

Referral process for samples to MPI Animal Health Laboratory

This document outlines the requirements to be followed for the referral of samples to MPI for testing. Organisms this document pertains to include:

- *Bacillus anthracis*
- *Brucella* spp.
- *Clostridium botulinum*

This list is not exhaustive and for other bacteria or viruses not listed contact the Microbiology Service Lead.

1	Approval and notification: All human cases for referral to MPI Animal Health Laboratory for testing it is imperative that notification and approval obtained by the following: 1. PHF Science Clinical Microbiologist. ○ Dr Michael Addidle Michael.Addidle@phfscience.nz - OR ○ Dr Juliet Elvy Juliet.Elvy@phfscience.nz 2. Microbiology Service Lead – Leeanne.Olsen@phfscience.nz 3. Technical Laboratory Operations – Audrey.Tiong@phfscience.nz
2	Specimen submission form: Please contact PHF Science for the Specimen Submission form. Use the partly pre-populated specimen submission form provided. The following fields must be populated as below: • Submitter/Veterinarian: enter Clinical Microbiologist • Submitter Details: enter name of referring laboratory • Submitter Reference: enter specimen laboratory number • Submission/Animal Details: enter patient identifiers/details • PHF Science details pre-populated as the Owner Details for billing purposes Refer to Appendix A for example.
3	Sending cultures to MPI: 1. Sent as Category A UN2814 by an approved carrier at the expense of your laboratory. Refer to Appendix B - UN2814 Infectious Substance affecting humans packaging requirements. 2. MPI approved carrier: ○ World Couriers ▪ Email: info@worldcouriers.co.nz ▪ Phone: 09 275 5300 3. Shipment must be accompanied by the following documents which are provided by the carrier

Version No.	Date	Reviewed by	Changes Made
1	4/4/2024	Leeanne Olsen	New to Q-Pulse
2	16/1/2025	Leeanne Olsen	Updated

	• Dangerous Goods Form ○ Must include relevant contact details • Waybill ○ Provide shipment details including waybill number for tracking purposes to PHF Science.
4	Shipping address: <i>Ministry for Primary Industries Investigation and Diagnostic Centre National Centre for Biosecurity and Infectious Disease 66 Ward Street Upper Hutt Attention: Animal Health Lab (04 894 0209)</i>
5	Results: Both the referring laboratory/clinician and PHF Science will receive the results sent in pdf format from MPI AHL laboratory.
6	Invoicing and Payment • PHF Science is invoiced for payment of testing performed that is funded. • Testing that does not meet funding criteria and/or is a non-BAU request, the referring laboratory will be invoiced. <u>A quote will be sent for approval prior to testing.</u> • All shipping costs are the responsibility of the referring laboratory and is not incurred by PHF Science.

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Appendix

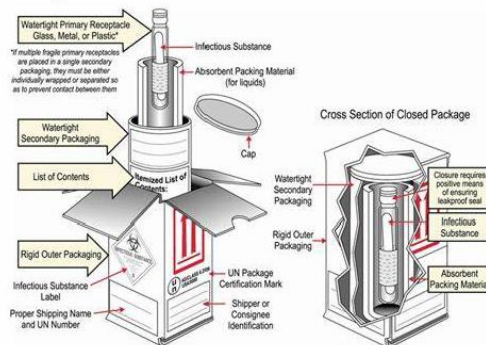
Appendix – A: SPECIMEN SUBMISSION FORM

Ministry for Primary Industries Manatu Ahu Matua		 Animal Health Laboratory Specimen Submission Form Telephone (04) 894 5600 Email: specimen.reception@mpi.govt.nz Courier Address: 66 Ward Street, Upper Hutt, New Zealand 5018		AHL use only Accession # _____ Receiving Date _____ * denotes mandatory fields which must be completed, to avoid delay in reporting. Attach extra pages for sample and animal ID's																															
Submitters Details Submitter's / Veterinarian's Name _____ Company / Practice Name* _____ Address* _____ Telephone () _____ Email Address(es) _____ Submitter's Reference _____ PO number _____ Invoice to* As above ☐ Other ☐ invoices@phfscience.nz			Submission Details Reason for Submission* Import ☐ Export ☐ Diagnostic ☐ AI Centre ☐ Quality Control ☐ Surveillance Project / Survey ☐ Other (specify) _____ Exporting Date (if applicable): _____																																
Owner Details Owner's Name _____ Trading/Property Name _____ Address _____ Telephone () _____																																			
Submission / Animal Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Species*</th> <th style="width: 25%;">Date Collected*</th> <th colspan="4"></th> </tr> <tr> <th></th> <th>(N/A, if none)</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>Sample Type (e.g. blood, EDTA, tissue)</td> <td>Animal ID</td> <td>Breed</td> <td>Microchip No.</td> <td>Age</td> <td>Sex</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Species*	Date Collected*						(N/A, if none)					Sample Type (e.g. blood, EDTA, tissue)	Animal ID	Breed	Microchip No.	Age	Sex												
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Appendix – B: SHIPPING CONTAINER REQUIREMENTS

Shipping Container requirements:

- A leak-proof primary receptacle(s) containing not more than 1 L / 1 kg (multiple primary receptacles must be individually wrapped or separated) inside a leak-proof secondary container packaged.
- Pack this into A rigid outer packaging with one surface having
 - minimum dimensions of 100 x 100 mm and
 - able to withstand an internal pressure of 95 kPa (0.95 bar) in the range of -40 °C to +55 °C (-40 °F to +130 °F).
- This is defined as Packing Instructions 650 (P650 or PI650).
- Shipping containers must be affixed with a label saying the UN code or shipping name: "Infectious substance, affecting humans" for UN2814.
- Refer the image below for understanding:



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