

RABIES SUBMISSION FORM

Public Health Laboratory

Oklahoma State Department of Health
 1000 Northeast 10th Street
 Oklahoma City, Oklahoma 73117-1299 Phone: (405) 271-5070

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

VETERINARIAN/SENDER

Name: _____
 Address: _____
 City: _____
 County: _____ Zip: _____
 Telephone: (_____) _____ - _____
 After-Hours: (_____) _____ - _____

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)

Name/Animal Exposed	Address	Phone	Age	Type of Exposure

SPECIMEN SUBMISSION INFORMATION

Sent Via: Courier Hand-Delivered Other _____ **Date Sent:** _____

Do not write below this line (laboratory use only)

RESULTS

Lab #: _____ **Negative** (Rabies virus not detected by fluorescent antibody test)
Date Tested: _____ **Positive** (Rabies virus detected by fluorescent antibody test)
Date Reported: _____ **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 (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/>.
- 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):

- Place specimen in the supplied clear plastic bag.
 - If submitting a head, thoroughly drain excess blood and fluids before placing in the bag. If the head has sharp protuberances (e.g., shattered bone, quills), wrap the head in layers of newspaper before placing it in the bag.
 - If submitting multiple specimens use separate bags and label the outside of each bag with an identification that matches information on the Submission Form.
- Leave absorbent strip (supplied) in the bag with the specimen and seal the bag securely with rubber band or tape to prevent leakage of any blood or fluids during transport.
- Place the clear bag(s) containing the specimen(s) inside the orange/red biohazardous bag and seal using the supplied rubber band or tape.
- Place the biohazardous bag into the inner box.
- Place enough frozen gel packs in the inner box to ensure 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. **DO NOT USE DRY ICE!**
- Close the lid to the inner box, then place Styrofoam insert on top of box.
- Complete a Rabies 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.
- 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.
- Place the diamond-shaped UN3373 (Biological Substance, Category B) label on the outside of the box.
- 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:

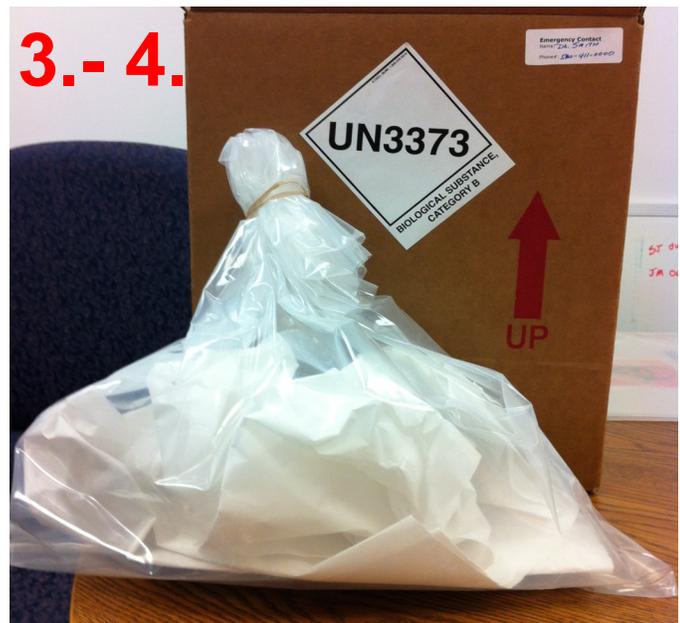
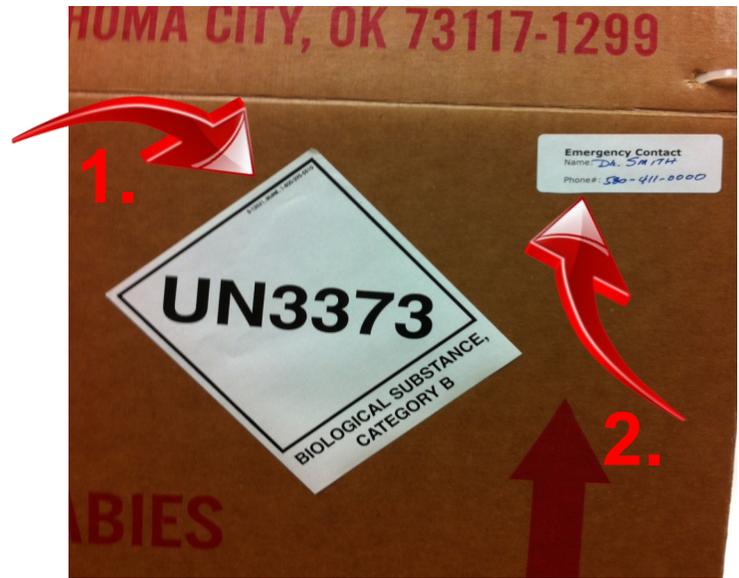
Rabies testing is performed daily Monday-Saturday. Specimens received by 11:00 am are usually reported by 5:00 pm on the same day. Specimens received after 11:00 am are reported the next working day. Telephone reports are provided on all positive specimens and specimens deemed unsatisfactory for testing. Telephone reports on negative specimens are made when requested on the Rabies Submission Form ODH-460. Written reports are mailed on all specimens.

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 PACKING GUIDE

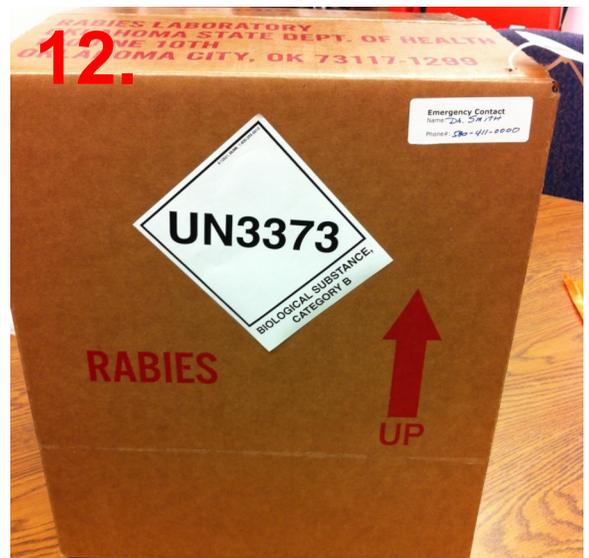
1. Place **UN3373** and **Emergency Contact** labels on outside of outer box.
2. Write name of **emergency contact person** and **24/7 contact number** on the Emergency Contact label.
3. Drain specimen of all fluids then place in clear plastic bag.
(If necessary, wrap specimen in newspaper to prevent puncturing bag. If submitting multiple specimens, place in multiple bags and label each bag with an identifier that matches the Submission Form).
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 into inner box.



See other side

QUICK PACKING GUIDE (cont.)

7. Place frozen gel pack(s) on top of specimen bag.
8. Close inner box and insert Styrofoam.
9. Complete **Rabies Submission Form** (ODH-460) and place in clear Ziplock bag on top of Styrofoam insert.
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 outer box with packing tape.
13. Send to OSDH Public Health Laboratory. (You will need to pay transport costs)



Code of Federal Regulations

Title 49 - Transportation

Volume: 2

Date: 2010-10-01

Original Date: 2010-10-01

Title: Section 173.199 - Category B infectious substances.

Context: Title 49 - Transportation. Subtitle B - Other Regulations Relating to Transportation.

CHAPTER I - PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER C - HAZARDOUS MATERIALS REGULATIONS. PART 173 - SHIPPERS-GENERAL REQUIREMENTS FOR SHIPMENTS AND PACKAGINGS. Subpart E - Non-bulk Packaging for Hazardous Materials Other Than Class 1 and Class 7.

§ 173.199 Category B infectious substances.

(a) *Category B infectious substances.* Except as provided in this paragraph (a), Category B infectious substances are excepted from all other requirements of this subchapter when offered for transportation or transported in accordance with this section. Category B infectious substances offered for transportation or transported under the provisions of this section are subject to the incident reporting requirements in §§ 171.15 and 171.16 of this subchapter and to the requirements in § 175.75(b) of this subchapter concerning cargo location. Except as provided in paragraph (a)(9) of this section, a Category B infectious substance meeting the definition of a hazard class other than Division 6.2 must be offered for transportation or transported in accordance with applicable requirements of this subchapter.

(1) A Category B infectious substance must be packaged in a triple packaging consisting of a primary receptacle, a secondary packaging, and a rigid outer packaging.

(2) Primary receptacles must be packed in secondary packaging in such a way that, under normal conditions of transport, they cannot break, be punctured, or leak their contents into the secondary packaging.

(3) Secondary packagings must be secured in rigid outer packagings with suitable cushioning material such that any leakage of the contents will not impair the protective properties of the cushioning material or the outer packaging.

(4) The completed package must be designed, constructed, maintained, filled, its contents limited, and closed so that under conditions normally encountered in transportation, including removal from a pallet or overpack for subsequent handling, there will be no release of hazardous material into the environment. Package effectiveness must not be substantially reduced for minimum and maximum temperatures, changes in humidity and pressure, and shocks, loadings and vibrations normally encountered during transportation. The packaging must be capable of successfully passing the drop tests in §§ 178.609(d) and (h) of this subchapter at a drop height of at least 1.2 meters (3.9 feet). Following the drop tests, there must be no leakage from the primary receptacle, which must remain protected by absorbent material, when required, in the secondary packaging. At least one surface of the outer packaging must have a minimum dimension of 100 mm by 100 mm (3.9 inches).

(5) The following mark must be displayed on the outer packaging on a background of contrasting color. The width of the line must be at least 2 mm (0.08 inches) and the letters and numbers must be at least 6 mm (0.24 inches) high. The size of the mark must be such that no side of the diamond is less than 50 mm (1.97 inches) in length. The proper shipping name "Biological substances, Category B" must be marked on the outer packaging adjacent to the diamond-

shaped mark in letters that are at least 6 mm (0.24 inches) high.

[Please see PDF for image: ER02JN06.012]

(6) When packages are placed in an overpack, the package markings required by this section must be either clearly visible or reproduced on the outside of the overpack.

(7) The name and telephone number of a person who is either knowledgeable about the material being shipped and has comprehensive emergency response and incident mitigation information for the material, or has immediate access to a person who possesses such knowledge and information, must be included on a written document (such as an air waybill or bill of lading) or on the outer packaging.

(8) For transportation by aircraft, each package, overpack, pallet, or unit load device containing a Category B infectious substance must be inspected for leakage when it is unloaded from the aircraft. If evidence of leakage is found, the cargo compartment in which the package, overpack, pallet, or unit load device was transported must be disinfected. Disinfection may be by any means that will make the material released ineffective at transmitting disease.

(9) A packaging containing inner packagings of Category B infectious substances may not contain other hazardous materials except—

(i) Refrigerants, such as dry ice or liquid nitrogen, as authorized under paragraph (d) of this section;

(ii) Anticoagulants used to stabilize blood or plasma; or

(iii) Small quantities of Class 3, Class 8, Class 9, or other materials in Packing Groups II and III used to stabilize or prevent degradation of the sample, provided the quantity of such materials does not exceed 30 mL (1 ounce) or 30 g (1 ounce) in each inner packaging. Such preservatives are not subject to the requirements of this subchapter.

(10) Clear instructions on filling and closing a packaging used to transport a Category B infectious substance must be provided by the packaging manufacturer and subsequent distributors to the consignor or person who prepares the package to enable the package to be correctly prepared for transport. A copy or electronic image of these instructions must be retained by the manufacturer and subsequent distributors for at least one year from the date of issuance, and made available for inspection by a Federal or state government representative upon request. Packagings must be filled and closed in accordance with the information provided by the packaging manufacturer or subsequent distributor.

(b) *Liquid Category B infectious substances.* Liquid Category B infectious substances must be packaged in conformance with the following provisions:

(1) The primary receptacle must be leakproof.

(2) Absorbent material must be placed between the primary receptacle and secondary packaging. If several fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them. The absorbent material must be of sufficient quantity to absorb the entire contents of the primary receptacles and not compromise the integrity of the cushioning material or the outer packaging.

(3) The secondary packaging must be leakproof.

(4) For shipments by aircraft, the primary receptacle or the secondary packaging must be capable of withstanding without leakage an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi).

(5) For shipments by aircraft, the maximum quantity contained in each primary receptacle, including any material used to stabilize or prevent degradation of the sample, may not exceed 1 L (34 ounces), and the maximum quantity contained in each outer packaging, including any material used to stabilize or prevent degradation of the samples, may not exceed 4 L (1 gallon).

The outer packaging limitation does not include ice, dry ice, or liquid nitrogen when used to maintain the integrity of the material.

(c) *Solid Category B infectious substances.* Solid Category B infectious substances must be packaged in a triple packaging, consisting of a primary receptacle, secondary packaging, and outer packaging, conforming to the following provisions:

(1) The primary receptacle must be siftproof.

(2) If several fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them.

(3) The secondary packaging must be siftproof.

(4) If residual liquid may be present in the primary receptacle during transportation, then the material must be transported in accordance with requirements in paragraph (b) of this section. A solid material that may become liquid during transportation must be transported in accordance with paragraph (b) of this section.

(5) Except for packages containing body parts, organs, or whole bodies, for shipment by aircraft, the outer packaging may not contain more than 4 kg (8.8 pounds), including any material used to stabilize or prevent degradation of the samples. The outer packaging limitation does not include ice, dry ice, or liquid nitrogen when used to maintain the integrity of the material.

(d) *Refrigerated or frozen specimens (ice, dry ice, and liquid nitrogen).* In addition to complying with the requirements in this paragraph (d), dry ice and liquid nitrogen must be offered for transportation or transported in accordance with the applicable requirements of this subchapter.

(1) Ice or dry ice must be placed outside the secondary packaging or in an overpack. Interior supports must be provided to secure the secondary packaging in the original position after the ice or dry ice has dissipated. If ice is used, the outside packaging must be leakproof or must have a leakproof liner. If dry ice is used, the outside packaging must permit the release of carbon dioxide gas and otherwise meet the provisions in § 173.217. The primary receptacle and secondary packaging must maintain their integrity at the temperature of the refrigerant used, as well as the temperatures and pressures of transport by aircraft they could be subjected to if refrigeration were lost, and sufficient absorbent material must be provided to absorb all liquid, including melted ice.

(2) The package is marked "Carbon dioxide, solid" or "Dry ice" and an indication that the material being refrigerated is used for diagnostic treatment purposes (e.g., frozen medical specimens).

(e) *Training.* Each person who offers or transports a Category B infectious substance under the provisions of this section must know about the requirements of this section.

[67 FR 53142, Aug. 14, 2002, as amended at 71 FR 32261, June 2, 2006; 72 FR 55693, Oct. 1, 2007]