

Checklist for submitting samples from outside of Australia

1. Check with [Department of Agriculture and Water Resources](#) (or relevant authority if not importing into Australia) which tests are required for your pet.
2. Determine which tests AAHL can perform. Information is available at our [Laboratory Services](#) site, or you can contact us on +61 3 5227 5414 or aahl-accessions@csiro.au.
3. Organise for samples to be collected by a registered Veterinary Surgeon.
4. Check that samples are correctly labelled and that they match accompanying paperwork. Please ensure that labels recording the microchip number on the tubes are written with a permanent ink pen.
This is important – errors can lead to delays.
5. Obtain a Health Certificate from the Veterinary Surgeon who took the samples. Information on what to include in this certificate can be found in section B4 below.
6. Check that your Veterinary Surgeon packaged the samples in a transport container that conforms with IATA Packaging Instruction #650.
7. Enclose inside the box:
 - a) The Import Permit for the samples
 - b) A Specimen Advice Note (SAN), either completed online at our [Laboratory Services](#) site, or by filling in the form manually.
 - c) A completed [Payment Form](#).
8. Enclose these forms in the document envelope on the outside of the package:
 - a) The Import Permit for the samples
 - b) The Health Certificate (see 5.)
 - c) A completed Specimen Advice Note (SAN)
9. Address your samples to:

Accessions Administrator
CSIRO Australian Animal Health Laboratory (AAHL)
5 Portarlinton Road
EAST GEELONG VIC AUSTRALIA 3219
10. Check that the Courier records 'free domicile' on the Consignment note (this means that all costs are the responsibility of the sender.)
11. Email a copy of the consignment note to aahl-accessions@csiro.au if the submission has not been lodged online.
12. Pay for your tests. Results will not be released until payment is received. Payment must be made by credit card unless other arrangements have been made.

Disclaimer: AAHL is Australia's principal facility for rapid diagnosis of suspected exotic animal disease outbreaks and therefore may from time to time commit available resources to such high priority activities. In the event of such an unusual emergency, no guarantee can be given that results will be available in 15 working days. Tests are performed in accordance with NATA accredited protocols and results will be reported only after the appropriate standards have been satisfied. The submitter acknowledges that CSIRO AAHL is not responsible or liable for the interpretation of results or any actions arising there from.

Example of Health Certificate from Veterinary Surgeon

<insert letterhead if applicable>

< insert date >

To whom it may concern,

This is to certify that the serum samples enclosed were drawn from healthy animals with no know history or clinical signs of infectious or contagious diseases.

The consignment from *<FedEx, DHL etc – select appropriate>* with consignment number *< insert number >* is imported under the import permit number *< insert number >*

These samples do not exceed 20ml or 20g each.

There is *< insert volume in ml >* serum from a *< species >* enclosed.

The samples are packaged in accordance with IATA packing instructions #650.

The samples have no commercial value and the value for customs is only AUD\$1.00.

Regards

< insert signature >

< insert name in block letters and title of veterinarian >