ 6 °C.

- LS recommends that 5 soft-bodied arthropods (i.e. mosquitoes or sandflies) or 1 hard-bodied arthropod (i.e. ticks) be submitted per tube based upon method implementation studies performed. LS does not verify the number of arthropods submitted, but will treat each submitted tube as one sample regardless of the numbers of arthropods present.

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Section 8: Veterinary Pathology

The degree to which a pathologist can assist the clinical veterinarian in the management of an animal is highly dependent upon the completeness of the data provided about the animal, including ailment, history, and a description of clinical signs and lesions.

Instructions, Pathology Request Form (see LS Form 19)

- When submitting samples for microscopic evaluation, be sure both the sample container and submission form list the following (see additional instructions below):
  - » The name of the submitting veterinary treatment facility.
  - » Name, email and DSN telephone number of the submitting veterinarian.
  - » Animal's name and owners last name.
  - » Site of lesion.
  - » Date collected.

Remarks

- Use the PHCR-Europe LS APO shipping address for MPS (APO) delivery. ***Please do not include the word "pathology" in the address line!*** This will cause samples to be diverted to the LRMC Department of Pathology and result in processing delays.

- Use the PHCR-Europe LS commercial shipping address for civilian and / or express mail delivery. Remember that these shipments must pass through German customs, and may experience some delivery delays. Again, please do not include the word “Pathology” in the address line.

- If shipping via commercial carrier please contact CSD to obtain a commercial shipment account number and authorization for commercial carrier transportation. Ensure CSD is provided the Air Bill Number so that they can track the sample and assist with any customs issues that may arise.

Military Working Dog (MWD) Necropsies

- Use **DD Form 1626** for all Military Working Dog necropsy submissions. The **DD Form 1626** is also ideal for use in necropsy submissions from non-government owned animals. Please ***do not*** use the biopsy / cytology submission for, LS Form 19 RLA Veterinary Pathology Submission for MWD necropsy submissions. Necropsy tissues ***must*** be submitted on a **DD Form 1626**. These forms can be found on our public web site: **LS Publications**

  - » In addition to **DD Form 1626**, consult the **TB Med 283** for complete details on MWD necropsy procedures. MWD necropsy materials may be sent directly to the Joint Pathology Center (JPC) [formerly Armed Forces Institute of Pa-

thology (AFIP)] for evaluation, or submitted to LS for evaluation, or submitted to LS for forwarding to JPC.

Cytology

Sample Collection Guidelines

- Use glass slides with a frosted end in order to properly label samples.
- Label glass slides with the animal's name and collection site on the frosted end. Use a sharp pencil, alcohol-proof ink pen, or another permanent labeling method. Be sure to place the specimen and label on the same side of the slide.
- Clean slides with alcohol and a lint-free cloth before use. Always handle slides and coverslips by the edges to prevent fingerprints, which can cause confusion in cytologic evaluation and alter interpretation of findings.

Sample Staining and Microscopic Evaluation Guidelines

- If possible, submit two to three stained smears and two to three methanol-fixed unstained slides from each lesion. Prior to sending the cytologic samples, you are encouraged to examine the slides yourself and record your observations on the submission form. In this way, you also evaluate the suitability and staining quality of the sample, preventing submission of non-diagnostic specimens and potential delays in diagnosis.
- If available, coverslip stained slides using 24 x 60-mm coverslips and permanent mounting media. Cover-slipping protects the specimen and provides better optical clarity at higher magnifications.
    - » If you do not have coverslip mounting media, place a drop or two of immersion oil between the slide and a coverslip and examine at 200X and 400X.
    - » If a cytology staining kit is not available at your location, you may simply submit air-dried, unstained slides. Prevent exposure of unfixed/unstained cytologic specimens to formalin vapors; even limited exposure of cytologic specimens to formalin fumes will cause severe cellular distortion and non-diagnostic results.

Sample Shipment Guidelines

- Send glass slides in labeled slide containers. Contact CSD if you need a supply of slide boxes or slide folders for mailing cytologic samples; we will send them if available. Ship plastic slide containers in sturdy cardboard boxes to help prevent breakage of glass slides.

- When shipping fixed or stained cytologic samples together with formalin-fixed tissue, be sure the glass slides are in a secondary container (double plastic bags). Do not ship unfixed samples in the same container with formalin fixed tissues.

- ***DO NOT SEND LIQUID SAMPLES FOR CYTOLOGIC DIAGNOSIS TO LS. THEY WILL BE DISCARDED IMMEDIATELY UPON ARRIVAL.***

  » By the time liquid samples arrive at LS, the cells have either autolyzed or undergone such morphologic change as to be non-diagnostic.

  » As an alternative, prepare air-dried unstained slides, as outlined above, from liquid samples.

  » For samples with low cellularity, such as effusions or urine, centrifuge the liquid in order to concentrate the cells. The cellular sediment from the liquid sample is then used to make the cytologic preparation.

Histopathology

Specimen Collection Guidelines

- The submitted specimen should include the lesion and some adjoining lateral and deep "normal" tissue.

- To ensure proper fixation of tissue samples larger than 2 centimeters in thickness, make multiple partial cuts (bread loaf), approximately 1 cm apart.

- When making incisions into cutaneous masses, cut from the skin surface downward; leave the partially hemisectioned tissues attached to each other at the deep border in order to retain orientation and to allow microscopic evaluation of completeness of surgical excision.

- Immediately fix the tissue by immersion in a volume of 10% neutral-buffered formalin (NBF) that is at least 10 times the volume of the tissue sample (20 X for eyes); allow 24 hours for complete tissue fixation. After 24 hours, replace the original formalin with fresh formalin, and fix for an additional 24 hours.

- **Warning Note:** Formaldehyde, a component of 10% NBF is classified as a known human carcinogen (2011). There is approximately 3.7 to 4.0% formaldehyde in 10% NBF. All precautionary measures ***must*** be employed during handling to minimize exposure.

Specimen Shipment Guidelines

- To avoid shipping liquid formalin, properly fixed tissue specimens may be wrapped in a small amount of formalin soaked gauze and double bagged in sealable plastic

bags, or placed in a rigid container that is then placed in a sealable plastic bag. If urine cups are used seal the lid with Parafilm™ to prevent leakage and double bag in sealable plastic bags.

- Ship specimens in a sturdy cardboard box (not in paperboard boxes or envelopes) to protect the samples. Place padding around the tissue containers to prevent excessive agitation and to absorb any formalin that may leak.

- Submissions of multiple biopsies from an individual animal from different anatomic sites should be packaged and labeled separately.

- Tissue sections of multiple organs from animal necropsies should be shipped together, using one or multiple containers when needed. Again, wrap each specimen with a small amount of gauze that has been soaked in formalin; avoid sending specimens in liquid formalin.

- Small tissue sections of important lesions that might be overlooked should be packed separately and properly labeled; tissue cassettes or red top vacutainer tubes containing a small amount of formalin work well for this function.

- Commercially prepared formalin is inexpensive and widely available. Five-gallon carboys with a dispensing valve are ideal.

Serology Submissions

- Public Health Command Region-Europe LS does not currently conduct serological testing. You should send submissions of animal sera directly to a local commercial lab or the USAPHCR-South, Food Analysis & Diagnostic Laboratory (FADL) at Fort Sam Houston. Texas. The lab should be contacted for the most up to date information and requirements.

  - » USAPHCR-South
  - » Food Analysis and Diagnostic Laboratory (FADL)
  - » ATTN: MCVS-Lab
  - » 2472 Schofield Rd Suite 2630
  - » Fort Sam Houston, TX 78234-6232
  - » DSN: 421-4604 / 4761, Tel: 210-295-4604 / 4761, Sample receiving: -4210

Uroliths

- LS does not offer urolith analysis.

- If you need this service please contact your local commercial laboratory that can provide you this service to discuss sample preparation, shipment and cost.

Section 9: Rabies

Specimen Preparation Guidelines

- Immediately upon death of the animal, remove its head. Use an absorbent material to remove any excess blood. Place the head in a heavy-duty plastic leak-proof bag and then place this bag into a ***second*** leak-proof bag for additional protection against leakage.

- After double bagging the head, cool the specimen immediately. If the specimen will reach LS Veterinary Pathology Division (VPD) within two days, keep it at 0 to 4°C by transporting it with multiple freezer packs in a Styrofoam™ insulated box. Do not freeze the specimen unless it will be several days before reaching VPD. Do not use dry ice, as acid produced by the carbon dioxide has the potential to kill any virus present and interfere with cell-culture diagnostics.

- For small animals (such as bats or rodents), ship the entire carcass.

- Dogs or cats that bit a human ***should*** be quarantined, if practical, for ten days. If signs suggestive of rabies develop, the quarantined animal should be euthanized and the head removed and submitted for rabies testing.

Specimen Shipment Guidelines

- It is essential that you ***telephone*** the Veterinary Pathology Division (VPD) [+49 (0162) 2703083] and / or the Customer Support Division (CSD) [+49 (0162) 2703083] when you know that you will be sending in a head for rabies diagnosis.

- Prior notification will enable us to trace shipments that are overdue, and also ensures that cases involving human exposure are given the highest priority.

- See the Fact Sheet for Submission of Suspected RABIES Samples and the Pathology Sample Mailing Label documents listed in the **FORMS** section.

Contact LS VPD by telephone and provide the following information

- Mode of shipment.

- Date and time of shipment.

- Location and estimated time of arrival.

- Transportation Control Number (TCN) for AMC flight shipments or mission number for CCAT flight shipments. The TCN allows AMC personnel to determine the specimen's location during shipment and helps VPD claim it quickly at destination.

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Specimens Shipped by AMC Flights (Rabies)

- Specimens shipped to LS on AMC flights should be coded: ***"999 Signature Service" "Life or Death Impact"***

- Packages that are so marked with all three designations will not be bumped off at stopovers en route. "Signature Service" provides personalized handling of the package with accountable receipt at both ends of the shipment.

- AMC flights to RAMSTEIN AIR FORCE BASE are preferred. Our laboratory is located 8 km from Ramstein AFB.

- To avoid possible rejection of the sample for shipment, refer to it as a "Diagnostic Specimen" when arranging for AMC shipment. ***Do not put "Rabies" on the box.***

- If more expedited methods for shipping a rabies specimen are unavailable, use of the DoD Postal Service is authorized. Contact your installation's official mail manager to arrange for express shipment if this method is used.

- Rabies Diagnostics Request Form:

- Use **LS Form 16 (DD Form 2620 mod)** or **DD Form 2620** / Request for and Report of Laboratory Examination for Rabies. Complete the entire form, and attach to a copy of the bite report form if available. These forms can be found on our public web site: **LS Publications**

IMPORTANT: ***Provide a telephone number and email that is staffed 24 hours every day for notification of laboratory results. If no such number is available, you must provide an after-duty-hours telephone number, such as the local emergency room handling the bite report or the home residence of the veterinary officer on the*** **LS Form 16 (DD form 2620 mod)** ***or DD Form 2620.***

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Section 10: Frequently Asked Questions

We found mold in our building. Can you test it and tell us if it is dangerous?

LS does not currently have the capability to enumerate mold in matrices other than food and water. Furthermore, LS cannot currently provide the identification of specific genus or species of yeast and / or mold. These concerns should be addressed to the PHCR-Europe Occupational Health Sciences Portfolio, Industrial Hygiene Division. http://www.chppmeur.healthcare.hqusareur.army.mil/sites/ihd/ihd.aspx

I've got an insect that bit a human. Can you test it to tell me if the insect has any diseases?

LS does not accept any clinical samples for analysis. Please consult your local medical treatment facility.

We're concerned about insects in our training area. Can you test them for diseases?

LS will accept insects of environmental origin for testing of specific pathogens. These concerns should be addressed to the PHCR-Europe Environmental Health Engineering Portfolio, Medical and Veterinary Entomology Division. http://www.chppmeur.healthcare.hqusareur.army.mil/sites/des/des.aspx

During inventory we found food or water with something strange in it. Can you tell us what it is?

LS cannot currently perform an unknown identification on samples with potential biological contamination. Please consult with the local food safety officer or USAPHCR-Europe Food Safety Program Manager to determine specific tests to meet your needs with respect to potential contaminations.

We have food on hold pending the test results. Can you tell me if it is safe to eat?

Laboratory results only apply to the specified samples for the specified analytes. LS personnel are not qualified to make a determination of food safety based on analytical results. Consult with your food safety officer for further guidance.

I'm really concerned about samples arriving within temperature. What should I do?

Contact CSD to discuss your concerns. CSD will provide consultation on best shipping practices and carriers to use so that your samples will arrive within specification.

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I've got these pathology samples. Can I just drop them off at the Veterinary Pathologist's Office?

Please deliver all pathology samples to CSD for initial processing.

How do you handle samples for Rabies testing?

Contact CSD and / or the Chief of VPD prior to submitting any samples for Rabies analysis. We ask this to maintain laboratory safety standards due to the lethality of the disease.

Why don't I see my results on Lotus notes?

LS is required to release results only to authorized individuals in order to meet our Quality Management System requirements. All information generated by USAPHCR-Europe LS will be maintained in the strictest confidence within the DoD. Laboratory reports or results will be accessible to the Project Officer of record, USAPHCR-Europe Commander, Deputy Commander, Laboratory Director, LS Analytical Services Manager, the respective Technical Managers of the six LS divisions and will not be released to other individuals, manufacturers, producers, distributors, or any other commercial enterprise outside the DoD without the express written authorization provided by the Project Officer of record.

I'm not sure what tests are needed, should I just submit a blank form and let the laboratory decide?

So that LS will fulfill all customer requirements to ensure mission success, we must confirm analyses to be performed if none are requested. Please be prepared to discuss the submission so that an agreement may be reached. Discussion of testing requirements can also be made prior to sample submission. Please contact CSD for further guidance.

What are the Most Common Problems the Laboratory Experiences?

Samples expire in transit to the laboratory

As possible, select samples and shipping methods to ensure that samples arrive to the laboratory prior to expiration.

Unexpected shipment of samples

To ensure adequate laboratory resources and timely processing of samples, contact CSD to notify them prior to shipping samples.

Samples arrive out of temperature (too hot or too cold)

Contact CSD for best shipping practices for your samples.

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Unable to contact the POC to discuss the shipment

Ensure adequate coverage for POCs so that timely discussions concerning your analysis can be made. Multiple POCs, telephone numbers, and email addresses may be listed on the submission forms. Ensure that POCs listed know they are listed and that they are knowledgeable about the submission.

Improper shipping for audit samples that are packed by and submitted from a manufacturing facility.

If samples will be packed and submitted to the laboratory by a manufacturing facility, provide proper communication and guidance to the submitter to ensure best shipping practices. Provide enough information both to the facility and the laboratory so that the correct material will be sent. For example: shipment of final product or midline production product, shelf-life study or expired product intentionally submitted.

Paperwork submitted through Lotus Notes

LS does not monitor Lotus Notes. Please submit all testing requests and paperwork to CSD through the LS-Hotline email address or call the laboratory for guidance.

Customer Control Numbers or Project Numbers not provided on the paperwork.

LS will assign each submission a unique SRN that is linked to the customer's submitted control number or project number. The SRN will be submitted back to the customer after samples are processed in CSD. Please retain the SRN and the project number. LS will be able to more quickly assist you concerning submission questions and updates if those numbers are provided.

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Section 11 • Customer Satisfaction

The Laboratory Sciences group values you as a customer. Our staff is dedicated to providing quality service. LS may send an Electronic Customer Satisfaction survey after your project is completed. If you receive a survey, please take the time to complete it. LS' Management Review Team reads and discusses each survey. If necessary, corrective or preventive action will be initiated. If you did not receive an Electronic Customer Satisfaction survey and you would like to complete one, please contact the Customer Support Division using the LS-Hotline address. Alternatively, you may also provide comments or complaints directly to the LS Hotline, by telephone, during face to face conversations or meetings with LS staff, or by attaching a note to your request form. Comments provided through these mechanisms will also be reviewed, discussed, and followed up (if required) by the LS Management Review Team.

The key to good customer service is communication. Please keep us informed by phone, fax, or email of any changes in your sampling dates, number of samples, or requirements. We in turn will keep you informed of changes or problems as they arise.

Customers are encouraged to arrange a tour of our laboratory facilities and/or conduct a customer audit. To arrange a tour or audit, please contact the Quality Assurance Division at DSN 314-486-7771 or 314-486-6409 or send your request to:

LS Hotline Email [**phcre.lshotline@amedd.army.mil**]

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Appendix A • Abbreviations

°C	Degrees Celsius (Centigrade)
AOX	Adsorbable Organically Bound Halogens
APC	Aerobic Plate Count
APHA	American Public Health Association
AMC	Air Mobility Command
Sb	Antimony
As	Arsenic
Ba	Barium
Be	Beryllium
Cd	Cadmium
CONUS	Continental United States
CL	Contract Laboratory
Cl	Chloride
Cr	Chromium
Cu	Copper
CSD	Customer Support Division
DoD	Department of Defense
DIN	Deutsches Institut für Normung (German Institute for Standardization)
DOT	Department of Transportation
DSN	Defense Switched Network (telephone)
DW	Drinking Water
EPA	Environmental Protection Agency
EN	Europäische Normung (European Norm)
EU	European Union
F	Fluorine
FDA	Food and Drug Administration
g	Gram(s)
GWUDISW	Ground Water Under the Direct Influence of Surface Water
GW	Groundwater
HPC	Heterotrophic Plate Count
HCl	Hydrochloric Acid

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ICAO	International Civil Aviation Organization
ICD	Inorganic Chemistry Division
ID	Identification
IH	Industrial Hygiene
IMD	Information Management Division
IMO	International Maritime Organization
ISO	International Organization for Standardization
SI	International System of Units or Système International d'Unités
LIMS	Laboratory Information Management System
LS	Laboratory Sciences (LS)
Pb	Lead
LOQ	Limit of Quantitation
L	Liter
MRT	Management Review Team
MSDS	Material Safety Data Sheet
MCL	Maximum Contaminant Level
Hg	Mercury
MDL	Method Detection Limit (the minimum concentration of a substance that can be measured and reported with 99% confidence that the analyte concentration is greater than zero)
MMBD	Micro & Molecular Biology Division
MIPR	Military Interdepartmental Purchase Request
MPS	Military Postal Service
mL	Milliliter
min	Minute
#X	Multiplication Factor (e.g., 2X = Unit times 2)
NLLAP	National Lead (Pb) Laboratory Accreditation Program
NTU	Nephelometric Turbidity Unit
Ni	Nickel
NO_3	Nitrate
HNO_3	Nitric Acid
NO_2	Nitrite
ND	Not Determined

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OCD	Organic Chemistry Division
PPC	Psychotropic Plate Count
PHCR-Europe	Public Health Command Region-Europe ([formerly the United States Army Health Promotion and Preventive Medicine-Europe (USACHPPMEUR)
QAD	Quality Assurance Division
RW	Raw Water
RTE	Ready To Eat
rt-PCR	Real-time polymerase chain reaction
RT rt-PCR	Real-time reverse transcription polymerase chain reaction
RLA	Request for Laboratory Analysis Form
RLS	Request for Laboratory Services Form
RT	Room Temperature
Se	Selenium
SVOC	Semivolatile Organic Compound
SRN	Service Request Number
NaOH	Sodium Hydroxide
SD	Standard Deviation
SM	Standard Methods
SOP	Standard Operating Procedure
SPC	Standard Plate Count
SO_4	Sulfate
H_2SO_4	Sulfuric Acid
G	Table Abbreviation for “German” Contract Laboratory (CL)
U	Table Abbreviation for “United States” Contract Laboratory (CL)
W	Table Abbreviation for Water (drinking water, groundwater, packaged/bottled water, or bulk liquid)
T of C	Table of Contents
Tl	Thallium
TDAAS	Thermal Decomposition, Amalgamation, and Atomic Absorption Spectrophotometry
TOC	Total Organic Carbon
TCN	Transportation Control Number
US	United States

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USAPHC	United States Army Public Health Command [formerly the United States Army Center for Health Promotion and Preventive Medicine (USACHPPM)]
USGS	United States Geological Survey
VOC	Volatile Organic Compound
WPS	Water Phase Salt
YMC	Yeast and Mold Count

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Appendix B: Forms

External Link to Form Fillable Adobe Acrobat Forms: LS Publications

- CSD Form 1 Request for Laboratory Services, UN1845 Class 9 Hazard Label
- CSD Form 6 Chain of Custody
- CSD Form 7 Chain of Custody
- CSD Form 11 RLA Bottled Water
- CSD Form 15 RLA Vector Borne Tick
- CSD Form 17 RLA Vector Borne Mosquito
- CSD Form 18 RLA Vector Borne Sandfly
- DA Form 7539 Request for Veterinary Laboratory Testing & Food Sample Record
- DD Form 1384 Transportation Control Movement Document
- DD Form 1387 Military Shipment Label
- DD Form 1626 Veterinary Necropsy Report Checklist and Guidelines
- DD Form 2620 Request for and Report of Laboratory Examination for Rabies
- JPC VET Form Joint Pathology Center Veterinary Consultation Request
- LS Fact Sheet for Submission of Suspected RABIES Samples
- LS Form 16 Request for and Report of Laboratory Examination for Rabies
- LS Form 19 RLA Veterinary Pathology Submission
- LS Form 20 Foodborne Illness Investigation
- LS UN1845 Class 9 Hazard Label
- LS UN3373 Shipping Label
- LS Veterinary Diagnostic Sample Mailing Label

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CSD Form 1
Version 4.9
Revised: Oct 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Services (RLS)

Project No.:	**RLS Received By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Collection Site:	**LS Sampling Kit Required:**	**Date Kit Required:**	**Shipper:**
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Planned Sample Collection Date:	**Planned Sample Delivery Date to CSD:**		
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested:	**Justification (Required see Note 2):**		

Note 1: Sample Priorities are associated with Turnaround Time (TAT) ***goals***. TAT goals are ***not*** guarantees. They are defined as the number of calendar days from sample receipt at the laboratory to the transmittal of data by Electronic Data Deliverable (EDD) or Certificate of Analysis via email, FAX or courier (DHL, FedEx, UPS or USPS). The LS "in-house" TAT ***goals*** are: Routine: ≤14 days, Immediate: ≤7 days, and Emergent: 48-96 hours (***test dependent***). Qualitative ID of Unknown Materials from samples of unknown origin may require up to 90 days or more to complete.

Note 2: Immediate / Emergent analysis priority ***requires*** a written statement documenting the ***risk*** that justifies the elevated priority.

Note 3: This Request for Laboratory Services will be cancelled 90 calendar days after the Projected Delivery Date unless the Project Officer provides a written confirmation of an updated Delivery Date.

Note 4: LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.

☐ *I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.

Matrix	Projected Samples / Analyses / Methods Required	#	Remarks

☐ *Request lead (Pb) samples be analyzed IAW NLLAP criteria.* ***Note: "Wipes" used for sampling must meet ASTM E1792 specs.***

Customer Comments

Lab Use Only: Inorganic Chemistry Division (ICD)				***Lab Use Only: Organic Chemistry Division (OCD)***			
☐ Accept	☐ Reject	Date:	Initials:	☐ Accept	☐ Reject	Date:	Initials:
Notes				**Notes**			

Lab Use Only: Micro& Molecular Biology Division (MMBD)				***Lab Use Only: Veterinary Pathology Division (VPD)***			
☐ Accept	☐ Reject	Date:	Initials:	☐ Accept	☐ Reject	Date:	Initials:
Notes				**Notes**			

Please contact us! The LS professionals would be delighted to help answer any of your questions and concerns!

	DSN	**Commercial**	Use our preferred email address to ensure a quick response.	
TEL	314-486-7259 / 7052	+49 (06371) 86-7259 / 7052	**Email**	phcre.lshotline@amedd.army.mil
FAX	314-486-7054 / 8788	+49 (06371) 86-7054 / 8788	**Web Site**	www.chppmeur.healthcare.hqusareur.army.mil

CSD Form 6
Version 2.0
Revised: JUN 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Analysis: Customer Defined

Project No.:	**RLA Reviewed By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Installation Site:	**Field ID:**	**DOEHRS ID:**	
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Sample Collection Date:	**Sample Collection Time:**	**Local**	**or UTC {Zulu}**
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			
Note: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*			
	*I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.		

LS ID No.	Customer Sample No.	Matrix	Analyses Requested							*For LS Use Only*		
										Preservative Added	pH	Temperature

All lead (Pb) samples will be analyzed IAW NLLAP criteria therefore, the "Wipes" used for collection must meet to ASTM E1792 specs.

Remarks (characteristics, location, etc.):

— For Laboratory Use Only —		
Date Received:	**Received By:**	**Holding Area: CSD Bldg. 3809 Rm. 147**

CSD Form 7
Version 1.9
Revised: JUN 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)
Chain of Custody

MCHB-RE-L

Project No.:	**RLA Reviewed By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Installation Site:	**Field ID:**	**DOEHRS ID:**	
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Sample Collection Date:	**Sample Collection Time:**	**Local**	**or UTC {Zulu}**
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			
Chain of Custody Justification (Required):			
Note: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*			
	*I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.		

Sample ID	Description	Analysis

Shipment Information			Seal Intact	
Packed By:	**Date:**	**Time:**		
Shipped By:	**Date:**	**Time:**	❑ Yes	❑ No
Carrier:	**Tracking No.:**		❑ Yes	❑ No
Received By:	**Date:**	**Time:**	❑ Yes	❑ No
Receiving Comments (Condition, Seal status, Broken Chain of Custody, etc.):				

Sample Receiving Information						
Sample ID	**Received By**	**Date**	**Time**	**LS ID**	**Seal Intact**	
					❑ Yes	❑ No
					❑ Yes	❑ No
					❑ Yes	❑ No
					❑ Yes	❑ No
					❑ Yes	❑ No

Transfer of Custody						
LS ID	**Relinquished By**	**Date**	**Time**	**Received By**	**Date**	**Time**

Disposal Information				
Sample IDs	**Disposed By**	**Disposal Method**	**Date**	**Time**

CSD Form 11
Version 1.8
Revised: JUN 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Analysis: Bottled / Packaged Water Profile Sheet

Project No.:	RLA Reviewed By:	Date:	LS SRN:
Project Officer:	Email:	Tel:	
Alternate POC:	Email:	Tel:	
Address:			
Installation Site:	Field ID:	DOEHRS ID:	
Fund Source:	MIPR No.:	ARLOC / WIC / VC#:	
Sample Collection Date:	Sample Collection Time:	Local	or UTC {Zulu}
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			
Note: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*			
	*I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.		

Run the Required: Metals– Non-Metals– Organics– Micro– *Run ONLY the selected items listed below:*

	Individual Metals (Select Below)		Individual Non-metals (Select Below)		Organics Listed Below
	Aluminum (Al)		Cyanide, Free		Carbamates
	Antimony (Sb)		Gross Alpha & Beta Activity		Diquat & Paraquat
	Arsenic (As)		Chloride		EDB / DBCP
	Barium (Ba)		Fluoride		Glyphosate / AMPA
	Beryllium (Be)		Sulfate		Herbicides
	Cadmium (Cd)		Color		Pesticides & PCB
	Chromium (Cr)		Nitrate		VOC – Regulated
	Copper (Cu)		Nitrite		
	Iron (Fe)		Odor		Micro Listed Below
	Lead (Pb)		Total Nitrate / Nitrite		Heterotrophic Bacteria
	Manganese (Mn)		TDS		Total Coliforms
	Mercury (Hg)		Total Chlorine		*E. coli*
	Nickel (Ni)				
	Selenium (Se)		Optional Micro (Select Below)		Optional Chemicals (Select Below)
	Silver (Ag)		*Enterococcus*		Adipate & Phthalate
	Thallium (Tl)		*P. aeruginosa*		Dioxin (TCDD) [CL]
	Uranium (U)				Endothall [CL]
	Zinc (Zn)		*[CL] = Contract Laboratory*		PAH
					Ra $^{226/228}$ Activity [CL]
					VOC – Total

Notes for the Laboratory / Special Instructions:

— For Laboratory Use Only —		
Date Received:	Received By:	Holding Area: CSD Bldg. 3809 Rm. 147
Sample Split By:	Sample Split Date:	

CSD Form 15
Version 1.1
Revised: JUL 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Analysis: Vector Borne • Tick

Project No.:	**RLA Reviewed By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Installation Site:			
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Sample Collection Date:	**Sample Collection Time:**	**Local**	**or UTC {Zulu}**
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			

Note 1: *LS does not process clinical samples, **only** environmental samples are accepted for analysis.*
Note 2: *All samples **must** be shipped and arrive at the laboratory in alcohol.*
Note 3: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*
☐ *I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.

For LS Use Only					Pathogen Identification Requested					
LS ID No.	**Customer Sample No.**	**Species**	**Life Stage**	**# per Tube**	***Borrelia spp.***	***Anaplasma phagocytophilum***	***Ehrlichia spp.***	***CCHF Virus***		**Date Collected [YYYY-MM-DD]**

Remarks (characteristics, location, etc.):

— For Laboratory Use Only —		
Date Received:	**Received By:**	**Holding Area: CSD Bldg. 3809 Rm. 147**

CSD Form 17
Version 1.0
Revised: JUN 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Analysis: Vector Borne • Mosquito

Project No.:	**RLA Reviewed By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Installation Site:			
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Sample Collection Date:	**Sample Collection Time:**	**Local**	**or UTC {Zulu}**
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			

Note 1: *LS does not process clinical samples, **only** environmental samples are accepted for analysis.*
Note 2: *All samples **must** be shipped and arrive at the laboratory in alcohol.*
Note 3: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*
☐ *I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.

For LS Use Only				Pathogen Identification Requested						
LS ID No.	Customer Sample No.	Species	# per Tube	*Plasmodium spp.*	*Dengue Virus*	*Chikungunya spp.*				

Remarks (characteristics, location, etc.):

— For Laboratory Use Only —		
Date Received:	**Received By:**	**Holding Area: CSD Bldg. 3809 Rm. 147**

CSD Form 18
Version 1.0
Revised: JUN 2012

USAPHC, PHCR-Europe
LABORATORY SCIENCES (LS)

MCHB-RE-L

Request for Laboratory Analysis: Vector Borne • Sandfly

Project No.:	**RLA Reviewed By:**	**Date:**	**LS SRN:**
Project Officer:	**Email:**	**Tel:**	
Alternate POC:	**Email:**	**Tel:**	
Address:			
Installation Site:			
Fund Source:	**MIPR No.:**	**ARLOC / WIC / VC#:**	
Sample Collection Date:	**Sample Collection Time:**	**Local**	**or UTC {Zulu}**
SELECT Certificate of Analysis Delivery Schedule:			
Analysis Priority Requested (Justification Required for Non-Routine Priority):			

Note 1: *LS does not process clinical samples, **only** environmental samples are accepted for analysis.*
Note 2: *All samples **must** be shipped and arrive at the laboratory in alcohol.*
Note 3: *LS assumes neither responsibility nor liability for the sampling protocols employed by the customer.*

☐ *I do **NOT** authorize LS* to sub-contract requested analyses to an accredited Contract Laboratory.

For LS Use Only				**Pathogen Identification Requested**						
LS ID No.	Customer Sample No.	Species	# per Tube	***Leishmania spp.***						

Remarks (characteristics, location, etc.):

— For Laboratory Use Only —		
Date Received:	**Received By:**	**Holding Area: CSD Bldg. 3809 Rm. 147**

REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD

For use of this form, see AR 40-657; the proponent agency is OTSG.

1. FROM:

2. POINT OF CONTACT:

Name:

Phone:

Station Identification Number:

3. CONTROL NUMBER:

4. TO: ☐ **PHCR-Europe LS** ☐ **PHCR-South LS** ☐ **BAHRAIN** ☐ **HAWAII** ☐ **KOREA**

5. PRODUCER/MANUFACTURER (Name, Address and Phone):

ESTABLISHMENT # / PLANT CODE (IMSL, USDA, etc.)

VC #

6. REASON FOR SUBMISSION:

☐ Suspected foodborne illness (contact laboratory prior to submission)

☐ Suspected foreign material/object

☐ Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below).

☐ OTHER ***(Specify):***

☐ Destination monitoring program

☐ Contract compliance

☐ Proximate analysis

Sanitation Audits

☐ Initial

☐ Special

☐ Directed routine

☐ Routine

7. SAMPLES SELECTED FROM:

☐ DECA ☐ MWR ☐ PLANT

☐ Exchange ☐ Exchange vendor ☐ Prime vendor

☐ Commercial establishment

☐ OTHER:

8. DATE SAMPLE(S) SELECTED: **thru**

9. SHIPMENT TEMPERATURE CONDITIONS:

☐ Room temperature

☐ Frozen

☐ Chilled - include 1 temperature pilot per shipping container

10. INSPECTOR'S SIGNATURE

11. ACCOUNTABLE OFFICER'S SIGNATURE

12. REMARKS

FOR LABORATORY USE ONLY

SHIPPING CARRIER TRACKING NUMBER:

LABORATORY REPORT NUMBER:

RECEIVED:

RECEIPT TEMPERATURE:

SAMPLE(S) FOR ANALYSIS BY:

☐ CHEMISTRY ☐ MICROBIOLOGY

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APD 9V1.000
PAGE 1 OF 2

13. SAMPLE INFORMATION *(Complete as much information as is available):*			LAB SRN #
SAMPLE NUMBER 1	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 2	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 3	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 4	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 5	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 6	FOR LABORATORY USE ONLY		
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION		BRAND NAME
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE		SAMPLE WEIGHT/VOLUME
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.			

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PAGE 2 OF 2

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TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | PAGE NO.

1. DOC ID	2. TRLR CTR	3. CONSIGNOR	4. COMMODITY SPECIAL HANDLING	5. AIR DIM	6. POE	7. POD

8. MODE	9. PACK	10. TRANSPORTATION CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT

18. CARRIER	19. FLIGHT-TRUCK-VOY-DOC NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE

	a. Transship Point	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
25.											
26.											
27.											

28. CONSIGNEE	29. DATE RECEIVED/OFFERED *(Sign)*	30. CONDITION	31. REMARKS

32. DOC ID	33. TRAILER - CON-TAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO		37. POD	38. MODE	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. PRI	43. REMARKS AND/OR					44. ADDITIONAL REMARKS OR		
				Air Dim a.	POE b.							RDD a.	Proj b.	Stow Loc Shpd c.	ETA d.	Tac e.	Pieces a.	Weight b.	Cube c.

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MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-0188
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POD		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. *(This piece)*	11. RDD
	12. CUBE *(This piece)*	13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER	
	17. TOTAL PIECES	

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VETERINARY NECROPSY REPORT CHECKLIST AND GUIDELINES

(DD Form 1626 may be used independently of TB Med 283. Instructions for completing this form begin on page 9.)

SECTION I - ADMINISTRATIVE DATA

PART A - CONTRIBUTOR'S DATA

1. CONTRIBUTOR/PROSECTOR		2. DATE OF REPORT *(YYYYMMMDD)*
3. NAME AND ADDRESS OF REPORTING UNIT		4. GEOGRAPHIC LOCATION *(Country)*
5. TELEPHONE NUMBER	6. FAX NUMBER	7. E-MAIL

PART B - ANIMAL IDENTIFICATION AND RELATED DATA

8. ANIMAL I.D. *(Name and Tattoo Number)*	9. SPECIES	10. BREED

11. DATE OF BIRTH *(YYYYMMMDD)*	12. AGE	13. SEX	14. NEUTERED ☐ YES ☐ NO	15. WEIGHT	16. COLOR

17. EUTHANIZED *(Specify method and agent used.)*
☐ YES ☐ NO

18. CAUSE OF DEATH *(Medical reason for death or decision to euthanize.)*

19. NAME AND ADDRESS OF UNIT ACCOUNTABLE FOR ANIMAL

20. CONTRIBUTOR'S NECROPSY NUMBER	21. DATE OF DEATH *(YYYYMMMDD)*	22. TIME BETWEEN DEATH AND NECROPSY

23. PRIORITY REQUIRED ☐ ROUTINE ☐ RUSH	24. MATERIALS FORWARDED

SECTION II - CLINICAL AND PATHOLOGICAL DATA

25. CLINICAL ABSTRACT *(Continue in Block 32 or on a separate sheet if necessary and attach copy of DD Form 1743, Death Certificate of a Military Dog; DD Form 1834, Military Working Dog Service Record (Assignment History); and DD Form 2619, Master Problem List.)*

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SECTION II - CLINICAL AND PATHOLOGICAL DATA *(Continued)*
26. CLINICAL DIAGNOSES *(Relevant to the death of the animal.)*
27. GROSS NECROPSY DIAGNOSES
28. GROSS PHOTOGRAPHS *(Tissues and lesions photographed.)*
29. MICROBIOLOGICAL CULTURE RESULTS *(Specify site.)*
30. CLINICAL PATHOLOGY TEST RESULTS *(Relevant to the death of the animal, include a copy.)*
31. RADIOGRAPHS AND INTERPRETATIONS *(Relevant to the death of the animal, include a copy.)*
32. REMARKS *(List any additional information that supplements this report. This block can be used for a continuation of another information block.)*
33. SIGNATURE OF CONTRIBUTOR/PROSECTOR

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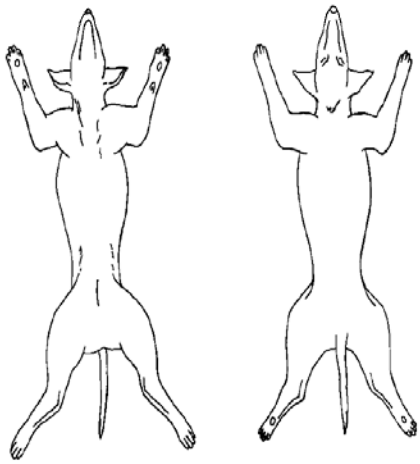
SECTION III - GROSS FINDINGS

(If more space is needed, identify the tissue and continue on a blank sheet.)

GENERAL (Condition of cadaver, haircoat, body orifices, scars, superficial lesions/tumors, etc.)

WEIGHT



Ventral Dorsal

EYES AND EARS

PRIMARY INCISION (Subcutaneous fat, musculature, superficial lymph nodes, etc.)

BONE MARROW (Color, consistency, submit two unstained cytology smears.)

ENDOCRINE GLANDS (Pituitary, thyroid, parathyroids, adrenals.)

Thyroid/Parathyroid (gm) L R

Adrenal (gm) L R

Pituitary

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SECTION III - GROSS FINDINGS *(Continued)*

BODY CAVITIES (If fluid is present in the abdomen and/or thorax, describe the color, clarity and amount.)

URINARY SYSTEM (Kidneys, ureters, urinary bladder, urethra.)

Kidney (gm) L ☐ R ☐

GENITAL SYSTEM (Testes, epididymides, spermatic cords, prostate gland, penis, ovaries, oviducts, uterus, cervix, vagina, vulva.)

ILIAC LYMPH NODES AND ABDOMINAL AORTA

HEART (Pericardium, epicardium, myocardium, endocardium, valves, coronary vessels, etc.)

Weight (gm) ☐

RV (mm) ☐

LV (mm) ☐

IV Septum (mm) ☐

VASCULATURE (Arteries, veins, and lymphatics.)

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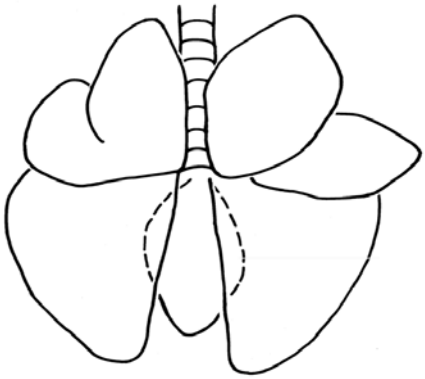
SECTION III - GROSS FINDINGS *(Continued)*

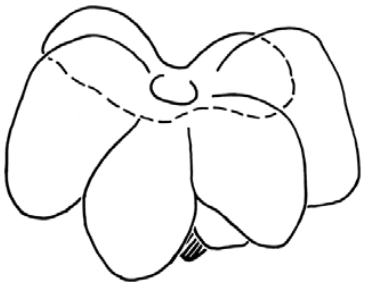
RESPIRATORY SYSTEM (Larynx, trachea, bronchi, lymph nodes, etc.)

LUNG (gm) R ____ L ____



LIVER (Size, color, consistency, gallbladder, bile ducts, etc.)

Weight (gm) ____



PANCREAS

Weight (gm) ____

SPLEEN

Weight (gm) ____

GASTROINTESTINAL TRACT (Mouth, teeth, tongue, salivary glands, esophagus, stomach, duodenum, jejunum, ileum, cecum, colon, rectum, anus and lymph nodes.)

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SECTION III - GROSS FINDINGS *(Continued)*
BONES AND JOINTS, NONVERTEBRAL (Hip, stifle, shoulder, elbow, other.)
BRAIN (Cerebrum, cerebellum, brainstem.)
NASAL CAVITY AND SINUSES
VERTEBRAL COLUMN
SPINAL CORD
PERIPHERAL NERVES

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SECTION IV - TISSUE CHECKLIST

Use this checklist to record all tissues collected for submission. In the "Other" section, list any additional tissues collected that are not on the checklist. Tissues are listed in order of descriptive protocol. See TB MED 283 for an alphabetical list.

34. MILITARY WORKING DOG (MWD) NAME	35. MWD TATTOO

36. ITEM

	EYES (LEFT/RIGHT)		SPLEEN
	LACRIMAL GLAND		MESENTERIC LYMPH NODE(S) *
	AXILLARY LYMPH NODE(S) (LEFT/RIGHT) *		STOMACH
	HAIRED SKIN (SPECIFY SITE IN REMARKS)		DUODENUM
	MAMMARY TISSUE (IF APPLICABLE)		JEJUNUM
	SKELETAL MUSCLE		ILEUM
	BONE MARROW		ILEOCECOCOLIC JUNCTION
	THYROID AND PARATHYROID GLANDS *		CECUM
	MANDIBULAR SALIVARY GLANDS		COLON
	ADRENAL GLANDS (LEFT/RIGHT)		RECTUM
	THYMUS/THYMIC REMNANTS *		ANUS/PERIANAL AREA/ANAL SAC
	BONE (RIB, STERNEBRA; SPECIFY OTHER SITE)		EAR CANAL
	TONSILS (LEFT/RIGHT) *		BRAIN (INTACT)
	TONGUE		PITUITARY GLAND *
	ESOPHAGUS		SPINAL CORD (INTACT)
	MEDIAL RETROPHARYNGEAL LYMPH NODE(S) *		PERIPHERAL NERVE (SPECIFY)
	DIAPHRAGM		OTHER (SPECIFY)
	KIDNEYS (LEFT/RIGHT)		
	URETERS		
	URINARY BLADDER		
	URETHRA		
	PROSTATE GLAND	REMARKS:	
	TESTES/EPIDIDYMIDES (LEFT/RIGHT)		
	UTERUS; CERVIX; VAGINA		
	OVARIES (LEFT/RIGHT)		
	ILIAC LYMPH NODE(S) (LEFT/RIGHT) *		
	AORTA, ABDOMINAL (SPECIFY OTHER SITE)		
	HEART (ENTIRE ORGAN, OPENED)		
	TRACHEA/LARYNX		
	TRACHEOBRONCHIAL LYMPH NODE(S) (L/R) *		
	LUNG		
	PANCREAS		
	LIVER		
	GALLBLADDER		

* Identify these tissues by placing in labeled, large-size tissue cassettes (or other containers) prior to fixation and shipment.

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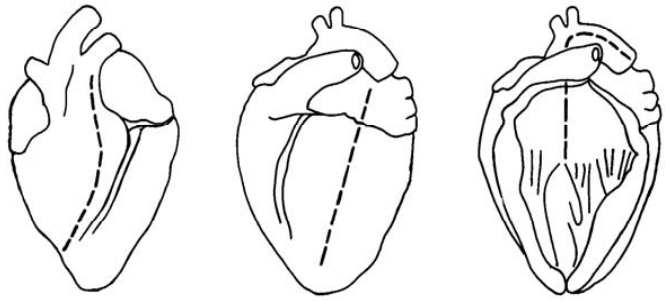
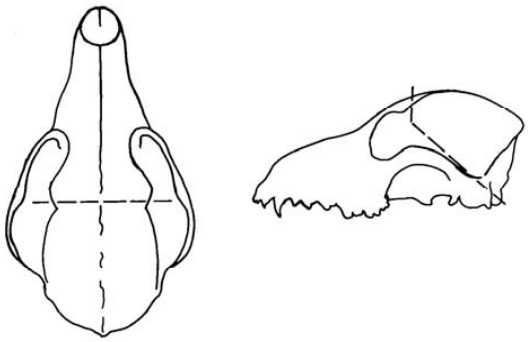
DISSECTION AIDS

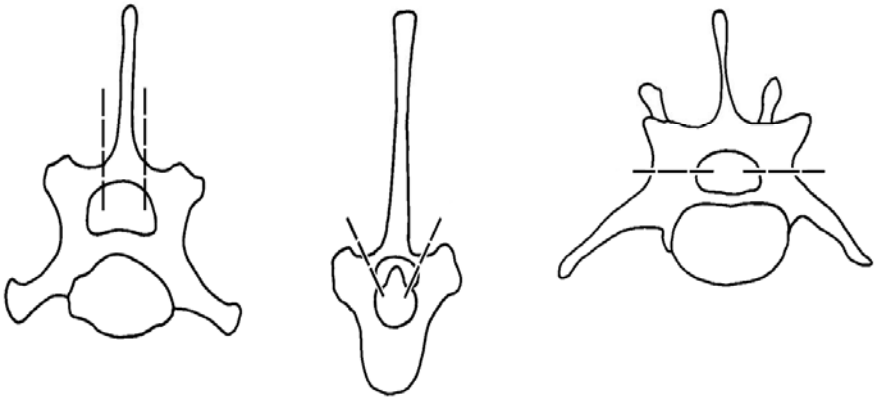


Right Ventricle Left Ventricle Aortic Outflow

DISSECTION OF THE HEART



REMOVAL OF THE BRAIN



Cervical Thoracic Lumbar

REMOVAL OF THE SPINAL CORD

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INSTRUCTIONS FOR COMPLETING DD FORM 1626

PURPOSE: DD Form 1626 is used to record necropsy results of military working dogs, but may be used for other animals.

GENERAL: This form may be printed or photocopied without the instruction pages to minimize the length. DD Form 1626 is available on the Army Electronic Library CD-Rom (EM 0001) and on the DoD web site at http://web1.whs.osd.mil/icdhome/icdhome.htm.

SECTION I - ADMINISTRATIVE DATA

1. Blocks 1 through 7: **Name and Address of the Reporting Veterinary Unit.** Enter the rank, full name and title of the contributing Veterinary Corps officer and the military unit to which assigned. Station address, telephone and fax numbers, and e-mail address are all important information.

2. Blocks 8 through 16: **Animal Identification.**

3. Block 17: **Euthanized (Yes or No).** Specify the brand name or the active agent of the euthanasia product, the amount given, and the site of intravenous administration.

4. Block 18: **Cause of Death**. Concisely state the medical reason(s) leading to the death of the animal. In the case of euthanasia, state why the animal was euthanized.

5. Block 19: **Name and Address of Unit Accountable for Animal.** Enter the military unit that is accountable for the MWD. Include the complete military unit designation and station address. (If the form is used for a privately owned pet, the owner's information should be indicated in this block.)

6. Block 24: **Materials Forwarded.** List categories such as tissues, culture results and radiographs, gross photographs, etc.

SECTION II - CLINICAL AND PATHOLOGICAL DATA

7. Block 25: **Clinical Abstract.** The clinical abstract should address the recent pertinent information regarding this case, and previous significant medical history. Include illnesses, recent treatments, laboratory and radiologic findings, surgeries, wounds, fractures, immunizations, working environment and recent TDY assignments. Attach a copy of DD Form 1743, *Death Certificate of a Military Dog*; DD Form 1834, *Military Working Dog Service Record (Assignment History)*; and DD Form 2619, *Master Problem List*.

8. Block 26: **Clinical Diagnoses.** Concisely list significant clinical conditions relating to the death of this animal.

9. Block 27: **Gross Necropsy Diagnoses.** List all necropsy diagnoses (interpretations).

10. Block 30: **Clinical Pathology Tests and Results.** List tests and include a copy of the results.

SECTION III - GROSS FINDINGS

NECROPSY PROTOCOL *(Abstract of TB MED 283, Chapter 3)*

INTRODUCTION (Para. 3-1)
a. Describe all abnormalities in detail. Use each block/diagram in this section for a systematic examination and report. Enter "NGLR" (no gross lesions recognized) or an equivalent notation as appropriate.
b. Use physiologic saline to rinse tissues during the necropsy. Tissue specimens are sensitive to hydrostatic and osmotic pressures. Rinsing with tap water will cause morphologic artifacts.
c. Organ weight data is optional. Collect when practicable.
d. Use the tissue checklist on Page 7.

EXTERNAL EXAM (Para. 3-2)
Carefully examine all external structures and surfaces and record the following: weight, nutritional condition, state of rigidity, extent of post-mortem decomposition, and the condition of the haircoat, skin, mucous membranes, eyes and body orifices. Describe tattoos, scars, wounds, cutaneous tumors, bony malformations, discharges, etc.

EYES (Para. 3-3)
The eyes should be collected early in the necropsy. Clamp the eyelids together with tissue forceps (Allis recommended). Use a scalpel to incise the eyelids around the orbit. With curved scissors, dissect the eyes from the orbits by cutting extraocular muscles, connective tissue attachments and optic nerve. Examine and collect lacrimal gland tissue. Check for eyelid and retrobulbar lesions. Eyelids should remain attached to the left eye for identification; however, remove skeletal muscle from the surface of the sclera to facilitate fixation. Also, 0.2 - 0.5 ml of formalin may be injected directly into the vitreous chamber.

INSTRUCTIONS FOR COMPLETING DD FORM 1626 *(Continued)*

SECTION III - GROSS FINDINGS *(Continued)*

VENTRAL MIDLINE INCISION (Para. 3-4)
a. With the carcass in dorsal recumbency, make a ventral midline incision that extends from the mandibular symphysis to the pubis. Dorsally reflect the skin from the abdomen, thorax and cervical region to expose underlying tissues and regional lymph nodes. Examine the amount and color of the subcutaneous adipose tissue.
b. Transect the muscles between the scapula and thorax and the soft tissues surrounding the hip joint to allow the pelvic and thoracic limbs to lay flat and maintain the carcass in a steady position.
c. Locate and examine the brachial plexus in the axillary space. Locate, examine and collect the applicable regional lymph nodes.
d. Carefully examine the subcutis and skeletal muscle. Examine and collect a representative specimen of skeletal muscle.

BONE MARROW (Para. 3-6)
Femur, rib, sternum and vertebra are readily accessible sites for collection of histologic and cytologic red bone marrow specimens. The submitted specimen must contain red marrow. Collect early in the necropsy. (See para. 2-9c)

THYROID AND PARATHYROID GLANDS (Para. 3-7)
Careful removal of the muscles ventral to the trachea will expose the thyroid and parathyroid glands. Examine, and collect the thyroid and parathyroid glands.

SALIVARY GLANDS AND LYMPH NODES (Para. 3-8)
Locate and examine the mandibular, parotid and sublingual salivary glands and mandibular lymph nodes. Collect a specimen of mandibular salivary gland and, if indicated, a mandibular lymph node.

BODY CAVITIES (Para. 3-9)
Methodically examine all viscera *in situ* and observe for correct anatomic size and position. Record any abnormal characteristics of fluids present in either the abdomen or thorax.
a. Abdomen (Para. 3-9a). To completely expose the abdominal viscera, make a ventral midline incision through the abdominal wall from the xyphoid process to the pubis. From the anterior end of this incision, cut laterally along the posterior margin of the last ribs. From the posterior end of the incision, cut laterally just anterior to the pubis.
b. Adrenal Glands (Para. 3-9a). Locate, examine, and collect both adrenal glands.
c. Thorax (Para. 3-9b). Verify negative intrathoracic pressure by observing and carefully listening for the influx of air resulting from a small stab incision made through the tendinous portion of the diaphragm. Using bone cutters, remove the ventral one-third of the rib cage. Examine the mediastinum, pericardium and diaphragm. Examine the parietal and visceral pleura. Examine the ribs and intercostal muscles. Examine and collect the thymus or thymic remnants, if present, in the cranial mediastinum.
d. Thoracic Viscera Removal. Examine the thoracic viscera *in situ*, then remove *en masse*. The resultant "block" of thoracic viscera should include tongue, larynx, trachea, esophagus, heart, aorta and lungs. Place on a large cutting board for further dissection (See para. 3-13).

DIAPHRAGM (Para. 3-9c)
Examine and collect a representative specimen of diaphragm.

PELVIC CANAL (Para. 3-9d)
Locate the obturator foramina on the pelvis. Place the tip of bone cutting shears into one foramen and cut the pubis (caudal) and ischium (cranial). Repeat this on the opposite side. By blunt and sharp dissection, remove the freed section of bone to expose the pelvic canal.

UROGENITAL TRACT (Para. 3-9e)
a. Examine the perineum. Incise the skin and subcutaneous tissues around the external genitalia.
b. Free both kidneys from their attachment sites. Bluntly, dissect the ureters and excise at the urinary bladder. On both kidneys, incise and reflect the renal capsule to the hilus and examine the ureter and renal vasculature. Section the kidneys to the renal pelvis, cutting the left kidney longitudinally and the right kidney transversely (for later identification). Extend the renal pelvic incisions into each ureter. Serially section the kidneys and collect representative specimens from both (no more than 0.5 cm thick) that include the renal papilla. Collect a representative section of ureter.
c. Remove remaining urogenital organs. Record ovariohysterectomy or orchiectomy, as applicable, on the DD Form 1626.

INSTRUCTIONS FOR COMPLETING DD FORM 1626 *(Continued)*

SECTION III - GROSS FINDINGS *(Continued)*

UROGENITAL TRACT *(Continued)*
d. Examine the urinary bladder, urethra and prostate gland (as applicable). Open the bladder and urethra along their ventral aspects to the os penis (male) or external urethral meatus (female). Closely examine the urethra and trigone of the urinary bladder. Collect representative specimens of urinary bladder, urethra and prostate gland (as applicable).
e. Examine the male genitalia. Collect, label and submit both testes and epididymides in entirety with a segment of each spermatic cord. For proper fixation bisect the testes.
f. Examine the female genitalia. Use scissors to open the vulva, vestibule, vagina, cervix and uterus to the oviducts. Collect representative specimens of these structures and the ovaries.

DIGESTIVE TRACT REMOVAL (Para. 3-9f)
Examine the anus and rectum. Incise the skin and subcutaneous tissues around the anus and remove the abdominal viscera en masse. Place on a large cutting board for further dissection (See para. 3-17).

ILIAC LYMPH NODES AND ABDOMINAL AORTA (Para. 3-11)
Examine iliac lymph nodes and abdominal aorta. Collect representative specimens.

HEART, GREAT VESSELS AND PERICARDIAL SAC (Para. 3-12)
Incise the pericardial sac. Check for abnormal fluid accumulation. Reflect the pericardium over the base of the heart. Examine the base of the heart for neoplastic disease. Examine the great vessels and atria. Examine the epicardial surface and coronary arteries. Carefully dissect the heart (see fig. 3-1 or page 8 of this form) and examine all endocardial surfaces. Collect and submit the entire heart.

RESPIRATORY SYSTEM (Para. 3-13)
a. Trachea. Examine and open the trachea from the larynx to the level of the primary bronchi. Collect representative specimens.
c. Lungs. Palpate the peripheral and hilar areas of all lung lobes. Isolate and infuse the airways and alveolar spaces of the right cranial lung lobe with formalin (see para. 3-13b). Dissect the remaining lung lobes by opening all major bronchi. Collect representative specimens.

LIVER AND PANCREAS (Para. 3-14)
Examine and collect a representative specimen of pancreas with an attached segment of mesentery and duodenum. Verify the patency of the bile duct by applying pressure to the gallbladder, while observing for bile expulsion at the major duodenal papilla. Open and examine the gallbladder. Open the large hepatic arteries and veins (visceral surface) and examine. Serially section the liver and collect representative specimens (no more than 0.5 cm thick) of liver and gallbladder.

SPLEEN (Para. 3-15)
Examine, serially section and collect one or more representative specimens (no more than 0.5 cm thick).

MESENTERY (Para. 3-16)
Examine the omentum, mesentery and the root of the mesentery. Examine and collect representative mesenteric lymph nodes.

GASTROINTESTINAL TRACT (Para. 3-17)
a. Oral Cavity. Examine the oral cavity, teeth, pharynx and larynx. Locate, examine and collect each tonsil. Sharp dissection through the soft tissue between the tongue and mandible, across the soft palate and through the hyoid apparatus will free the tongue and oropharynx. Locate, examine and collect the medial retropharyngeal lymph nodes.
b. Salivary Glands and Lymph Nodes. Locate and examine the mandibular, parotid and sublingual salivary glands, and regional lymph nodes. Collect representative specimens of mandibular salivary glands and regional lymph nodes, if indicated. Separately label tissues that have a similar appearance, for later identification.
c. Esophagus (Para. 3-9c). Open, examine and collect a representative specimen of esophagus. The distal esophagus may be ligated with suitable material prior to transection to prevent spillage of gastric contents.
d. Stomach and Intestines. Open, examine and rinse the mucosal surfaces of the distal esophagus, stomach and duodenum with physiologic saline. Do not rinse with tap water. Collect designated specimens. Open, examine and collect representative specimens from the remaining small and large intestine. Alternately, specimens of intestine may be collected by resecting unopened (8-10 cm) segments, gently flushing the lumen with physiologic saline, ligating each end, and then gently distending the segment with formalin using a syringe and needle.

INSTRUCTIONS FOR COMPLETING DD FORM 1626 *(Continued)*

SECTION III - GROSS FINDINGS *(Continued)*

BONES AND JOINTS, NONVERTEBRAL (Para. 3-5 and 3-18)
Carefully open the hip, stifle, shoulder and elbow joints (and others as indicated) and examine for abnormal synovial fluid, ruptured, stretched or frayed ligaments, erosion and ulceration of articular cartilage, thickened joint capsules, osteophyte formation and proliferative or thickened synovium. Describe all abnormalities. Collect representative specimens for histopathologic examination, as indicated.

BRAIN (Para. 3-19)
a. Remove the head.
b. Make a dorsal midline incision from the nose to the foramen magnum.
c. Reflect the skin ventrally. Transect and collect a specimen of the ear canal. Remove the temporal muscles from the cranium.
d. Use a bone saw to make three cuts through the skull. Do not cut into the brain. The first cut is made transversely at the anterior limit of the cranial cavity, slightly posterior to the zygomatic process. Rotate the cranium to one side and connect the end of the transverse cut with the foramen magnum. Repeat on the opposite side (See figure 3-2 or page 8 of this form).
e. Use a Virchow's skull breaker, bone chisel or similar instrument in the first (transverse) incision, to pry off the calvarium. Examine the internal surface of the calvarium.
f. If necessary, remove the osseous tentorium cerebelli with rongeurs. Transect the olfactory lobes. Elevate the rostrum and carefully transect the cranial nerves and pituitary stalk, freeing the brain.
g. Immerse the brain in formalin (see para. 2-10). Bisect the brain only if tissue is required for immediate laboratory testing, such as for rabies.

PITUITARY GLAND (Para. 3-20)
Incise the dura mater surrounding the sella turcica to free the pituitary gland. Remove it carefully and place in a labeled tissue cassette.

NASAL CAVITY AND SINUSES (Para. 3-21)
Make a complete transverse cut across the frontal and maxillary bones rostral to the orbits. Examine the exposed nasal cavity and sinuses. Alternatively, a wedge of bone may be removed to expose these spaces. If indicated, submit a representative specimen.

VERTEBRAL COLUMN (Para. 3-10)
Examine the ventral surface of the vertebral column and record abnormalities.

SPINAL CORD (Para. 3-22, and Fig. 3-3 or page 8 of this form)
a. Remove the skin remaining on the carcass and examine dorsal subcutis and musculature.
b. Remove the epaxial muscles.
c. Removing the thoracic vertebral arches first allows visualization of the correct placement of the saw blade for the subsequent removal of cervical and lumbar arches. Do not cut into the spinal cord.
d. Thoracic vertebrae. Transect the spinous processes of the thoracic vertebrae with a bone saw. Cut through the vertebral arches adjacent to the remnants of the spinous processes at approximately a 45-degree angle. Make a transverse cut anterior to T-1 and posterior to T-13. Remove the thoracic arches to expose the spinal cord.
e. Lumbar vertebrae. Cut through the vertebral arches immediately dorsal to the transverse processes at a 90-degree angle from vertical (perpendicular to the spinous processes). Make a transverse cut at the lumbosacral junction. Remove the lumbar arches to expose the spinal cord.
f. Cervical vertebrae. Cut through the vertebral arches midway between the spinous processes and the transverse processes at a 0-degree angle (parallel to the spinous processes). Remove the cervical arches to expose the spinal cord.
g. Sacral vertebrae. Opening the sacrum is usually not necessary. If lesions are suspected in the cauda equina, cutting between the intermediate and lateral sacral crests can expose the sacral vertebral canal.
h. Grasp the dura mater with tissue forceps, cut the nerve roots and remove the spinal cord from the canal. Examine the dura mater and spinal nerve roots.
i. To facilitate examination and fixation, carefully cut and reflect the dura mater along the dorsal midline for the full length of the spinal cord.
j. Examine the vertebral column for herniated disc material, osteophyte formation and other lesions.
k. Place a suture through the dura mater (or use some other form of identification) to mark suspect areas of the spinal cord requiring the attention of the histopathologist.
l. Immerse the spinal cord and the attached dura mater in formalin.

PERIPHERAL NERVES (Para. 3-23). Examine and collect radial and sciatic nerve. Staple both ends of the collected specimens to a section of tongue depressor labeled with the tissue identification.

DD FORM 1626, OCT 2001 Page 12 of 12 Pages

REQUEST FOR AND REPORT OF LABORATORY EXAMINATION FOR RABIES

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Sections 3013, 5013, and 8013.

PRINCIPAL PURPOSE(S): To provide for documentation of the results of laboratory examinations of a deceased animal for rabies.

ROUTINE USE(S): The results of the examinations are used to determine the proper medical management of patients potentially exposed to rabies because of a bite/scratch inflicted by the animal described and belonging to the owner named. The information may also be used to: aid in preventive health and communicable disease control programs; report medical conditions required by law to Federal, state, and local agencies; compile statistical data; conduct research; teach; assist in law enforcement, to include investigations and litigation; and evaluate the care provided.

DISCLOSURE: Voluntary; but if information is not provided, all pertinent and relevant information regarding the medical history of the animal cannot be evaluated. Comprehensive medical care to the individual potentially exposed to rabies may not be possible, but care will not be denied.

1. TO	2.a. FROM	b. TELEPHONE NUMBERS *(Incl. Area Code)*	
		(1) DUTY	(2) AFTER HOURS
		DSN	DSN
		COMMERCIAL	COMMERCIAL

SECTION I - REQUEST FOR TEST

PART A - IDENTIFICATION

3. OWNER OF ANIMAL *(Last Name, First, Middle Initial)*	4. ANIMAL		
	a. SPECIES	b. PET OR STRAY	c. AGE

PART B - SYMPTOMATOLOGY *(Past 3 to 5 days) (X all blocks that apply)*

5. COULD ANIMAL CLOSE MOUTH? ☐ UNKNOWN ☐ NO ☐ YES	6. SALIVATING? ☐ NO ☐ YES ☐ THIN/WATERY ☐ THICK/ROPY	7. ABLE TO DRINK WATER? ☐ UNKNOWN ☐ NO ☐ YES
8. LOSS OF APPETITE? ☐ UNKNOWN ☐ NO ☐ YES	9. EATING UNUSUAL THINGS? ☐ UNKNOWN ☐ NO ☐ YES	10. DIFFICULTY IN SWALLOWING? ☐ UNKNOWN ☐ NO ☐ YES
11. NERVOUS OR UNUSUAL BEHAVIOR? ☐ UNKNOWN ☐ NO ☐ YES	12. PARALYSIS OF ANY KIND? ☐ UNKNOWN ☐ NO ☐ YES	13. DATE FIRST NOTICED SICK
14. DATE OF DEATH	15. MANNER OF DEATH ☐ DIED ☐ EUTHANIZED	

PART C - HISTORY

16. HAD ANIMAL BEEN VACCINATED AGAINST RABIES? a. *(X one)* ☐ NO ☐ YES	b. DATE	c. TYPE OF VACCINE

PART D - HUMAN EXPOSURES

17. NAME *(Last, First, Middle Initial)* a.	ADDRESS *(Street, City, State, Zip Code)* b.	TELEPHONE NUMBER *(Include Area Code)* c.	BITTEN? *(Yes/No)* d.	SALIVA? *(Yes/No)* e.

18. CLINICAL DIAGNOSIS, NECROPSY FINDINGS, AND REMARKS

19. VETERINARIAN a. TYPED NAME *(Last, First, Middle Initial)*	b. GRADE	c. TITLE	d. SIGNATURE	e. DATE

SECTION II - LABORATORY REPORT OF RABIES EXAMINATION

20. DATE SPECIMEN RECEIVED	21. CONDITION	22. LAB ACCESSION NUMBER

23. FLUORESCENT ANTIBODY RESULTS	24.RESULTS TELEPHONED a. TO	b. DATE	c. HOUR	d. BY

25. CELL CULTURE RESULTS	26. FINAL LABORATORY DIAGNOSIS

27. SUBMITTED BY a. TYPED NAME *(Last, First, Middle Initial)*	b. GRADE	c. TITLE	d. SIGNATURE	e. DATE

DD Form 2620, JUN 92

Reset

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VETERINARY CONSULTATION REQUEST FORM
JOINT PATHOLOGY CENTER

ATTN: Joint Pathology Center
Case Accessioning
606 Stephen Sitter Ave.
Silver Spring, MD 20910

PATIENT INFORMATION *(Required)*

OWNER'S LAST NAME	ANIMAL NAME	TATTOO NUMBER

AGE _____ SEX: ❑ Male ❑ Female	DATE OF BIRTH Month: Day: Year:	NEUTERED ❑ Yes ❑ No
COMMON NAME	**BREED**	**GENUS AND SPECIES**

AFIP/JPC Accession No., Material Forwarded *(previous if known)*

❑ Gov't Animal
❑ Privately-owned Animal
❑ Wednesday Slide Conference
❑ Other _____

MATERIALS FORWARDED

❑ Clinical Information *(Req'd)* ❑ Formalin Fixed (Wet Tissue) ❑ Photos _____
❑ Surgical Path Report *(Req'd)* ❑ Blocks *(Qty)* _____ ❑ X-rays _____
❑ Slides *(Req'd)* _____ ❑ Autopsy Report *(Req'd)* ❑ Other _____

CYTOLOGIC SPECIMEN METHOD OF COLLECTION

❑ Fine Needle Aspirate
❑ Touch Impression
❑ Other _____

ANATOMIC LOCATION OF SPECIMEN
specify biopsy site or organ (Required)

SPECIMEN CONTAINER IDENTIFICATION
Specimen Containers must be labeled with two identifiers *(Required)*

CONTRIBUTOR'S ACCESSION NO.(S)

PRIORITY REQUESTED: ❑ Routine ❑ Rush ❑ No Letter *(for training or research)*

VITAL STATUS

❑ Alive
❑ Deceased *(Check one)*
❑ Euthanized
Method _____
❑ Spontaneous Death

CONTRIBUTOR'S WORKING DIAGNOSIS: *(Differential diagnosis and questions should be entered in "Comments and Requests" Section)*

CLINICAL HISTORY: *Include: Location, Size, Symptoms, Duration, Physical and Laboratory Findings, Type and Date of Operation(s) and/or other Treatment.*

❑ If cytologic specimens shipped separate from fixed tissue, indicate number of shipments _____
(Continue in "Comment and Requests" section)

CONTRIBUTOR'S INFORMATION

CONTRIBUTOR'S NAME _____

NAME OF FACILITY _____

BUSINESS ADDRESS _____

_____

CITY _____ STATE _____ ZIP CODE _____

COUNTRY _____

TELEPHONE _____ FAX _____

EMAIL _____

SEND PATHOLOGY REPORT BY ❑ EMAIL ❑ FAX ❑ MAIL *(Check all that apply)*

This form may be reproduced by the contributor and is available on JPC website

JPC VET Form

— Uncontrolled Copy —

— Uncontrolled Copy —

OWNER'S LAST NAME	ANIMAL'S NAME

IMPORTANT

Have you enclosed a legible summary of the clinical findings, laboratory data, operative findings or report, and specific treatment? Cases selected for inclusion in specific registries often require additional information. Clinical or gross photos, pertinent X-rays, CT scans, MRI scans, echograms, angiograms, and similar diagnostic studies add substantially to the education value of the case. They are highly desired by some departments and required by others.

COMMENTS AND REQUESTS

ADDRESS THE MATERIAL TO

Joint Pathology Center
Case Accessioning
606 Stephen Sitter Ave.
Silver Spring, MD 20910

JPC RETENTION POLICY

1. MICROSCOPIC SLIDES SUBMITTED WITH EACH CASE ARE RETAINED PERMANENTLY. Under certain circumstances original slides may be returned to the Contributor if requested by the Contributor and approved by the JPC. If slides are returned, then each slide will be digitized at the expense of the Contributor.
2. Blocks are retained for a minimum of ten (10) years, unless return is requested by the Contributor at the time the case is submitted. Contributors may request return or loan of blocks at some later time. If blocks are returned, then JPC will retain representative diagnostic material.
3. Other pathologic material, X-rays, CT scans, MRI scans, echograms, angiograms, photographs, and similar diagnostic studies may be retained for education and research or discarded.

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MCHB-RE-L

US Army Public Health Command Region-Europe
Laboratory Sciences (LS)

Fact Sheet for Submission of Suspected RABIES Samples
(Version 1 • Revision 1 • 05 April 2012)

The following quick reference guide is intended to be a tool to assist in the submission of suspected rabies samples for laboratory analysis. For more detailed instructions please reference the LS Biological Customer Guide (current revision).

1. Notify the Veterinary Pathology Division (VPD) as soon as you know you have a sample for rabies testing.

   Send email to: phcre.ls.vetpath@amedd.army.mil with a Cc… to phcre.lshotline@amedd.army.mil and include the following information in the email notification:

   - LS Form 16 *Request for Laboratory Determination for Rabies.*
   - Species of animal(s) involved.
   - Number of samples being submitted.
   - Status of human exposure(s), ***do not include PII unless email is encrypted IAW HIPPA requirements!***

2. Remove and send the head. ***Do not remove the brain from the head***. (submission of the whole carcass on ***small*** animals, such as bats or rodents, is allowed).

3. Double bag using heavy plastic leak-proof bags and cool the specimen immediately.

   Note: If shipping will be delayed the sample can be frozen (***DO NOT use dry ice***).

4. Place the sample in an appropriate shipping container (Styrofoam™ box inside a cardboard shipping box) with freezer packs and absorbent material to absorb condensation.

   Note: ***DO NOT*** use a cardboard box alone to ship the sample.

5. Tightly seal the shipping container and affix the ***PROVIDED MAILING LABEL***.

   Note: ***DO NOT write "RABIES" anywhere on the box!*** Refer to the specimen as a "**DIAGNOSTIC SAMPLE**".

6. Once the sample has been delivered to the carrier for shipment, ***immediately*** send an email with the following information:

   - Shipping method (example: CCAT flight, military cargo flight).
   - Time of departure and estimated time of arrival at Ramstein AFB.
   - Flight number and tail number for CCAT flights.
   - Transportation control number (TCN) for military cargo flights.

7. For questions call VPD personnel at:

   - ***VPD On-call Gov Cell [+49 (0162) 2703083]***
   - Chief, VPD [DSN 314-486-8957 or Gov Cell +49 (0162) 2703152]
   - VPD NCOIC [DSN 314-486-6528]
   - Senior Rabies Analyst [DSN 314-486-6527]

REQUEST FOR LABORATORY DETERMINATION FOR RABIES

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Sections 3013, 5013, and 8013.

PRINCIPAL PURPOSE(S): To provide for documentation of the results of laboratory examinations of a deceased animal for rabies.

ROUTINE USE(S): The results of the examinations are used to determine the proper medical management of patients potentially exposed to rabies because of a bite/scratch inflicted by the animal described and belonging to the owner named. The information may also be used to: aid in preventive health and communicable disease control programs; report medical conditions required by law to Federal, state, and local agencies; compile statistical data; conduct research; teach; assist in law enforcement, to include investigations and litigation; and evaluate the care provided.

DISCLOSURE: Voluntary; but if information is not provided, all pertinent and relevant information regarding the medical history of the animal cannot be evaluated. Comprehensive medical care to the individual potentially exposed to rabies may not be possible, but care will not be denied.

1. TO (Laboratory Address)	2.a. FROM (Unit Address)	2.c. TELEPHONE (Incl. Area / Country Code)	
US ARMY PHCR-Europe (WK4UPX) **Laboratory Sciences (MCHB-RE-L)** **Building 3809 Landstuhl Post** **ATTN: Veterinary Pathology Division (VPD)** **66849 Landstuhl-Kirchberg, GERMANY** **On-call Cell / Handy Tel: +49 0162-2703083**		(1) DSN Duty	(2) DSN After Hrs
		(3) Commercial Duty	(4) Commercial After Hrs
	2.b. UNIT Location (Country)	2.d. Unit POC Email Address	

SECTION 1 - REQUEST FOR TEST - PART A - IDENTIFICATION

3. OWNER OF ANIMAL *(Last Name, First, Middle Initial)*	4. ANIMAL	a. FIELD ID#	
	b. SPECIES	c. PET OR STRAY	d. AGE

PART B - SYMPTOMATOLOGY *(Past 3 to 5 days) (X all blocks that apply)*

5. COULD ANIMAL CLOSE MOUTH? ☐ UNKNOWN ☐ NO ☐ YES	**6. SALIVATING?** ☐ NO ☐ YES ☐ THIN/WATERY ☐ THICK/ROPY	**7. ABLE TO DRINK WATER?** ☐ UNKNOWN ☐ NO ☐ YES
8. LOSS OF APPETITE? ☐ UNKNOWN ☐ NO ☐ YES	**9. EATING UNUSUAL THINGS?** ☐ UNKNOWN ☐ NO ☐ YES	**10. DIFFICULTY IN SWALLOWING?** ☐ UNKNOWN ☐ NO ☐ YES
11. NERVOUS OR UNUSUAL BEHAVIOR? ☐ UNKNOWN ☐ NO ☐ YES	**12. PARALYSIS OF ANY KIND?** ☐ UNKNOWN ☐ NO ☐ YES	**13. DATE FIRST NOTICED SICK**
14. DATE OF DEATH	**15. MANNER OF DEATH** ☐ DIED ☐ EUTHANIZED	

PART C - HISTORY

16. HAD ANIMAL BEEN VACCINATED AGAINST RABIES? a. *(X one)* ☐ NO ☐ YES	b. DATE	c. TYPE OF VACCINE

PART D - HUMAN EXPOSURES

17.a. NAME	b. ADDRESS	c. DATE	d. TYPE OF EXPOSURE

18. CIRCUMSTANCES OF EXPOSURE AND OTHER REMARKS

19.a. VETERINARIAN (TYPED NAME)	b. GRADE	c. EMAIL ADDRESS	d. SIGNATURE	e. DATE

SECTION II - FOR LABORATORY USE ONLY

20. DATE SPECIMEN RECEIVED	**21. CONDITION**	**22. LAB ACCESSION NUMBER**

23. FLUORESCENT ANTIBODY RESULTS	24.a. RESULTS EMAILED TO	b. DATE	c. HOUR	d. BY

25. CELL CULTURE RESULTS	**26. FINAL LABORATORY DIAGNOSIS**

27.a. REPORTED BY (TYPED NAME)	b. GRADE	c. TITLE	d. SIGNATURE	e. DATE

LS Form 16 (DD Form 2620 mod.) August 2012

USAPHCR-Europe Laboratory Sciences (LS)

Request for Laboratory Analysis Veterinary Pathology

Laboratory Use Only----------

RLA Review By: Date: LS SRN:

Project # _____

POC: _____ Email: _____ Phone #: _____

Alternate POC: _____ Atl. Email: _____ Alt. Phone #: _____

Unit: _____ Clinic: _____ Previous LS VPD Case # _____

Owner's LAST Name _____ Animal Name _____ Birth Date _____

Common Name _____ Tatoo / CHIP # _____ Sex _____ Status _____ Age _____

Relevant History (signs, duration, lab findings, and recent therapy)

Contributor's Working Diagnosis

Lesion Description / Post Mortem Findings (location, size, distribution)

Laboratory Use Only ----------

Samples Submitted # Containers # Slides Date

Tissues Stored Date Stored LS Sample #s

Gross Description & Cassette List

Send Samples To:

U.S. Army Public Health Command Region-Europe
(WK4UPX) Laboratory Sciences
ATTN: MCHB-RE-LS Customer Support Division
CMR 402, APO AE 09180

— or —

U.S. Army Public Health Command Region-Europe
(WK4UPX) Laboratory Sciences
ATTN: MCHB-RE-LS Customer Support Division
Kirchberhg Kaserne, Gebaude 3809, Raum 147
D-66849 Landstuhl, Germany

LS RLA Form 19 Veterinary Pathology • August 2012

Print Form

USAPHCR-Europe Laboratory Sciences (LS)

Foodborne Illness Outbreak Investigation
(complete form and submit with each batch of specimens shipped)

Contact Information for the Investigating Public Health Command Laboratory----------

POC: _____

Address _____

City: _____ Zip / Country Code: _____ Country: _____

Phone Number: _____ Email: _____

Location / Activity / Unit Associated with the Outbreak----------

Date & Time of Onset of First Case: _____

Incubation Period: Average [ ] Incubation Period: Minimum [ ] Incubation Period: Maximum [ ]

Illness Duration: Average [ ] Illness Duration: Minimum [ ] Illness Duration Maximum [ ]

Total # of Individuals Involved [ ] # of Total with Symptoms [ ] # of Total with Nausea [ ] # of Total with Fever [ ]

# of Total with Vomiting [ ] # of Total with Diarrhea with Blood [ ] # of Total with Diarrhea without Blood [ ]

# of Total with Cramps [ ] Other Symptoms: _____

Implicated Food----------

Place, Date, & Time of Food Preparation: _____ Method of Serving & Holding Food: _____

Storage Place & Temperature of Food: _____

Suspect Food Item #1	# Who Ate Item #1	# Didn't Eat #1	Suspect Food Item #2	# Who Ate Item #2	# Didn't Eat #2

Suspect Food Item #3	# Who Ate Item #3	# Didn't Eat #3	Suspect Food Item #4	# Who Ate Item #4	# Didn't Eat #4

Medical Treatment Facility (***Do not provide Patient PII***): _____

Laboratory Results of the Locally Examined Specimens (if any) to Assist in the Investigation----------

Specimen #1:	Test #1:	Result #1:	Date #1:

Specimen #2:	Test #2:	Result #2:	Date #2:

Send To: U.S. Army Public Health Command Region-Europe
(WK4UPX) Laboratory Sciences
ATTN: MCHB-RE-LS Customer Support Division
CMR 402, APO AE 09180

— or —

U.S. Army Public Health Command Region-Europe
(WK4UPX) Laboratory Sciences
ATTN: MCHB-RE-LS Customer Support Division
Kirchberhg Kaserne, Gebaude 3809, Raum 147
D-66849 Landstuhl, Germany

LS Form 20 Foodborne Illness • August 2012

Print Form

LS UN1845 Class 9 Hazard Label

Notes:
1. Shipper's Declaration not Required.
2. Part B is Required
3. Dry Ice must be in Kilograms (kg)

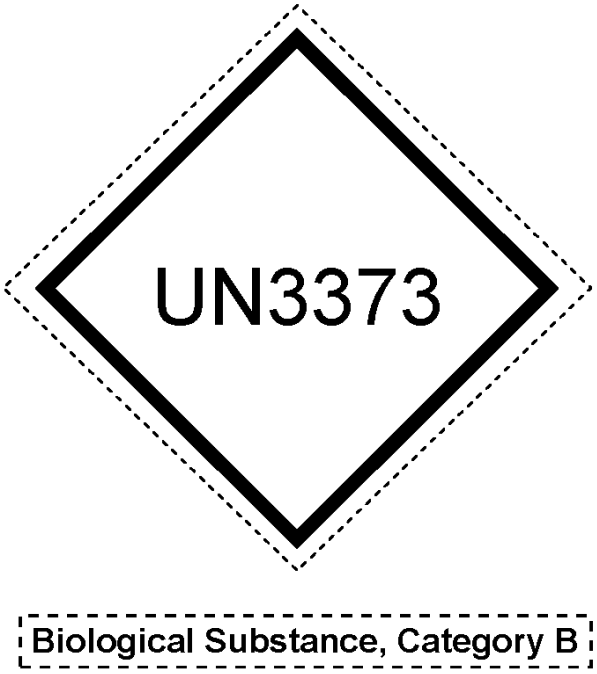
Airbills Must Have the Following:
1. "Dangerous Goods - Shipper's Declaration Not Required."
2. Dry Ice; 9; UN1845
3. _____ x _____ kg!!!
   (# of pkg) (wt)

US ARMY Public Health Command Region-Europe
Laboratory Sciences (MCHB-RE-L)
Landstuhl-Kirchberg Kaserne Germany
CMR 402
APO AE 09180

Printable UN3373 Shipping Label

The labels provided below should print with either: a) the standard dimensions (100 mm on a side) for a hazard label, or b) The 2” on each side of the diamond. UN3373 labels are allowed to be as small as 2”; however, the width of the line of the diamond ***must*** be at least 2 mm thick and the text and numbers a minimum of 6 mm in height. Print this file, cut around the outside border (dotted line) of either of the two labels below and affix one to a vertical side of the box (do not attach to the top or bottom), in the orientation shown below. Not all printer inks are indelible and some run when exposed to very small amounts of water (e.g., rain or snow). Therefore, it is strongly suggested that you cover the label with clear plastic tape after filling in the kilogram weight of dry ice (is used).

2” Label



— Uncontrolled Copy —

Print Form

FROM:

Unit:

Address 1:

Address 2:

Address 3:

Address 4:

999

Signature Service

Life or Death Impact

VETERINARY DIAGNOSTIC SAMPLE

— TO BE OPENED BY ADDRESSEE ONLY —

US ARMY Public Health Command Region-Europe (WK4UPX)

Laboratory Sciences (MCHB-RE-L)

Building 3809 Landstuhl Post

ATTN: Veterinary Pathology Division (VPD)
VPD On-Call Cell / Handy [+49 (0162) 2703083]

CMR 402

APO AE 09180

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LS Hotline Email