United States Department of Agriculture

Animal and Plant Health Inspection Service

Veterinary Services

Washington, DC 20250

March 30, 2004

VETERINARY SERVICES MEMORANDUM NO. 580.4

Subject: Procedures for Investigating a Suspected Foreign Animal Disease/Emerging Disease Incident (FAD/EDI)

To: Directors, Veterinary Services (VS)
Area Veterinarians in Charge, VS
National Veterinary Services Laboratories (NVSL) Director
Regional Directors (RD)
International Services (IS)

I. PURPOSE

This memorandum revises VS policy and procedures for FAD/EDI investigations.

II. CANCELLATION

VS Memorandum No. 580.4, dated December 31, 2001, is hereby canceled.

III. GENERAL

The Area Veterinarian in Charge (AVIC) or the AVIC's designee (hereafter referred to as AVIC) will initiate a timely investigation of all reported suspect FAD/EDIs and assign the most readily available Foreign Animal Disease Diagnostician (FADD) to complete an investigation.

IV. SPECIFIC INSTRUCTIONS

A. Investigation Procedures

The following section lists the responsibilities of AVICs and FADDs regarding FAD/EDI investigation procedures

1. **AVIC Responsibilities** - After the report of a suspect FAD/EDI, the responsible AVIC must:

- Prepare a case report that includes as much of the following information as possible: The Reference Control Number (see Attachment II); supected disease condition and species affected; date of initial report; species, breed, or type and number of animals on premises; number of animals affected and duration of illness; history of the name and telephone number of owner and/or manager; premises address; name and telephone number of person and/or private practioner reporting the disease; and, for State or military FADDs, provide the web site address for access to the Emergency Management Response System (EMRS) FAD/EDI investigation database.

- Ensure that an investigation is initiated (FADD has contacted affected premises) **within 8 hours** of receiving the initial report and the inspection of animals is done as soon as possible;

- Ensure that the appropriate Priority (1, 2, 3, or A) for the laboratory has been assigned when the FADD has completed the initial investigation. **Contact Emergency Programs (EP) staff immediately by telephone when Priority 1 or Priority A has been assigned to a specimen (see Attachment I);**

- Follow established reporting procedures (see Section IV, B; page 3);

- Ensure that preliminary information is entered into EMRS Investigation summary and Herd Exam form;

- Monitor investigation and follow-up until there is a determination of no FAD/EDI;

- Ensure that the Status type is changed to "Diagnosis Neg for FAD" to close a case;

- Ensure that the laboratory results are entered into the EMRS Sample/Lab Report Form; and

- Forward preliminary and final results to the FADD for owner/manager and veterinarian notification as well as appropriate State or Tribal officials when results are provided to the Area Office.

2. **FADD Responsibilities** - After the AVIC assigns the case to the FADD, the FADD must:

- Immediately contact the private veterinarian or owner/producer and initiate an investigation and review EMRS FAD/EDI Investigation Summary information and Herd Exam Form prior to performing the investigation;

- Assess the situation, including physical exam findings, vaccination history, herd health practices, etc.;

- Formulate a list of differential disease diagnoses;

- Contact the Foreign Animal Disease Diagnostic Laboratory (FADDL) or National Veterinary Services Laboratories (NVSL) personnel and use their expertise to ensure the collection of appropriate laboratory specimens;

- Conduct a thorough epidemiological investigation to include, at least, information about the duration of illness; potential exposure(s); temperatures from live animals that were sampled; vaccination history; animal movement; and human health (for possible zoonoses);

- Contact the AVIC to report findings of the investigation immediately after the investigation is complete, and in consultation with the AVIC, determine the laboratory priority for diagnostic speciments based upon investigative findings;

- Inform the AVIC of a decision to quarantine;

- Contact the appropriate laboratory by phone **prior** to shipping samples (regardless of priority) to provide priority number, Airbill tracking number, and day of arrival;

- Ship diagnostic specimens in good condition and in proper packaging to the proper laboratory (either FADDL, Plum Island, New York, or NVSL-Ames, Ames, Iowa -- see Attachments III and IV);

- Complete the EMRS FAD/EDI Herd Exam Form and all appropriate follow-up forms immediately after submitting laboratory samples;

- E-mail the EMRS FAD/EDI Investiation report to the AVIC when data entry is completed;

- Follow up with the AVIC to ensure closure of investigations within a week of receiving final laboratory results, along with any "follow-up" information, that rules out an FAD/EDI.

B. Reporting and Notification Procedures

A complete report is necessary whether or not diagnostic specimens are collected and submitted.

1. **AVIC Reporting Responsibilities** – The AVIC must:

- **Immediately contact EP staff by telephone for all possible Priority 1 and Priority A cases (see Attachment I);**

- Notify the Regional office;

- Inform, and consult with, the State Veterinarian and Tribal official;

- Ensure that a completed electronic EMRS FAD/EDI Investigation Summary and its herd exam and lab submission forms are forwarded to the State Veterinarian's office.

2. **FADD Reporting Responsibilities** - The FADD must:

- Report initial findings of the investigation, as soon as the investigation is complete, to the AVIC or the AVIC's designee;

- Immediately notify the appropriate laboratory (regardless of priority) that samples have been collected and are on their way to NVSL-Ames or FADDL;

- Notify the necessary State or Tribal officials to initiate quarantine, if appropriate;

- Update an electronic EMRS FAD/EDI Investigation Summary with verified information and GPS coordinates;

- Complete the Herd Exam Form;

- Initiate a Lab Submission Form;

- Complete VS Form 10-4, to include the Referral Control Number, contained in the lab specimen box that will be shipped to the appropriate laboratory;

The FADD **must** provide the following information (when available) on VS-Form 10-4 so that the laboratory diagnostician has all of the information he or she needs:

  - Referral Control Number;
  - Airbill tracking number (if samples were sent);
  - City, county, State of premises under investigation;
  - Name of the owner/manager;
  - Species, breed, or type, and number of animals on premises;
  - History on the disease (the number of affected animals, species affected, morbidity, mortality, signs of disease, duration of disease, identify if multiple premises are affected, associated human illness, etc.);
  - Presumptive field diagnosis with differentials;
  - Priority of the samples.

- By e-mail, send the AVIC the updated EMRS FAD/EDI Investigations Summary before specimens arrive at the designated laboratory;

If the FADD is unable to immediately e-mail the FAD/EDI Investigation Summary, he or she should contact the AVIC to provide the Airbill tracking number, obtain a priority number, and indicate to what laboratory the specimens were submitted (see Attachment II). As additional information is obtained, it must be added to the current electronic EMRS FAD/EDI investigation report.

- Consult and follow up with the veterinary practioner and owner/manager to keep them informed of the investigation process.

4. **Using EMRS for Reporting and Tracking**

EMRS must be used throughout the investigation. The AVIC, FADD, and laboratory personnel must enter all information specified in this document and any other pertinent information that emerges during the investigation into the EMRS.

5. **Laboratory Reporting**

- NVSL-Ames and/or FADDL will report preliminary and final laboratory results to the AVIC and EP Staff for all specimens, regardless of the assigned Priority number.

- The FADD, after consultation with the AVIC, will inform the owner/manager and referring veterinarian of the laboratory test results as soon as possible once test results have been obtained. The AVIC will ensure that all laboratory results are listed on Sample/Lab Report form.

- **The NVSL Director will immediately report *positive or suspect* laboratory findings to the Deputy Administrator's Office and Associate Deputy Administrator for Emergency Management.** EP Staff will coordinate a conference call with the Deputy Administrator's Office, RD, AVIC, FADD, State Veterinarian, appropriate laboratory personnel, and the Emergency Management Leadership Team (EMLT) for future action planning. This conference call will occur within 2 hours of EP staff's notification.

C. Case Diagnosis

Classifying an FAD/EDI investigation as a "presumptive case" or "confirmed case" is the responsibility of the Deputy Administrator.

D. Case Closure

- Investigations for suspected FAD/EDIs will be closed by the AVIC and/or the State Veterinarian.

- Cases should **not** be closed until a follow-up visit or phone call has been made by the FADD and the owner/manager is informed of the laboratory results.

- The electronic EMRS FAD/EDI Investigation Summary form will be used to record all follow-up information, laboratory results, quarantine release dates, etc.

- The AVIC should ensure that a Sample/Lab Report form is completed. The form should state the laboratory results.

- If the laboratory results are negative for an FAD/EDI investigation, following consultation and concurrence with the FAD and others, the AVIC will open the Status Form to designate the final diagnosis for the case and close the case.

V. INQUIRY

Any questions regarding these procedures should be directed to the EP Staff (Attachment I).

for:
W. Ron DeHaven
Deputy Administrator
Veterinary Services

5 Attachments:
Emergency Programs Contact Information
EMRS FAD/EDI Investigation Reporting Instructions
FAD/EDI Diagnostic Specimen Submission Procedures
FAD/EDI Specimen Shipping Information
A: To FADDL
B: To NVSL-Ames
FedEx® USA Airbill

Attachment I

EMERGENCY PROGRAMS' CONTACT INFORMATION

BUSINESS HOURS (8:00 a.m. to 5:00 p.m., Eastern Time, Monday - Friday):

MAIN OFFICE NUMBER	**301-734-8073**
TOLL-FREE NUMBER	**800-940-6542**

AFTER BUSINESS HOURS, HOLIDAYS, WEEKENDS:

DR. TRACY DUVERNOY	240-508-8619 (cell)	301-593-6350 (home)
DR. AIDA BOGHOSSIAN	240-508-9748 (cell)	301-776-3266 (home)
DR. RANDY CROM	240-508-9753 (cell)	202-659-0321 (home)
DR. JOE ANNELLI	240-508-9747 (cell)	410-750-9743 (home)

EP will immediately notify the Regional Directors and Associate Regional Directors of changes in these after business hours contact numbers.

Attachment II

EMERGENCY MANAGEMENT RESPONSE SYSTEM
FAD/EDI INVESTIGATION REPORTING INSTRUCTIONS

INTRODUCTION: The Lotus Notes database called the FAD/EDI Investigation Reporting Form has been replaced with the Emergency Management Response System (EMRS) "Routine FAD/EDI Reporting" database. This database can capture and track information about FAD/EDI investigations and has many advantages over the previous system. It is accessed through the Web (http://www.aphis.usda.gov/vs/ep/emrslogin.html) and allows anyone with a user ID and password to view or enter investigations from their State. **All entries are confidential.** The reporting process should run smoothly through the use of the online tutorial and the following actions:

INITIAL CALL**:** The AVIC will initiate investigations. He or she will create a new "Investigation Summary" by first "Creating a Premises ID" using the address of the premises under investigation. First, enter the premises ID number, the referral control number, animal location data, and premises owner/manager address data. Second, after saving the Investigation Summary, the Case Coordinator (AVIC) part of the form will appear and is assigned to the AVIC. Third, a Herd Exam Follow-up form is initiated and the investigation is assigned to a FADD; other data obtained from the initial call is entered. (If there is any difficulty in creating the Prem ID, put the Referral Control Number [RCN] in both the Prem ID and RCN location. The Prem ID can be created at another time.)

DATA ENTRY**:** Once the FADD has completed the investigation, the findings should be entered into the database as soon as possible, with attention given to the Herd Exam Form, Lab Submission Form, and all applicable follow-up forms .

NOTIFICATION: The FADD should email the EMRS FAD/EDI Investigation Summary to the AVIC. The FAD/EDI mailing group (includes the NVSL-Ames, FADDL, Regional Directors, and EP) will automatically be sent when the FAD/EDI Investigation Summary is completed. Since EP Staff monitors reports daily, it is unnecessary to call for notification. **However, for all potential Priority 1 or A cases, the AVIC must phone the EP Staff immediately.**

REVIEW PROCESS: Various persons can be granted access to an EMRS Investigation Summary and allowed to edit, add, or delete information pertaining to the investigation. The individuals granted access to the document should be from the Area office and/or the FADD.

FOLLOW-UP FORMS: This feature allows for the accurate chronology of the investigation. These forms are used to input additional information and the reexamination of animals. The AVIC **must** complete the Lab Submission Form and

Lab Sample Report form when closing the investigation; it should include final laboratory results.

DISPOSITION AND CONTROLS: This feature allows the entry of quarantine and closing information. The AVIC **must** complete a Disposition and Controls form when closing the investigation; it should include a final diagnosis and further actions taken (e.g., quarantine release).

MAINTENANCE: The AVIC must maintain the FAD/EDI investigations for their States. This includes reviewing investigation reports to ensure all pertinent information is recorded and validated, cases are closed promptly, and to ensure that Lab Report Information forms are completed when laboratory results are received. If the FADD does not have immediate access to this electronic form, he or she must supply a verbal or hard copy report to the AVIC.

PREMISES ID NUMBER: A unique premises ID number can be created and entered on the Investigation Summary form. To obtain the premises ID number, enter the premises address information into the "Premises ID Creation" module within the EMRS. If there are any problems with "Premises ID Creation," use the Referral Control Number as a temporary number for this variable and the EMRS Team will assist to obtain a Premises ID Number after the FAD/EDI Investigation has begun.

REFERRAL CONTROL NUMBER: The AVIC is to assign the 8-digit referral control number (RCN) for each suspect FAD/EDI investigation. The RCN must be entered on the Investigation Summary form and is to be assigned as follows:

- First 2 digits represent the fiscal year (e.g., 04) in which the investigation will take place.
- Next 2 digits represent the State (e.g., California = CA) in which the primary premises investigated is located.
- Next 4 digits specify the investigation number (e.g., 0005) for the fiscal year.

In this example, "04CA0005" would represent the fifth investigation conducted at a premises in the State of California during fiscal year 2004. (Please do **not** add an additional suffix letter (e.g., E or W) to the RCN to indicate the region.)

Attachment III

FAD/EDI DIAGNOSTIC SPECIMEN PRIORITY DESIGNATION AND SUBMISSION PROCEDURES

When the FADD has completed the initial investigation, he or she must contact the AVIC to obtain a priority number that will indicate to the laboratory the urgency for completing the diagnostic testing of the samples being submitted. The AVIC will use the below definitions for assigning a priority: 1, 2, 3, or A. **In all Priority 1 or A cases, EP staff is to be notified by phone prior to shipping specimens.** Emergency Programs staff is available for consultation and can assist in assigning the priority. Laboratory priority is determined by evaluating the complete situation surrounding the investigation, including the disease condition observed (differential diagnosis, species affected, morbidity, mortality, and epidemiologic findings), the potential impact on commerce (including international trade), and any other potentially significant circumstances of which the AVIC or FADD has knowledge. The assignment of Priority may entail additional communication with other key officials including those at NVSL-Ames, FADDL, and the State Veterinarian. Mark the priority number on the label affixed outside the shipping container, on the VS 10-4 submission form, and in the EMRS Lab Submission Form.

Priority 1: This priority should be used when prompt laboratory diagnostic information is required because known investigation information makes it **highly likely** that the observed condition is an FAD/EDI.

In addition, FADDL or NVSL-Ames is to be notified **by phone prior** to shipping specimens. Specimens will be unpacked, examined, and diagnostic studies begun immediately at FADDL or NVSL-Ames, including evenings, Saturdays, Sundays, and holidays. Counter-to-counter air may need to be used for Sunday, holiday, or certain Saturday shipments. In extreme cases, Priority 1 samples will be hand carried via courier to the appropriate laboratory; overtime is used as necessary. Results are reported by telephone to the NVSL Director, Director of Emergency Programs, and the AVIC immediately upon completion of initial laboratory results.

If a courier is to transport the samples, the courier must first notify FADDL or NVSL-Ames, as soon as possible, the flight details so that the FADDL representative can meet the courier at the Airport. The closest Airport to Plum Island is approximately 60 miles west at the Long Island/MacArthur Airport. JFK International or LaGuardia Airports are approximately 110 miles west from Plum Island.

Because of heightened security at FADDL laboratories, if samples are to be hand-carried to these laboratories, the courier **must phone FADDL** in advance. Safety and Security personnel at FADDL must be alerted in advance and the courier **must** be met by a FADDL representative at the security gates (regardless of the time of day or night).

For samples that are not hand carried, but that need to arrive at FADDL earlier than an overnight FedEx® delivery, shipment **must** be via counter to counter service, airport to airport (e.g., American Airlines Priority Parcel Service). Check with airlines for this service in your area. FADDL must be notified by phone (phone numbers are included in Attachment IV). If after business hours, weekends or holidays, leave a complete message on the recording to include name of shipper, origin, estimated time of arrival of the flight, airline name and flight number, origin and the AirBill tracking number (critical to track the package) along with the name of the caller and a call-back number so that the information can be verified.

Priority 2: This priority is used when known investigation information makes it **possible** that the observed condition is an FAD/EDI, but cannot be distinguished from an endemic disease/condition; and rapid laboratory diagnostic information is necessary. Specimens are unpacked, examined, and diagnostic studies begun immediately if the shipment reaches the laboratory before the close of the work day. Overtime can be used to finish the examination. Specimens arriving after the close of the work day will be examined first thing the following day. Specimens received Saturday will be processed that day **only** with prior notification and discussion with the laboratory. The laboratory will report results by FAX to EP and the AVIC immediately upon completion of initial laboratory results.

Priority 3: This priority is used when known investigation information makes it **unlikely** that the observed condition is an FAD/EDI and cannot be distinguished from an enzootic disease or condition. The disease is considered most likely an enzootic disease or condition due to epidemiological factors (e.g., season, previously diagnosed enzootic disease in the adjacent area, etc.); laboratory diagnostic information is used to verify if the condition is an FAD/EDI. Specimens will be processed according to accession order as received. Overtime will **not** be used for these investigations. This priority is also used for routine surveillance samples.

Priority A: This priority will be used for those situations where:

1) Any animals in commerce are being held (delayed) pending the results of testing for an FAD/EDI, whether or not it is likely that the observed condition is due to an FAD/EDI. Examples of "animals in commerce" could include, but are not necessarily limited to: animals at a slaughter facility, animals at a market or auction, or animals at an international export facility.
2) Other known or potential circumstances surrounding the investigation indicate that it would be prudent to obtain laboratory test results as rapidly as possible, regardless of the likelihood of the presence of an FAD/EDI.

In addition, FADDL or NVSL-Ames is to be notified **by phone prior** to shipping specimens. Specimens will be unpacked, examined, and diagnostic studies begun immediately at FADDL or NVSL-Ames, including evenings, Saturdays, Sundays, and holidays. Counter-to-counter air may need to be used for Sunday, holiday, or certain Saturday shipments. In extreme cases, Priority 1 samples will be hand carried via courier to the appropriate laboratory; overtime is used as necessary. Results are

reported by telephone to the NVSL Director, Director of Emergency Programs, and the AVIC immediately upon completion of initial laboratory results.

If a courier is to transport the samples, the courier must first notify FADDL or NVSL-Ames, as soon as possible, the flight details so that the FADDL representative can meet the courier at the Airport. The closest Airport to Plum Island is approximately 60 miles west at the Long Island/MacArthur Airport. JFK International or LaGuardia Airports are approximately 110 miles west from Plum Island.

Because of heightened security at FADDL laboratories, if samples are to be hand-carried to these laboratories, the courier **must phone FADDL** in advance. Safety and Security personnel at FADDL must be alerted in advance and the courier **must** be met by a FADDL representative at the security gates (regardless of the time of day or night).

For samples that are not hand carried, but that need to arrive at FADDL earlier than an overnight FedEx® delivery, shipment **must** be via counter to counter service, airport to airport (e.g., American Airlines Priority Parcel Service). Check with airlines for this service in your area. FADDL must be notified by phone (phone numbers are included in Attachment IV). If after business hours, weekends or holidays, leave a complete message on the recording to include name of shipper, origin, estimated time of arrival of the flight, airline name and flight number, origin and the AirBill tracking number (critical to track the package) along with the name of the caller and a call-back number so that the information can be verified.

Specimen Submission Procedures

The FedEx® Airbill tracking number is used to trace the specimens from the field to the laboratory. **Please make sure that the Airbill tracking number is noted on the EMRS FAD/EDI Investigation Summary as well as on VS Form 10-4.** All diagnostic specimens for a suspected FAD/EDI must be shipped in a properly labeled box and sent to either NVSL-Ames or FADDL. (Note: packages must meet standards set by the national ground transport regulations and the International Air Transport Association: packaging can withstand a drop of 27 feet, packaging is waterproof, and all packages are clearly marked to specify their contents.)

The chart below identifies the laboratory to which various types of specimens should be sent.

Type of Specimens:	FADDL	NVSL-Ames
Ruminants		
BSE suspects		**PL**
Heartwater suspects		**PL**
All other ruminant specimens	**X**	
Avian		**DVL**
Entomologic specimens, all species		**PL**
Equine (including African horsesickness suspects)		**DVL**
Swine		
Classical swine fever suspects	**X**	
African swine fever suspects	**X**	
Blue eye paramyxovirus suspects		**DVL**
Teschen-Talfan disease suspects		**DVL**
All other swine specimens	**X**	

NVSL Departments: DVL- Diagnostic Virology; PL- Pathobiology

It is strongly recommended that if classical swine fever or African swine fever is suspected, other non-exotic diseases should be included in the differential diagnosis. Sample specimens should be **split** with one set sent to FADDL and another set to NVSL-Ames. The specimens submitted to NVSL-Ames are to be clearly marked "**Hold until cleared for exotic disease by FADDL**." Notify FADDL and NVSL-Ames that samples are being shipped.

If more than one laboratory unit at NVSL-Ames is requested to perform diagnostic testing (e.g., virology, bacteriology, pathobiology), samples should be split by the FADD and labeled for each laboratory unit.

- All specimens should be packaged according to biosecurity procedures [see http://www.aphis.usda.gov/vs/nvsl/faddlmethodsforshipping.htm for a more specific description], identified, chilled with freezer gel-packs, and properly boxed for transit to the laboratory. **DO NOT USE DRY ICE or FREEZE SAMPLES.**
- A completed and legible Specimen Submission Form (VS Form 10-4) must accompany all diagnostic specimens. Include a Specimen Submission Form in each box of specimens sent to NVSL-Ames and FADDL. Please attach a Specimen Submission Form Continuation Sheet (VS Form 10-4A) to account for all specimens included in the shipment and fully describe all findings and other relevant information.
- The Specimen Submission Form (VS Form 10-4) is to be placed on top of the styrofoam lid under the cardboard top of the box, **not** inside the styrofoam container with samples.

- **Do not** write "formalin" or "formaldehyde" on the form or shipping container. (The concentrations used [less than 10% formalin] do not constitute hazardous materials).
- To request extra media, contact the NVSL Shipping Department at (515) 663-7530.

If there are any questions regarding shipping FAD/EDI investigation specimens via FedEx®, contact EP Staff or call FedEx® directly at (800) 463-3339.

Attachment IV - A

FAD/EDI Specimen Shipping Information to FADDL

Note: Because FADDL is located on an island, it is essential to call FADDL (631-323-3256) **every time** prior to shipping so FADDL can arrange for package pick up **regardless of Priority**.

For all deliveries of **Priority 2 or 3**, mark the "HOLD WEEKDAY" box on the right side of the FedEx® Airbill (see attached FedEx® USA Airbill example).

For Priority 2 samples shipped on Fridays, mark the "HOLD SATURDAY" box. It is imperative that laboratory personnel are contacted to inform them of samples arriving on Saturday. Arrangements have to be made for the samples to be picked up.

Information to be included on the FedEx® Airbill

Specimens being sent to **USDA/APHIS/Foreign Animal Disease Diagnostic Laboratory** must be shipped via FedEx® to:

USDA/APHIS/VS/NVSLFADDL
40550 RT 25
Orient, NY 11957

On the FedEx® form, write on the line under this address to Hold at:
579 Edwards Avenue
Calverton, NY 11933

The additional Calverton address allows FADDL to pick up the package as soon as possible in the morning, therefore allowing a full day of laboratory procedures.

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When shipping, please remember the following:

- Use the Area Billing number for the sender's FedEx® account number obtained from the AVIC;
- On the FedEx® Airbill, Internal Billing Reference (Section 2), write the Area Office's accounting code obtained from the AVIC or Designee;
- Check the FedEx® Priority Overnight box;
- Keep the sender's copy of the Airbill for your records:
- The FADD or AVIC must notify FADDL by phone every time samples are being sent.

Notification Telephone Numbers

During weekday business hours (8:30 a.m. to 4:15 p.m., Eastern Time) call **631-323-3256 or -3206**.

After hours or on weekends call the FADDL Cell Phone numbers of **Tom McKenna 240-508-9882, Samia Shawky 631-375-5314 or Barry Latney 631-871-3112.** If you have to leave a message, include your name and a call-back number.

FedEx Express *USA Airbill* **FedEx** Tracking

From

Date _____ Sender's FedEx Account Number _____

Sender's Name _____ Phone (___) _____

Company _____

Address _____

City _____ State _____ Zip _____

2 Your Internal Billing Reference

3 To

Recipient's Name _____ Phone **(631) 323-3256**

Company **USDA/APHIS/FADDL**

Address **Orient Point Warehouse, Route 25**

To "HOLD" at FedEx location, print FedEx address.

579 Edwards Ave., Calverton, NY 11933

City **Orient Point** State **NY** Zip **11957**

4a Express Package Service

☐ FedEx Priority Overnight ☐ FedEx Standard Overnight ☐ FedEx First Overnight

☐ FedEx 2Day ☐ FedEx Express Saver ☐ NEW FedEx Extra Hours

4b Express Freight Service

☐ FedEx 1Day Freight Call for Confirmation ☐ FedEx 2Day Freight ☐ FedEx 3Day Freight

5 Packaging

☐ FedEx Envelope ☐ FedEx Pak ☐ Other Pkg.

6 Special Handling

☐ **SATURDAY Delivery RESTRICTIONS** ☐ **SUNDAY Delivery RESTRICTIONS** ☒ **HOLD Weekday at FedEx Location** ☐ **HOLD Saturday at FedEx Location**

Does this shipment contain dangerous goods?

One box must be checked.

☐ No ☐ Yes ☐ Dry Ice ____ x ____ kg ☐ Cargo Aircraft Only

Dangerous Goods (incl. Dry Ice) cannot be shipped in FedEx packaging or with FedEx Extra Hours.

7 Payment ***Bill to:***

☐ Sender ☐ Recipient ☐ Third Party ☐ Credit Card ☐ Cash/Check

FedEx Acct No.

Credit Card No. _____

Total Packages	**Total Weight**	**Total Declared Value**
		$ .00

8 Release Signature

Attachment IV - B

FAD/EDI Specimen Shipping Information to NVSL-Ames

Information to be included on the FedEx® Airbill

Specimens being sent to **USDA/APHIS**/National Veterinary Services Laboratory in Ames must be shipped via FedEx® to:

USDA, NVSL
1800 Dayton Road
Ames, Iowa 50010

When shipping, please remember the following:

- Use the Area Billing number for the sender's FedEx® account number obtained from the AVIC;
- On the FedEx® Form, Internal Billing Reference (Section 2), write the Area accounting code obtained from the AVIC;
- Check the FedEx® Priority Overnight box;
- Saturday delivery should be marked for Priority 1 and 2 samples sent on Friday;
- Keep the sender's copy of the Airbill for your records.
- The FADD or AVIC must notify NVSL-Ames by phone that samples are being sent.

Notification Telephone Numbers

Weekday business hours (8:00 a.m. - 4:30 p.m. Central Time) call the appropriate laboratory:

Diagnostic Virology	**515-663-7551**
Pathobiology	**515-663-7521**
Bacteriology	**515-663-7563**

After hours or on weekends call the general National Animal Disease Center / NVSL at **515-663-7200**. The security personnel will call the appropriate NVSL person and give them a phone number to call the FADD.