



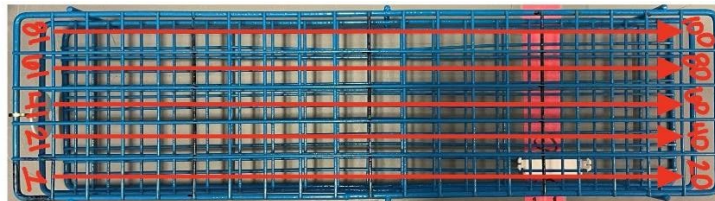
**Wisconsin Veterinary
Diagnostic Laboratory**
UNIVERSITY OF WISCONSIN-MADISON

Sample Submission Guidelines:

1. Choose the appropriate sample collection container. The WVDL offers a variety of supplies such as [tubes](#) (including Serum separator, EDTA, and No Additive), [vials](#) for milk or feces collection, [swab kits](#), and [media](#).
2. Please avoid using gloves, baggies, and whirl packs for samples. These vessels are prone to breakage and leaking, leading to potential contamination and rejection of the sample.
3. Samples need to be in secondary containment before packaging for shipping.
 - a. The WVDL offers foam vial racks and blood tube shippers available for [order](#).



- b. Metal racks and plastic wrap are available by contacting the lab. This is the preferred method of containing and organizing samples for large blood tube or ear notch submissions.



Please rack into correct position according to the photo above

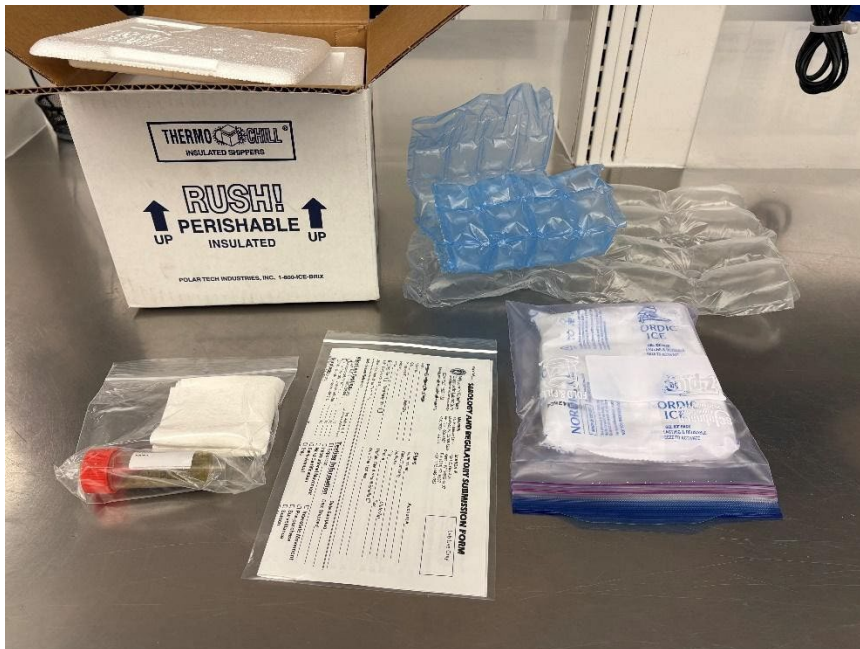
- c. Metal and foam racks need to be plastic wrapped or put into resealable plastic bags to keep samples in place and protect them from breakage or leaking during transport.
 - d. Please keep samples in the sample order they appear on the submission form.

4. Samples must be labeled and accompanied by a submission form and/or spreadsheet for large submissions. The most up to date submission forms are available on our website [here](#). **Samples submitted without paperwork may experience a delay in processing and testing samples and may incur an additional fee.**
5. Any submission can be done online through our CoreOne for Labs client [portal](#). We also offer an [electronic spreadsheet](#) for animal details. To ensure efficiency and timely result reporting, all large-volume submissions must be submitted through the portal or via the provided spreadsheet.

Shipping and Packaging Guidelines

Packaging Samples

1. You will need...
 - a. insulated shipper envelope or an insulated cooler with a rigid cardboard outer box
 - b. packing material
 - c. absorbent material
 - d. resealable plastic bags or plastic wrap
 - e. ice pack(s) if applicable
 - f. Completed submission form or portal form



2. Bag or plastic wrap racked samples
3. Add absorbent material to the bag to absorb any spilled sample



4. Place contained samples in the insulated shipper envelope or an insulated cooler with a rigid cardboard outer box
5. Surround samples with bubble wrap or packing material to minimize the amount of movement in shipping to avoid breakage.



6. Place as many ice packs or as much dry ice as needed in the box if applicable (See [Tests and Fees page](#) on our website for shipping temperatures)
7. Place paperwork in a resealable plastic bag to protect it from potential sample spillage
8. Place bagged paperwork inside the insulated shipper envelope or an insulated cooler



9. Seal box and ship!

Other Helpful Hints:

- i. UPS and FedEx may reject a Styrofoam only container.
- ii. Boxes should have a UN3373 or be labeled as an exempt animal specimen.
- iii. Blood tubes should be racked to prevent breakage.
- iv. The WVDL has a [shipping program](#) available.