

# AVIAN INFLUENZA SAMPLING AND SHIPPING GUIDE FOR DISEASE INCIDENT

## SUPPLIES

- ADDL Commercial Poultry Incident Submission Form (prepopulated)
- Premises ID Barcode Labels
- Shipping Contents Form
- Black Ink Pen
- Fine Tipped Black Sharpie
- Clear Packing Tape
- Masking Tape
- Double Gloves
- Lysol Spray Can
- Lysol Wipes
- BHI Broth Tubes – 5.5 ml broth tubes for pooling 11 samples
  - Available from NVSL
- Sterile Polyester Swabs – DO NOT use cotton swabs or wooden handles
- Small and Large Ziploc Bags or Similar Plastic Bags
- Plastic Bag for Submission Paperwork
- Insulated Shipping Container
- Frozen Gel Packs
- Bulk Filling Material/Padding (if shipping) and Absorptive Material
- Shipping Label or Company Label (depending on transport method)
  - Stickers – UN3373 Biological Substance Category B

## PROCESS

### COMPLETE ADDL COMMERCIAL POULTRY INCIDENT SUBMISSION FORM

- Include Premises ID (on barcode with Site Name)
- Refer to *“Guide to Completing Commercial Poultry Incident Submission Form”* for help

### COMPLETE SHIPPING CONTENTS FORM

- Numbers help ADDL sort and account for contents in shipping container
- Numbers will be used by BOAH to monitor testing activity
  - The “Total Number of Tubes” and the “Number of Premises” will be the information communicated to BOAH following sections

## PREPARE SUPPLIES

- Label BHI broth tubes with house number/ID (sharpie)
  - If using PIN barcode labels, ensure they are sticking
    - Cover with clear packing tape to secure and waterproof
- Gather swabs – have an extra swab for each house in case of contamination

- Label Plastic bags – Primary Bag (all tubes from one building) + Secondary Bag (hold all primary bags for one premises)
  - Company / Owner / Location / Site
  - Premises ID Barcode Label
  - Covering labels with clear packing tape will preserve and waterproof

#### COLLECT SAMPLES

- Follow collection guidelines outlined in USDA’s “*Avian Sample Collection for Influenza A and Newcastle Disease*”
  - [https://www.aphis.usda.gov/animal\\_health/lab\\_info\\_services/downloads/WIAV0020.pdf](https://www.aphis.usda.gov/animal_health/lab_info_services/downloads/WIAV0020.pdf)
  - do NOT leave the swabs in the BHI broth tubes.
- BHI tubes available from NVSL – 5.5 ml BHI
  - <https://www.aphis.usda.gov/library/forms/pdf/NVSLKitRequestForm.pdf>
- Follow the appropriate biosecurity steps to C&D tubes
  - Wipe down with Lysol wipe before placing in primary plastic bag
  - Keep paperwork and secondary bags clean and outside of the animal areas

#### PACK AND SHIP/DELIVER

- ADDL is open Monday-Friday 8am-5pm
  - **Samples need to be received before 11am to ensure results at 5pm**
- Refer to “*USDA Preparing Diagnostic Specimens for Shipment*”
- Plastic bags from the inside out:
  - Each labeled tube goes into a primary plastic bag that has a PIN barcode label and house ID
    - One bag per house/barn/structure on a premises
  - Each primary plastic bag of tubes for the premises will go into a secondary bag that holds all samples from one premises.
    - This secondary plastic bag will also need to be labeled with premises/company/site information.
    - **Labeling tubes and bags: If submitting samples from multiple premises, please mark (with sharpie or pen) at the top of the submission forms a consecutive count of numbers (1, 2, 3, etc.) and mark the corresponding bag of samples with the same number. This will help speed up identifying samples for the labeling process at ADDL.**
  - All secondary plastic bags (multiple premises) will be placed into the insulated shipping container
  - The Insulated Shipping Container (should be inside a cardboard box)
  - To Pack:
    - Place gel ice packs on the bottom of insulated shipping container
    - Place all secondary plastic bag sets on top of ice
    - Fill all empty space with bulk and absorptive material to prevent movement and moisture buildup during shipping
      - Bulk materials: bubble wrap, plastic air bags, newspaper
    - Cover container with insulated lid

- Place submission forms in a plastic bag on top of the insulated lid (below the cardboard lid)
  - Tape the completed “Shipping Contents Form” to the bag
  - If hand delivering samples, paperwork should be kept separate from samples. Hand paperwork to ADDL staff at arrival to lab.
- Close the cardboard lid and tape shut with packing tape
- Attach “UN3373: Category B Substances” sticker to the side of the box
- Write company name on the outside of the box
- Attach shipping label if being shipped by courier and not hand delivered
  - Indiana Animal Disease Diagnostic Laboratory  
406 S. University Street  
West Lafayette, IN 47907-2065
- Delivery to Purdue ADDL
  - Have samples packaged the same as described above
    - Keep paperwork outside the shipper
  - Call ADDL (765-494-7440) when the driver reaches the edge of Lafayette (10-15 minute heads up)
  - Drive samples to back loading dock of ADDL
    - DO NOT bring samples through the front door
  - You will hand off the entire shipper and it WILL NOT be returned

#### COMMUNICATE SAMPLING INFORMATION WITH BOAH AND ADDL

- **Designate a company contact for the lab.** This person is the one the lab will reach out to if there are any questions related to sample submission (paperwork, Prem IDs, specimens/tubes).
  - Generally, this person will be in contact with Dr. Lossie or Dr. Bowen.
  - Email [addlhpai@purdue.edu](mailto:addlhpai@purdue.edu) the day before or by 8am the day of to ADDL
    - The number of samples that will be coming the ADDL
    - A scanned PDF file with all of the completed submission forms that are on their way to the diagnostic lab. This will greatly improve the turnaround time for results if we can have paperwork before the samples arrive at ADDL.
- Phone: 765-494-7440 – ADDL West Lafayette main line.
  - Please call with any questions.
  - After hours emergency calls or during the day can reach out to Dr. Lossie or Dr. Bowen directly.
    - Dr. Geoff Lossie: 847-400-6475
    - Dr. Craig Bowen: 765-237-9188

#### REPORTS

- Reports will automatically be sent to BOAH
- Reports will be faxed and/or emailed to your company

#### BIOSECURITY

#### SUBMISSION FORM + SHIPPING CONTENTS SHEET

- Complete in the office and never enter an animal area
- Store separately from samples

- Outside the cooler in a plastic bag if being hand delivered
- On top of the cooler and below the cardboard in a plastic bag if being shipped

#### SAMPLE TUBES

- Wipe down with Lysol wipe before placing in primary plastic bag

#### ZIPLOC/ PLASTIC BAG

- Primary bag around tubes
  - Wipe down or spray with Lysol before placing in secondary bag
- Secondary bag
  - Keep clean and outside animal area
  - Wipe down or spray with Lysol before placing in shipping container

#### RELATED DOCUMENTS TO AVIAN INFLUENZA SAMPLING GUIDE:

- *ADDL Commercial Poultry Incident Submission Form*
- *Guide to Completing Commercial Poultry Incident Submission Form*
- *Shipping Contents Form*
- *USDA Avian Sample Collection for Influenza A and Newcastle Disease*
- *NVSL Kit and Instrument Order Form*
- *USDA Preparing Diagnostic Specimens for Shipment: Category B Substances*

#### WEBSITES

- ADDL Homepage: <https://www.addl.purdue.edu/>
- BOAH HPAI: <http://www.in.gov/boah/2390.htm>
- USDA: *Avian Sample Collection for Influenza A and Newcastle Disease*  
[https://www.aphis.usda.gov/animal\\_health/lab\\_info\\_services/downloads/WIAV0020.pdf](https://www.aphis.usda.gov/animal_health/lab_info_services/downloads/WIAV0020.pdf)

#### CONTACTS

INDIANA ANIMAL DISEASE DIAGNOSTIC LABORATORY  
406 S. University Street  
West Lafayette, IN 47907-2065

Phone: 765-494-7440

Fax: 765-494-9181

Email: [addl@purdue.edu](mailto:addl@purdue.edu) and [addlhpa@purdue.edu](mailto:addlhpa@purdue.edu)

Website: <https://www.addl.purdue.edu/>

INDIANA STATE BOARD OF ANIMAL HEALTH  
Discovery Hall, Suite 100

Indianapolis, IN 46205

Phone: 317-544-2400

Fax: 317-974-2011

Email: [animalhealth@boah.in.gov](mailto:animalhealth@boah.in.gov)

Website: <http://www.in.gov/boah/>

## ORDERING

BHI ORDER FORM - NVSL

- <https://www.aphis.usda.gov/library/forms/pdf/NVSLKitRequestForm.pdf>

SWABS – FISHER SCIENTIFIC

- <https://www.fishersci.com/>
  - BD Sterile Flocked Swabs – Catalog Number 22-349-820
  - Puritan™ Polyester-Tipped Applicators – Catalog Number 14-960-1J