

Submission and Acceptance

1. General

- 1.1 The General Terms and Conditions of Sale of Royal GD, including the definitions therein, are applicable when submitting Material for testing to Gezondheidsdienst voor Dieren B.V. (hereinafter: "GD").
- 1.2 The Submission and Acceptance Conditions do not affect the Client's own responsibility, in compliance with current legislation, for taking the sample, packing the Material and offering it for transport.
- 1.3 GD offers laboratory tests that GD can carry out or have carried out for the Client.
- 1.4 The Client receives the abridged reports digitally. If the Client wants to receive the comprehensive report, this report can be sent by GD upon request.
- 1.5 The Client can check the relevant GD accreditations via registration number L120 at www.rva.nl
- 1.6 Incorrectly packed Material, illegible sample applicators, Material without prior (digital) registration, without a (fully completed) Submission Form or Material that in any other way turns out to be unsuitable for carrying out the Order, may be refused and destroyed by GD and shall be charged to the Client. The additional costs (such as administration, transport, disposal) will also be charged to the Client.
- 1.7 GD has the right to amend these Submission and Acceptance Conditions at any time. GD will then publish a new version of the amended conditions on its website.

2. Collection Service for Material

- 2.1 Clients can make use of GD's Collection Service for the collection of sample material.

3. Collection of Material

- 3.1 Clients can register Material for transport by the Collection Service at GD, on the days and times indicated on the website www.gdanimalhealth.com
- 3.2 For transport by GD, reference is explicitly made to the conditions and restrictions included in the General Terms and Conditions of Sale, also with regard to liability.

4. Submission Forms

- 4.1 Materials to be submitted must first be registered and this can only be done by using the available digital registration option, or temporarily also via the appropriate and up-to-date fully completed Submission Form (available at www.gdanimalhealth.com/forms).
- 4.2 If Materials are submitted without a fully completed and up-to-date (digital) submission form, they will not be processed. If GD still decides to process these Materials, they give no guarantees with regard to the tests to be carried out and/or the Results.

5. Packaging

Always remove needles from blood tubes. Submissions with sharp objects will not be accepted.

6. Specific instructions per category of Material

- 6.1 Blood
 - Blood tubes must be filled at least $\frac{3}{4}$ full.
 - If anti-coagulants are used directly after taking blood, carefully tilt the tube five times (do not shake).
 - Blood tubes should preferably be sent immediately; otherwise store serum at 2-8°C.
 - For blood tests only make use of gel tubes approved by GD, as available in the GD webshop.
- 6.2 Haematological tests
 - In the case of cytological testing (count + differentiation), store blood at 2-8°C and deliver it to GD as quickly as possible, but at the latest within 24 hours.
 - Use small blood tubes for small domestic animals (dogs, cats).
 - Fill blood tubes with additives (EDTA, heparin, etc.) at least $\frac{3}{4}$ full and tilt five times immediately after taking blood (do not shake).
 - It is possible to carry out almost all tests in 3 ml. serum.
- 6.3 Water
 - Water samples will only be accepted if the sterile, chemically cleaned bottles or pots made available by GD are used.
 - Chilled (and timely) transport is necessary to prevent changes in water quality.
- 6.4 Milk for analysis of antibodies
 - If more than 24 hours passes between taking a sample and the testing, the Client is responsible for using a conservation substance (such as Broad Spectrum Microtabs (BSM) with the active substance Myacide Pharma BP (2-bromo-2-nitropropane-1,3-diol) Natamycin).
 - For milk testing only make use of tubes approved by GD, as available in the GD webshop.
- 6.5 Bacteriological milk testing
 - Samples must be taken prior to or at least five days after the end of antibiotics treatment.
 - First disinfect the teat end and get rid of the first jets of milk, then collect samples every 15 minutes using a special sterile milk tube without additives in compliance with the tubes approved by GD, as available in the GD webshop.
 - Samples can be frozen.
 - Milk tubes must be filled at least $\frac{3}{4}$ full.
- 6.6 Faeces
 - Collect faeces rectally, otherwise collect fresh faeces that has not been in contact with the ground (top of dung heap).
 - For linked testing, collect Material from 10 percent of the animals, with a minimum of five animals.
 - Preferably transport and send material chilled.
 - State on the Submission Form or digitally, the nature of the sample (individual; whether or not taken rectally; mixed sample).
- 6.7 Pathology testing, other than post- mortem testing
 - Fix in a large quantity of formalin (optimal is one part tissue to ten parts of 10% buffered formalin solution). If sending after 24 hours of fixing, it is possible to use less formalin.

- Fine-needle aspiration biopsies: smear aspirated Material on object glass, dry in air and send unfixed in object glass holder.
- Fixed Material: fix in 10% formalin (tissue: formalin 1:10). Biopsies and fixed (tumour) tissue in pot with wide neck. State the location with tumours (if need be with a sketch), growth speed, indications for metastasis.
- Include a sketch of the tumour plus surrounding tissue, showing the part that has been cut out. Send sample from both the tumour and adjacent tissue, and identify resection edges of surgically removed tumours, so that it is possible to assess how radical the removal is. Apply a small amount of India ink to mark the resection edges.
- In the case of mammary preparations, send in the entire preparation including the supra-mammary lymph nodes.
- Fresh tissue must be in leak-proof packaging in a strong plastic bag.
- Fixed tissue: tissue must be fixed in a 10% formalin in a buffered phosphate solution; this is the same as a 4% buffered formaldehyde solution. The fixation process has to take place at room temperature.
- The sample must be accompanied by a clear and concise case history, which must result in a clear question. It is useful to send a photo with visual information regarding the lesion or certain aspects of the lesion that require attention to Pathologie@gddiergezondheid.nl or to make a sketch on the submission form of the lesion with the surrounding tissue which requires attention. Critical resection edges or sutures must be marked with marking ink. In the case of tumours located in the distal mammary gland sets (L5, R5) also send the local lymph node with the sample.

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