

# Submission and Acceptance

Valid as of 10 November 2023

## 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.
- 1.5 The Client can check the relevant GD accreditations via registration number L120 at [www.rva.nl](http://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. Submission Forms

- 2.1 Materials to be submitted must first be registered and this can be done by using the available digital registration option, or via the appropriate and up-to-date fully completed Submission Form (available at [www.gdanimalhealth.com/forms](http://www.gdanimalhealth.com/forms)).
- 2.2 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, it gives no warranties with regard to the tests to be carried out and/or the Results.

## 3. Packaging

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

## 4. Acceptation criteria for Material

- 4.1 In GD's webshop and its portal for digital registration, it is indicated per Order whether specific criteria exist the Material must comply with. These may be with regard to the type of Material, temperature of the Material and/or the timeframe between sampling and the receipt of the Material by GD. Furthermore it is indicated which quantities of Material are required to be able to execute the Order.
- 4.2 In addition to the specific acceptance criteria per Order, specific criteria per category of Material and requirements for sample carriers for a number of types of testing apply. These criteria are listed below and are not listed separately in GD's webshop and/or GD's portal for digital registration.

## 5. Specific instructions per category of Material

- 5.1 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 GD's webshop.
  - Spoiled, hemolytic and/or lipemic blood will not be accepted for an Order involving immunological testing.
  - Spoiled blood will not be accepted for an Order involving clinical chemical testing.
- 5.2 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.
- 5.3 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, for further information see the specific requirements regarding Orders concerning testing requested via GD's webshop.
- 5.4 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 GD's webshop.

#### 5.5 Bacteriological milk testing

- Samples must be taken prior to or at least five days after the end of antibiotics treatment.
- First disinfect the teat top 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 GD's webshop.
- Samples can be frozen.
- Milk tubes must be filled at least  $\frac{3}{4}$  full.

#### 5.6 Faeces

- Collect faeces rectally, otherwise collect fresh faeces that has not been in contact with the ground (top of dung heap).
- For flock 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).
- For an Order concerning testing into campylobacter in faeces, do not freeze the Material and ensure that the Material cannot dry out during transport.

#### 5.7 Pathology testing, other than post-mortem testing

- Autolytic organ material will not be accepted for an Order involving molecular biological testing.
- Spoiled tissue will not be accepted for an Order involving chemical testing.
- Spoiled and dehydrated tissue will not be accepted for an Order involving histological testing.
- Fix in a large quantity of 4% buffered formaldehyde (equals 10% formalin) (optimal is one part of tissue to ten parts of 10 parts of solution). The fixation process needs to happen at room temperature.  
If sending after 24 hours of fixing, it may be possible to use less formaldehyde.
- Fine-needle aspiration biopsies: smear aspirated Material on object glass, dry in air and send unfixed in object glass holder.
- Fixed Material: fix in 4% buffered formaldehyde (equals 10% formalin) (tissue: formaldehyde 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.
- Fluid tube: submit within 48 hours after collection.
- 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 packed in leak-proof packaging in a strong plastic bag and shipped in refrigerated conditions.
- 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.

#### 5.8 Milk for an Order concerning chemical testing

- Spoiled milk will not be accepted.

#### 5.9 Material for an Order concerning virological testing

- Semen for BVD virus isolation: Deliver frozen

#### 5.10 Order concerning MRSA testing

- The Client must make a preliminary announcement 3 weeks before submitting the Material for an Order concerning MRSA testing.
- Preliminary notices must be sent by email to Bacteriologie@gddiergezondheid.nl.
- The preliminary notice must state when the Material will be submitted and the quantities of Material it will involve.

### 6. Specific instructions on sample carriers

- Bacteriological testing for Atrophic rhinitis: Material for an Order concerning this test must be submitted in transport medium (PBS or commercial transport medium).
- Order concerning histological testing on tissue: submit tissue in well-sealable jars with 4% buffered formaldehyde (equals 10% formalin).
- Order concerning histological examination of smears: submit in plastic container.
- Order concerning chemical determination of Zinc: submit Material in zinc-free tubes.

### 7. Information about non-acceptance of Material

- The reason for not accepting submitted Material is a reduced reliability of the Results.
- Material cannot be accepted based on all criteria stated in this document, GD's webshop and via GD's digital registration portal.
- In case the Material cannot be accepted by the GD laboratory, an employee will contact the Client.

