

SAMPLE SUBMISSION CHECKLIST

For herd veterinarians and producers

Cornell Veterinary Diagnostic Laboratory,
Upper Tower Road,
Cornell University,
Ithaca, NY 14853 (*Courier Address*)

Cornell Veterinary Diagnostic Laboratory,
PO Box 5786
Cornell University,
Ithaca, NY 14852-5786 (*Mailing Address*)

NOTE: VT Cattle Health Improvement Project Study Samples will not need to be scheduled but they must be identified and accompanied with the appropriate accession form.

- Order Supplies:** Call (607-253-3935) to order.
 - Order fecal cups from the Diagnostic Lab (\$0.25 apiece) at scheduling.
 - Samples must be submitted in DL cups to minimize cross contamination during shipping and handling in the lab.
 - 40 slot blood boxes and red top clot tubes can also be purchased from the DL.

- Collect Samples:**
 - **BLOOD:**
 - Fill clot tubes (red stopper) ½ full
 - Let clot at room temperature.
 - Refrigerate.
 - Ship overnight with cold packs or hold refrigerated no longer than 72 hours.
 - **FECES:** Collect fecal samples in DL cups
AVOID cross-contamination between samples at each step of the process.
 - Collect samples only from the rectum.
 - Use a new plastic sleeve for each sample.
 - Lubricate sleeve with clean water and a few drops of clean soap.
 - Fill Cup ½ full and **TIGHTEN CAPS!**
 - **SHIP OVERNIGHT WITH COLD PACKS. DO NOT FREEZE.**

- Identify Samples:**
 - Blood: Label tubes with animal ID and Sample No. that matches Sample No. on submission form
 - Fecal Cups: Label cups on lid and side with animal ID and Sample No. that matches Sample No. on submission form.

- Complete Paperwork: -**
 - A VTCHIP Accession form must accompany samples to identify testing.
 - Provide animal ID, Sample No. that matches that on tube or cup, Date of Birth and breed.
 - May use a computer-generated list with pre-assign Sample Nos. with the general accession form to submit samples.

- Pack and Ship:**
 - Blood: Box tubes by sample number.
 - **Double plastic bag** sample boxes to prevent leakage if breakage occurs.
 - Feces: Pack in **double plastic bags**, with no more than 25 per bag grouped by sample numbers.
 - **Ship samples to arrive on or by the date scheduled.** (see details for specific instructions)
 - Place submission form in same shipping box but in separate plastic bag.

Please use this checklist to help the Diagnostic Lab. provide the highest quality service to the greatest number of farms. For Herd Testing that is not part of the Vt Cattle Health Improvement Project, please contact the Diagnostic Laboratory at 607-253-3836 for scheduling.