

Successful Laboratory Submissions & Electronic IDs

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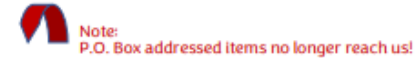
Remember...

- Our goal is to get you the best possible information
- We can only work with what we get
- There are limitations to the assays we perform
 - Some require very specific sample material
 - Some require specific volumes/amount of sample
 - Some assays are species-specific
 - Some things we just can't do!
- *Always reference our submission guide for the most up to date info regarding available tests & submission information
 - https://liv.mt.gov/_docs/Lab/Forms/4.4.1.1-MVDL-Submission-Guide-and-Fee-Schedule.pdf

Montana Veterinary Diagnostic Laboratory - MVDL

Tests, Fees, Submission Guide

1911 West Lincoln
Bozeman, Montana 59718-4132



MVDL is an AAVLD accredited laboratory and a member of the National Animal Health Laboratory Network (NAHLN).

- Normal hours of operation are Monday through Friday, 8:00 AM to 5:00 PM, except for major state and federal holidays.
- Diagnostic testing not performed at MVDL (referral) will be charged based on the current fee schedule of the provider, MVDL handling (see below), and mailing costs incurred.
- If routine MVDL testing cannot be completed at MVDL, the client (e.g., veterinarian, owner) will be notified.
- Testing may be performed with a disclaimer on non-listed specimen types; please contact the laboratory to discuss testing on non-listed or non-validated specimen types.
- For some livestock, e.g., Cattle, Sheep, Goats, Horses, Mules, Swine, Poultry, Llamas, Alpacas, Domestic Bison, Ratites, or alternative, discounted Department of Livestock per-capita fee rates apply.
- Turnaround times listed below are based on normal operating conditions, capacity, inventory, and staffing and may be subject to change.
- Shipments received after 3PM may be processed the following business day.

Properly collected, identified, packaged, and shipped specimens promote timely, quality results.

- Certain regulatory samples must be collected by an authorized sampler.
- Allowed pooling and additional specimen detail is listed below.
- Please use biohazard-labeled leak proof primary containers, leak proof secondary containers, sufficient absorbent materials, and adequate ice packs/dry ice/hot packs.
- All submitted specimens become the property of MVDL and may be subject to additional testing as determined by animal health officials or surveillance mandates.

Specimens must be accompanied by a completed submission form or online web portal requisition confirmation, which should be sealed in a protective bag and placed above packaging inside the shipping container.

- We strongly encourage submitters to access and fill out our current forms electronically and submit them to us via email to increase efficiency and accuracy.
- Animal identification numbers not received electronically will not routinely be entered or included on reports; please submit animal ID information electronically to receive the highest quality reports.

Please use suitable shipping containers, compliant shipping labels, and package tracking.

- Discounted, flat rate UPS shipping is available through our web portal.
- COD shipments are not accepted.
- For the most efficient and timely receipt of results, we recommend accessing test results via our web portal or receiving e-mailed reports.
- Completed submission forms, web portal requisitions, or any other accepted means of test request creates a contractual agreement of services between the client and the MVDL.
- In an effort to adhere to biosecurity best-practices, MVDL will not routinely return cardboard and/or styrofoam mailers to submitters for reuse in subsequent sample submissions.
- Non-porous shipping materials (e.g., hard sided coolers) may be disinfected and returned for a service fee plus shipping upon request and approval.

submission/order forms: <https://liv.mt.gov/Diagnostic-Lab/index>

email MVDL: mudl@mt.gov

access MVDL portal: <https://mudl.mt.gov>
telephone MVDL: 406.994.4885

ADMINISTRATIVE

General notes: Supply orders can be made either through our web portal or with a supply order request form

Description	Fee	Service Area	Species	Specimen Detail	Test Days	Turnaround Time	Additional Information
Accession Fee	\$5.00	Administrative	NA	NA	NA	NA	Applied to all cases, except EIA submissions
STAT/Expedited Processing	50% surcharge	Administrative	NA	NA	NA	NA	Applied when expedited processing is requested and approved
Accession Organizational Fee (per hour)	\$75.00	Administrative	NA	NA	NA	NA	Applied for samples not organized by the animal identifications listed on the submission form
After Hours Receiving (per carcass)	\$50.00	Administrative	NA	NA	NA	NA	Applied when after hours receiving is requested and approved
After Hours Reporting (per report)	\$20.00	Administrative	NA	NA	NA	NA	Applied when after hours reporting is requested and approved
Pathologist Time (per hour) (non routine cases)	\$200.00 + case testing fees	Administrative	NA	NA	NA	NA	Applied in special circumstances, e.g., after hours, consultation, legal/insurance case, etc.
Referral Shipping and Handling	\$20.00	Administrative	NA	NA	NA	NA	Applied when referral processing is requested

Single Animal Submission Form (SV43)

- What do we absolutely need?
 - Submitter information*
 - Please let us know if your contact information has changed (this includes billing info)
 - Owner name and address
 - Important for traceback, should the need arise
 - Animal demographics
 - Name or numerical ID
 - Age (if unknown, “adult” or “juvenile” is fine)
 - Species and breed (if known)
 - Sex
 - Collection date*
 - Samples being submitted
 - Type of sample (fluid, tissue, etc.)
 - Serum ≠ plasma – need appropriate sample for test
 - NUMBER of each type of sample*
 - Anatomic location (e.g., swabs, aspirates)* - this may affect what we set up!
 - History!!!
 - Can be brief, include relevant differentials – this may also affect what we set up & how we do it!
 - Select Agents, dimorphic fungi, etc.
 - Special requests: **CREMATION**, hold, etc.
 - Tests requested (if not listed, write in “History”)
 - If you are not sure, check user guide or call us!

MONTANA VETERINARY DIAGNOSTIC LABORATORY REQUEST - SINGLE ANIMAL

1911 West Lincoln Street
Bozeman, MT 59718-4132
www.liv.mt.gov/lah

phone: 406-994-4885
fax: 406-994-6344
email: mvd@mt.gov

LABORATORY USE ONLY
DATE: _____ CASE NUMBER: _____

Please Check if Contact Information has Changed

Report By: Standard Mail Fax Email Copy to Owner

Submitter Signature: _____

Veterinarian (please print): _____

Clinic: _____ Account #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Owner Name: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

County: _____

Phone: _____ Fax: _____

Email: _____

Species: Bovine Equine Porcine Ovine Feline Canine Avian Wildlife Other: _____

Animal ID: _____ Age: _____ Sex: M M/C F F/S Breed: _____

Date Collected: _____ Date Submitted: _____ Date Died: _____ Previous Case#: _____

Blood: Tissues: Urine: Feces: Swabs: Slides: Other: _____

CSF ANALYSIS
SG, Microprotein, Cytospin, Cytology
Plus Microprotein Referral Fee

FLUID ANALYSIS
Total Cell Count, TP, SG, Cytology

BONE MARROW CYTOLOGY

CYTOLOGY with CULTURE

RABIES
 Human Exposure
 Non-Human Exposure
 Exposure Unknown

Other: _____

MOLECULAR DIAGNOSTICS (PCR)
Specify: _____

OTHER TESTS: _____

PARASITOLOGY
 Flotation
 Ectoparasites
 Heartworm ELISA
 Giardia Evaluation
 Other: _____

PATHOLOGY
 Necropsy
 Histopathology

SEROLOGY SMALL ANIMAL
 FeLV
 FeLV & FIV
 FIP
 Other: _____

VIROLOGY
 Virus Identification

LABORATORY USE ONLY:
 Pathology Rabies Clinical Pathology
 Clinical Micro/Bacteriology Virology Cytology
 PCR Serology Referral:

MVDL is an accredited AAVLD Laboratory and a member of the USDA National Animal Health Laboratory Network. Completed submission forms or any other means of test service request create a contractual agreement of services with MVDL. All submitted specimens become the property of MVDL. Submitted specimens may be subjected to additional testing as determined by state or federal animal health or foreign animal disease surveillance mandates.

SV43 Revision 6-12-19

Remember: if information is missing, your case will be delayed until we can get in touch with you!

Multiple Animal Submission Form (Excel)

- Herd testing
 - Multiple sick animals from the same herd or screens
 - If serology/PCR testing, use this form
 - Individual sick animals - things like cultures/diarrhea panels and clin path panels, use SV43 for each animal
- What do we absolutely need?
 - Submitter information
 - Owner name and ANIMAL LOCATION
 - Important for traceback
 - DSA reimbursement – Brucella testing ONLY
 - Animal demographics
 - Name or OFFICIAL animal ID if for regulatory testing & corresponding tube number**
 - Blue sharpie ink on blood tubes is helpful!
 - **ELECTRONIC FORM!!!**
 - Species and breed (if known)*
 - Collection date*
 - Samples being submitted
 - Type of sample and NUMBER of each type of sample/tubes*
 - History!!!
 - Can be brief: Export (where), DSA, screening, etc.
 - Tests requested
 - If you are not sure, refer to submission guide and/or call us!
 - Pooled vs. individual PCR (sorted if possible)
 - Specific test helps! (e.g., ELISA vs. SN)
 - If not listed in drop down, “Individual Specimen/Request”



MONTANA VETERINARY DIAGNOSTIC LABORATORY

PHONE: (406) 994-4885
 FAX: (406) 994-6344
 WEBSITE: www.liv.mt.gov/lab
 WEB RESULTS: <https://mvd.liv.mt.gov>
 E-MAIL: mvd@mt.gov

1911 WEST LINCOLN STREET
 BOZEMAN, MT 59718

Lab Use Only

Handwritten/faxed submission forms are accepted, but for optimal efficiency and accuracy, please complete electronically and submit via email. Include a print copy with specimens.

* Asterisks indicate required submitter/owner information fields.

*Submitter Name:	*Owner Name:
*Clinic Name:	*Animal Location: (address)
*Address:	*City, State, ZIP:
*City, State, ZIP:	Premises ID: *County:
Account #:	Market: (if applicable)
Phone: Fax: (if applicable)	Phone: Email: (if applicable)
Email:	DSA Reimbursement Request: <input type="radio"/> No <input type="radio"/> Yes
*Collection Date:	*Submitted Specimens: (date)
*History: (e.g. clinical signs, etc.)	

Test Requests.
 See dropdown options below or the MVDL Submission Guide & Fee Schedule @ our website. If tests are not to be performed on all samples, specify in the Individual Specimen column below.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Sample #	Tube #	Official Animal ID (one ID per field)	Other Animal ID (one ID per field)	Sex	Age	Breed	Species	Individual Specimen/Request
1								
2								
3								
4								
5								

Remember: if information is missing, your case will be delayed until we can get in touch with you!

Official Animal Identification

- Absolutely necessary for regulatory testing
- Facilitated by electronically submitted laboratory paperwork



Other things to consider:

- Electronic submissions (Excel based for Multiple Animal Submission Form)
 - Copy is retained indefinitely
 - Less risk of transcription errors
 - Ability for us to print out a new form if the one in the shipment gets contaminated with manure or other bodily fluids
- Several other submission forms – OK depending on circumstances
 - Federal Brucella submission form (send with an Excel copy of IDs)
 - Salmonella submission form (poultry/egg producers)
 - EIA (carbon copy vs. VSPS vs. GVL)
- For large cases, if a single (or a few) tubes are omitted, please highlight or make an obvious note of the missing tubes
 - E.g., 300 samples submitted, first tube is “1”, last tube is “302”
 - Really time consuming to try to cross reference every tube to the submission sheet to figure out which ones are missing (slows down accessioning for everyone)
- Tracking numbers!
 - Regardless of what carrier you use...
- More info to the lab = more comprehensive results
 - Initiates consultation if something is unexpected or if we think you might benefit from additional testing beyond what is requested
- Please try to use current submission forms to ensure all required info is there

Questions?