Laboratory Submissions Policy

To better ensure a consistent standard of diagnostic service, including the management of case information, the following policy applies to sample submissions to the Animal Health Centre (AHC):

1. **Official submission forms required**
   We will only accept animals and samples submitted with the current official Animal Health Centre submission forms available at [www.gov.bc.ca/animalhealthcentre](http://www.gov.bc.ca/animalhealthcentre). Non-official (e.g., clinic-specific) forms, prior versions of AHC forms, and species inappropriate forms (e.g., using the Mammalian form for an Avian submission) will not be accepted. It is laboratory policy that samples and animals will not be processed until the correct paperwork is received. If the correct paperwork is not received within 24 hours for fresh fish, horses, and cattle, then the animal will be disposed of without necropsy or testing. All other animals and samples will be held for five business days prior to disposal. Please understand that any delay may compromise the diagnostic integrity of the specimen.

2. **Mandatory form fields**
   All submission forms have mandatory fields (e.g., owner information, species, etc.). If the mandatory fields are not completed, the animal or sample will be held until this information is received. If the information is not received then the animal/sample will be disposed of as per the aforementioned guidelines. If the form we receive is incomplete or incorrect, the laboratory accessioning staff will contact you to solicit the needed paperwork/information. However, it is ultimately the responsibility of the submitter to ensure that the correct paperwork/information is submitted to the AHC in a timely manner. This policy will ensure that we are able to provide the highest and most consistent standard of diagnostic service.

Questions or concerns about these policies and practices, may be directed to the Leader for Veterinary Science and Diagnostics, at:

Phone: 604 556-3003  
Toll free: 1 800 661-9903  
Email: PAHB@gov.bc.ca