Complete this form in its entirety. Please, print. Submit one form per specimen. Refer to separate instructions for packaging and submission of rabies specimens.

**PUBLIC HEALTH LABORATORY**
Oklahoma State Department of Health
1000 Northeast 10th Street
Oklahoma City, Oklahoma 73117
Phone: (405) 271-5070

**RABIES SPECIMEN SUBMISSION FORM**

**VETERINARIAN/SENDER**
Name: ____________________________
Address: __________________________
City: ____________________________ Zip: ____________
County: __________________________ Zip: ____________
Telephone: (_____)(_____)-_________
After-Hours: (_____)(_____)-_________
Fax: (_____)________-_________

**OWNER (if different from sender)**
Name: ____________________________
Address: __________________________
City: ____________________________
County: __________________________ Zip: ____________
Telephone: (_____)(_____)-_________

**SEND REPORT TO**  □ Veterinarian/Sender  □ Owner

**ANIMAL INFORMATION**

**Type:** (check appropriate box)
- □ Skunk
- □ Dog  Breed ____________
- □ Cow  Breed ____________
- □ Horse  Breed ____________
- □ Cat
- □ Other ____________

**Vaccination History:** (indicate dates)
- □ Rabies ____________
- □ EEE/WEE (horses only) ____________

**Was Animal Sick?**
- □ No  □ Yes  If yes, how long? ____________

**Details (symptoms):**

**Gender:** M / F / Unknown  □ Age: _______  □ Date Animal Died: ____________

**EXPOSURE INFORMATION** (**Required** - list persons/animals bitten or exposed to saliva or neurologic tissue)

<table>
<thead>
<tr>
<th>Name/Animal Exposed</th>
<th>Address</th>
<th>Phone</th>
<th>Age</th>
<th>Type of Exposure</th>
</tr>
</thead>
</table>

**SPECIMEN SUBMISSION INFORMATION**

Sent Via: □ Courier  □ Hand-Delivered  □ Other __________________________
Date Sent: ____________

**RESULTS**

Lab #: ____________________________
□ Negative (Rabies virus not detected by fluorescent antibody test)
□ Positive (Rabies virus detected by fluorescent antibody test)
□ Unsatisfactory  Reason: □ Skull crushed  □ Brain decomposed  □ Other ____________________________

**Comments:**
Rabies Specimen Submission Instructions

Specimen Collection:
- Prepare and refrigerate specimen as soon as possible after death of animal. Do not freeze (freezing may delay results).
- Submit:
  - **Head of animal** (other than of large animals)
  - Removed and intact brain of large animals (e.g., cattle or horses). Minimum tissue requirements for rabies testing are a complete transverse cross section of the brain stem and tissue from the cerebellum and hippocampus.
  - Whole animal, if less than 12 inches long, exclusive of tail (e.g., bat, small rodent)
- **Do not**:
  - Fix specimen in formalin or other preservative
  - Euthanize animal by clubbing or shooting in the head
- **Do not submit**:
  - Live animals
  - Animals raised/confined to cage (hamsters, gerbils, mice, rats, rabbits, etc.)
  - Wild or domestic birds (including chickens), turtles, or other reptiles
  - Wild rodents (mice, rats, etc.) that have ONLY potentially exposed other animals.

Submission Form:
A Rabies Submission Form (ODH-460) must be completed for each specimen submitted. Check all information (esp. address) for accuracy before submission. Circumstances of human or animal exposures (e.g., bite, scratch, or direct skin contact with saliva or blood from wild animal or probable exposure to rabid animal) must be documented on the Submission Form. Specimens received without documented exposure are not routinely processed.

Shipping:
- Refrigerate all specimens before and during shipment. Frozen cold packs should be used to provide refrigeration during transport.
- Ship specimens within 24 hours of euthanasia.
- **Do not** ship specimens:
  - by bus
  - by US mail
  - to arrive on a weekend unless the courier can guarantee delivery. The OSDH Public Health Laboratory is closed on weekends but a security guard can accept packages at the east-side loading dock.
- Preferred shipping methods include:
  - Commercial carriers (e.g., FedEx, UPS, or local courier services)
    - Shipping charges must be paid by the sender.
  - Hand-delivery
    - During regular working hours (Mon-Fri: 8:00am - 4:30pm), deliver to the OSDH Public Health Laboratory, Shipping and Receiving (Room B-78).
    - Outside of regular working hours, including weekends and holidays, deliver to the Security Guard station on the east-side of the OSDH building (enter via Stonewall Avenue and use the phone on loading dock to summon the guard-on-duty).
Regulations for Shipping Rabies Specimens:

- Per federal regulations, rabies specimens must be shipped as a "**Biological Substance, Category B**" (49 CFR 173.199).
- It is a federal requirement that the shipper of a Biological Substance, Category B be familiar with 49 CFR 173.199; these regulations are available online at [http://hazmat.dot.gov/](http://hazmat.dot.gov/).
- Containers and labels meeting federal regulations for shipping rabies specimens are available to county health departments and veterinarians at no charge upon request. Similar containers are acceptable provided they comply with the 49 CFR 173.199 instructions for Biological Substance, Category B.

Packaging Specimens (also see the enclosed QUICK GUIDE):

1. Place specimen in the supplied clear plastic bag.
   a. If submitting a **head**, thoroughly drain excess blood and fluids before placing in the bag.
   b. If the head has sharp protuberances (e.g., shattered bone, quills), wrap the head in layers of newspaper before placing it in the bag.
   c. If submitting multiple specimens, use separate bags and label the outside of each bag with an identification that matches information on the Rabies Specimen Submission Form. Submit a separate form for each specimen.
2. Leave absorbent strip (supplied) in the bag with the specimen and seal the bag securely with a rubber band or tape to prevent leakage of any blood or fluids during transport.
3. Place the clear bag(s) containing the specimen(s) inside the orange/red biohazardous bag, and seal using the supplied rubber band or tape.
4. Place the biohazardous bag in the inner cardboard box.
5. Place enough frozen **gel packs** in the inner box to ensure the specimen(s) will remain cold for at least 48 hours. Use of wet ice is not recommended but if wet ice must be used, double-bag and seal it securely to prevent leakage during shipment. **DO NOT USE DRY ICE!**
6. Close the lid to the inner box, then place the Styrofoam insert on top of box.
7. Complete a Rabies Specimen Submission Form (ODH-460) for each specimen submitted. Place the form(s) in the clear plastic Ziplock bag (supplied) and place on top of the Styrofoam insert.
8. Close the lid to the outer container ensuring that the “Ship-to: OSDH PHL” label is prominently displayed on the exterior of the box while the “Ship-to: Submitting Facility” label is securely fastened inside the lid of the box. Then secure the lid of the box with packing tape.
9. Place the diamond-shaped UN3373 (Biological Substance, Category B) label on the outside of the box.
10. Fill-out the Emergency Contact label; provide the name and a 24/7 telephone number of a contact person **knowledgeable about the shipment of the rabies specimen(s)**. Place label on outside of outer box. The package is ready to ship.

Laboratory Reports:

Routine testing is conducted **Monday through Friday**, excluding state holidays. Specimens received by 11:00 am are usually reported by 5:00 pm on the same day. Specimens received after 11:00 am are reported the next working day. In order to minimize delayed reporting, rabies testing will also occur on weekends when a state holiday precedes or follows the weekend. Urgent requests for testing on weekends or holidays may be made in consultation with the OSDH Acute Disease Service Epidemiologist-On-Call at (405) 271-4060 (24/7/365 availability). Rabies results may be reported by telephone, fax and/or US Mail.

Laboratory Contact:

For questions concerning rabies testing, call OSDH Public Health Laboratory Client Services at 405-271-5070 from 8:00 am - 5:00 pm Monday through Friday or 405-271-4060 after regular working hours, nights, weekends and holidays.
QUICK PACKAGING GUIDE

1. Place **UN3373** and **Emergency Contact** labels on outside of outer box.

2. Write name of **emergency contact person** and **24/7 contact number** on the Emergency Contact label.

3. Drain specimen of all fluids then place in clear plastic bag. If necessary, wrap specimen in newspaper to prevent sharp edges from puncturing bag. If submitting multiple specimens, place in separate bags, and label each bag with an identifier that matches the Rabies Specimen Submission Form. Submit a separate form for each specimen.

4. Place supplied absorbent strip in bag with specimen then tightly seal bag using rubber band or tape. (The bag must be leak-proof—check that it is tightly sealed)

5. Place clear bag into (orange) biohazard bag and seal this bag using rubber band or tape.

6. Place biohazard bag inside the inner box.

See other side
7. Place frozen gel pack(s) on top of specimen bag.

8. Close the inner box and place the Styrofoam lid on top.

9. Complete Rabies Specimen Submission Form (ODH-460), place in a clear Ziplock bag, and then place on top of the Styrofoam lid.

10. Flip the label with your facility address inside the lid of the outer box as you close the box. (If this label is blank, fill-out this label with your address so that the box can be returned to you).

11. Leave the label with the address of the OSDH Public Health Laboratory visible outside the box.

12. Seal the lid of the outer box with packing tape.

13. Send to OSDH Public Health Laboratory. Your facility will need to arrange transport and pay transport costs.
RABIES PACKAGING/SHIPPING INSTRUCTIONS ENCLOSED

1. Rabies Specimen Submission Form (ODH 460)
2. QUICK Packaging Guide
3. Rabies Specimen Submission Instructions
4. Federal Shipping Regulations
5. Cost Savings Tip
TAKING A BITE OUT OF COSTS!

The OSDH Public Health Laboratory re-cycles rabies shipping containers and will return the same shipping container back to your facility for re-use.

Some facilities will have plenty of cold packs on-hand to use in their next rabies specimen submission.

Please, indicate below if you would prefer NOT TO RECEIVE COLD PACKS when we ship THIS CONTAINER back to your facility. Include the completed form with your next rabies specimen submission.

☐ Please, do not send cold packs when returning this container.