

Instructions for Filling out the PADLS HPAI PCR Submission Form

Billing and Reporting Preferences

Place a checkmark in the correct boxes for the “Bill To” and “Report To” section in the box in the top right corner of the submission form. If you choose the email option for the report, be sure to include an email address for the person getting the report.

Accession Number

The accession number will be assigned by the laboratory and the number will be filled in at the lab.

Submitter (Collector)

The Submitter/Collector is the person **who actually swabbed the birds**.

Check the box for Certified Poultry Technician (CPT) or HPAI Sampler as it applies to you.

If you are a CPT, include your CPT license number on the CPT ID Number line.

Complete the rest of the information in this box, including name, address phone number, and fax number and email if you have one, and **include your signature**.

Please note that HPAI Samplers may only collect samples from flocks for which they were approved by PDA and may only collect samples from flocks located in a Control Area, Surveillance Zone, or other general quarantine area as approved by PDA.

Owner/Company

Include the flock owner name, address, and contact information, including a fax number and email address if they will be getting the lab report by fax or email.

Premises (Flock Location)

Include the federal premises ID number, flock ID (owner or farm name), house or pen number (you can use page 2 if multiple houses or pens), and the address where the flock you are sampling is located. Include contact information of the farm owner or manager. If the flock at this location has an NPIP# or Monitored Flock #, please include that number so the flock gets credit for program testing.

- Please note that permits for movement of animals in an outbreak situation will not be issued without a federal premises ID #. It is extremely important to provide this information on your paperwork. Also, incomplete or missing contact information may cause a delay in the processing of the samples and/or reporting of results.

Other Lab Report Recipients:

If anyone else needs to get a copy of the report, you can fill in their name and fax or email information in this section. Additional room is available at the bottom of the form if needed.

Sample information

Fill out all applicable information available for the samples.

Required fields:

- ❖ Date Collected,
- ❖ Date Submitted,
- ❖ Age of Flock,

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- ❖ Number of swabs,
- ❖ Number of swab pools (number of tubes),
- ❖ Swab source (O-Oropharyngeal Swab, C-Cloacal Swab, T-Tracheal Swab)
- ❖ Species (type of birds),
- ❖ Breed of the birds,
- ❖ Production type of the birds,
- ❖ Description of the birds (include weight, color, etc-must match the Poultry Inspection Certificate information if birds are moving into the LBMS),
- ❖ Number of birds on the premises,
- ❖ Any comments or history of the flock that could be important (changes in production, etc)
- If submitting swab pools from multiple species/flocks, please use page 2 of the form to identify samples.
- Incomplete or missing sample information may cause a delay in the processing of the samples and/or reporting of results.

Program Testing – Purpose of Test (POT)

Check all purposes of testing for these samples, including surveillance testing and NPIP, Monitored Flock, or Production Flock (tested flocks for live bird market) testing, or testing for export.

HPAI Surveillance:

Indicate whether the flock premises where you are sampling is located in any of the following zones. **If this test is being used for a required weekly test or required test every 2 weeks (see other guidance documents), please check the box for “weekly test” under Infected Zone, Buffer Zone, or Surveillance Zone. The “weekly test” box may only be checked a maximum of once per week.** If this test is your weekly test (or every-2-week test) and is also being used for movement or program testing, check the weekly test box and also all the other purposes of test that apply.

* Infected Zone (0-3 kilometers),
 Weekly Test (once per week)

* Buffer Zone (3-10 kilometers),
 Weekly Test (once per week)

* Surveillance Zone (10-20 kilometers) around an infected flock.
 Weekly Test (once per week)

You can use the Control Area Address Checker ([Control Zone Address Checker](#)) on the PADLS website to verify which zone or zones apply to your flock. Please note that the flock you are sampling may be located in multiple zones if more than one flock nearby was infected. Please choose all zones that apply to the flock.

Regulatory Investigation- *if applicable*:

Check the box that best fits the purpose of test:

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*Epidemiology Linked- if you are submitting samples from a flock that has a link to an infected flock. *Usually used by PDA/USDA officials.*

*Sick Bird-if you are submitting samples from a flock with clinical signs consistent with Avian Influenza after you have notified PDA and have been asked to submit samples

*FADI #-for PDA/USDA official use only

Live Bird Market System:

*Check Production Unit on Farm and include the state(s) of destination (if known) for *Tested LBM flocks*.

*Check Pennsylvania AI Monitored Flock Program for flocks on the *Monitored Flock Program* (include Monitored Flock number on the submission form).

If the flock is located in an infected zone or buffer zone (Control Area), these movements to the live bird markets must be by permit only. Additionally, NJ has a rule that requires a test within 72 hours of movement if PA has any active Control Areas in place anywhere in the Commonwealth. If a flock is located outside of a Control Area, Surveillance Zone, or other general quarantine area as approved by PDA, a CPT or veterinarian must collect the samples.

NPIP- for flocks participating in an NPIP AI program:

*Check US AI Clean (Breeders) or

* US H5/H7 LPAI Monitored (Non-Breeders)

Include the NPIP number on the submission form.

Export Movement To:

If exporting or moving birds or product for purposes other than the live bird market system, check the box for the Export/Movement To section, and include the date of movement. If the flock is located in an infected zone or buffer zone (Control Area), these movements must be by permit only.

If you have any questions regarding sampling or submission of samples, please call the PADLS laboratory or PDA. Please fill out the submission forms completely.

University of Pennsylvania New Bolton Center
382 West Street Road Kennett Square, PA 19348
(610) 925-6725

Pennsylvania State University Animal Diagnostic Laboratory
Wiley Lane University Park, PA 16802
(814) 863-0837

Pennsylvania Veterinary Laboratory
2305 North Cameron Street Harrisburg, PA 17110-9408
(717) 787-8808

Pennsylvania Department of Agriculture BAHDS (717) 772-2852