

# Instructions for Submitters for Filling out the PADLS Avian Influenza Submission Form

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### Section One -Submitter, Owner/Company, and Premises

Mark the “Bill To” and “Report To” section in the top right hand corner.

Fill out all three sections in their **entirety** including name, address, phone number and a fax number and email if available.

Required fields include Certified Poultry Tech (CPT) ID number (if assigned), Premises ID numbers and all other premises information, and contact information for the submitter. If the premises has an NPIP # or MF#, it is important to provide that information as well.

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

### Section Two - Sample information

Fill out all applicable information available for each sample set.

Required fields include Date Collected, Age of flock, # Swabs/# Swab pools, Swab source, # Blood, # Eggs. Indicate Avian species/breed and production type, and number of birds on premises.

**\*If submitting swab pools or other samples from multiple species, flocks, etc., please use back of form to identify samples.**

**\*\* Incomplete or missing sample information may cause a delay in the processing of the samples and/or reporting of results.**

### Section Three - PROGRAM TESTING – Purpose of Test (POT)

First, indicate whether the premise you are testing is in an HPAI infected or buffer zone (see section called HPAI control zone surveillance testing) and the zone # if known.

Then, check all other POT's that apply for this submission (i.e. Monitored flock, NPIP, Live Bird Market, etc. or as below). Be sure to include date of movement if the testing is for export or product movement.

Definitions (For submissions falling under Regulatory Investigation):

Index/positive- The first case of AI within a zone area

Circle testing- Applicable to LPAI instances where testing is based on geographic location as opposed to the three below

Trace back- premises identified as being potential sources of AI to the positive premises

Trace forward- Premises identified as potentially receiving AI from the positive premises

Epidemiology linked- premises identified as linked to the investigation that are not trace back or trace forward

**\*\*Failure to indicate a purpose of test may cause a delay in the processing of the samples and/or reporting of results.**

### Section Four (Diagnostic Test Request)

Enter the number of each type of test requested.

*Please note: Geese samples are now permitted to be tested by RRT-PCR rather than Virus Isolation.*

**\*\*Failure to request a diagnostic test may cause a delay in the processing of the samples and/or reporting of results.**