Please read the following instruction for blood and tissue submissions:

**Blood Sample Collection** (performed by a veterinary clinician or nurse)

1. Label an EDTA (purple top) tube with animal’s call name and owner’s last name.
2. Draw 1-2 ml of patient’s blood into the labelled tube. For affected dogs we really prefer to get 2-5 ml EDTA blood to perform additional studies.
3. Blood sample must be kept cold (but not frozen) until shipping.
4. Blood tubes need to be wrapped in a bubble wrap or other protective packaging and then sealed in a Ziploc® bag.
5. Complete the submission form and mail it along with the sample to the address mentioned on the submission sheet.
6. These samples do NOT need to be shipped on ice and you may ship on any day of the week. Only if we ask for additional special samples may request with ice packs.
7. All samples for DNA testing can be shipped by regular mail, but we recommend having a tracking number for your shipment, so that you can track the delivery of your samples.
8. **For international shipments**, please use the declaration label on the next page.

**Cheek Swab/Brush Sample Collection**

(cheek brushes can be purchased from [www.ezswabs.com](http://www.ezswabs.com) or [www.dnakit.eu](http://www.dnakit.eu))

1. The kind of swabs/brushes you use have to be:
   - **Sterile**
   - Wrapped individually or two per pack
   - The wrapper must be intact/unopened before sample collection.
   - Their handles (plastic only; we no longer accept swabs with wooden handles) have to be at least 6 inches long and the thickness of those handles has to be less than 0.3 centimeters in diameter.
   - We recommend brushes over swabs but we can work with either.
2. Isolate the animal from other animals, toys and other sources of oral contamination for several hours before sampling.
3. To avoid contamination with food, do not feed or water the animal at least three hours before you collect the sample.
4. Check the animal's mouth for food or other substances. If there is something, clean/rinse the animal's mouth and wait for another hour.
5. The person collecting the sample should avoid touching inside the animal's mouth. Wearing disposable gloves will help.
6. Wash your hands before you collect the sample or wear disposable gloves.
7. Label the packages that contain the cheek swabs/brushes with the animal’s call name and the owner’s last name.
8. Open the end of the swab/brush package that shows the word “peel” printed on it. Be careful not to touch the swab/brush end as you remove it; it should not touch anything except inside the animal's mouth or inside the package it came in.

9. You may also wish to ask a second person to gently restrain the animal’s head while you collect the sample.

10. Insert swab/brush end between the animal’s gums and inside of the cheek. Roll the swab/brush on the inside surface of the cheek for 15–20 seconds. Make sure that the swab/brush is in contact with the cheek and not just with the saliva. To enhance sample collection, gently push on the outside of the cheek while rolling the swab/brush, this will press the swab/brush between the cheek and gum.

11. Hold it in your hand for several seconds while it air dries. Do NOT blow on the swab/brush.

12. Return swab/brush to its original package, allow it to dry completely, and then tape the opened end shut.

13. Repeat steps 7–13 for the second swab/brush using opposite side of the mouth. Two to three swabs/brushes are needed for each animal tested.

14. Secure swabs/brushes from each animal in a separate paper envelope.

15. If you plan to test another animal, remember to wash your hands before you start with the next animal or change gloves.

16. To reduce the chance of microbial growth on the swabs/brushes after sample collection do not freeze them or store them in a refrigerator where condensation can occur.

17. Complete the submission form and mail it along with the sample in a sturdy mailing envelope to the address mentioned on the submission sheet. Write “Do Not Bend” on the mailing envelope. Do not ship with ice pack.

18. All samples for DNA testing can be shipped by regular mail, but we recommend having a 2-day delivery and tracking number for your shipment, so that you can track the delivery of your samples.

19. For international shipments, please use the declaration label on the next page.

Thank you for your cooperation. 8/2016
International Shipping

When shipping internationally, first verify the shipping requirements as described by your choice of delivery service provider (FedEx, UPS, ParcelForce, DHL, etc).

US Customs requires that all international shipments have two (2) written declarations specifying the content of the package. One declaration should be secured to the outside of the package, and the other should be inserted inside the package. Please copy the following statements onto a piece of paper, preferably your own clinic letterhead, and make sure to sign and date this declaration by a veterinarian.

Regarding USDA Guidelines for Importation #1102 - Feline and Canine Material

I understand that a USDA import permit is not required for this material since I can provide the following true statements.

1. The material in this shipment is canine [blood / tissue / cheek swab / urine].
2. This material does not contain any other animal derived material (i.e., does not contain any livestock or poultry origin material).
3. This material was not derived from dogs which were inoculated with or exposed to any infectious agents of agricultural concern.

I declare that the above information is true and correct to the best of my knowledge.

Signature:

Veterinarian - Print Name:

Clinic Info / Letter Head:

For more information on this guideline, please visit the USDA webpage.