



Australian Centre for Disease Preparedness

Submission of Samples for Animal Export Testing International Submissions

The CSIRO Australian Centre for Disease Preparedness* (ACDP) offers diagnostic testing to facilitate the international transport of companion animals.

It is the submitter's responsibility to ensure the tests selected comply with the regulatory requirements of the importing country. For movements into and out of Australia, please check the [Department of Agriculture, Fisheries and Forestry website](#) for details.

*ACDP was previously named the Australian Animal Health Laboratory (AAHL)

This document provides detailed sample submission instructions for those wishing to submit samples from outside Australia.

If you wish to submit samples from within Australia, please request a Domestic Sample Submissions pack by completing the enquiry form at the ACDP website [here](#).

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1. Tests and Price List

For details regarding available tests, testing schedules and prices, please visit the ACDP website by scanning the provided QR code or by visiting

<https://acdp.csiro.au/laboratory-testing/services/companion-and-equine-testing>.



Tests for animal import and export are performed on a weekly schedule. Results will be available by close of business (COB) on the day listed for each test. Alterations to the schedule may occur because of public holidays or urgent disease exclusion testing. Please refer to the website to view the weekly schedule and any planned upcoming schedule alterations.

If your test result is required urgently, please [contact ACDP Accessions](#) prior to sample submission.

Please note an additional 'Customs and Handling' fee applies to overseas submissions. Details regarding this fee can be found on the website [as above](#). This fee is applied once per submission and is required to cover the cost of quarantine clearance. Payment must be made prior to the results being issued.

Please note that from time to time a test may need to be repeated to obtain a valid result, which may result in delays. Where possible, travel dates should be arranged so as not to create deadlines too close to the expected reporting dates listed on the ACDP website.

2. Sample Collection

Serum is the required sample for all standard companion and equine tests. Blood should be collected into a serum separator tube (SST) or plain tube. The blood tube should be allowed to clot, centrifuged and the serum removed and collected into a separate plastic, sealable tube prior to submission.

Please ensure that at least **1 mL of clear serum** is submitted to ensure that sufficient volume is available for diagnostic testing.

Haemolysed or lipaemic samples can interfere with laboratory tests and may be rejected for testing. Please contact the laboratory prior to submission if you are unsure if the quality of your serum is acceptable.

Once collected, it is recommended to keep serum refrigerated at 4°C until it is ready for consignment. If samples will be held for greater than 7 days prior to shipping, freezing at -20°C or below is recommended. Samples can be shipped at room temperature.

3. Sample Labelling

It is important that all sample tubes are directly and clearly labelled with the animal's name and/or unique microchip number. Closely check for any errors.

It is important for the purposes of quarantine compliance that all sample tubes are directly and clearly labelled with the animal's name and/or unique microchip number. Please ensure that the correct details are provided on the label as this cannot be changed on the report after receipt. Failure to do so may result in diagnostic reports being unacceptable to importing country authorities.

4. Submission Paperwork

All samples submitted to ACDP for diagnostic testing must be accompanied by a completed ACDP Sample Submission form (Specimen Advice Note).

When submitting samples from multiple pets belonging to a single owner:

- If individual reports are required, please use a separate submission form for each animal.
- Alternatively, all animals may be included on one submission form. In this case, a single report will be issued detailing all test results.

Please ensure that the microchip number listed on the paperwork is correct and matches the number on the sample tube exactly.

Please contact the relevant government agency of the importing country to determine the specific tests required. Please be as specific as possible when listing the required tests on the submission paperwork.

5. Sample Packaging

When submitting samples from outside Australia, a number of requirements apply. Please read the following information carefully.

A prepaid courier should be used for international delivery of specimens. Please consult with your selected courier regarding the specific requirements for packaging and shipment of diagnostic specimens. The cost of shipping samples to ACDP must be covered by the submitter. Prior to dispatch, please notify [ACDP Accessions](#) of your submission via email, and include a copy of the consignment note provided by the courier.

All overseas submissions must be accompanied by:

- A completed ACDP Sample Submission form
- ACDP's relevant Australian Government Department of Agriculture Import Permit*
- A completed Veterinary Supplier's Declaration*, signed by the registered Veterinarian collecting the blood sample, certifying that the health status of the animal complies with the requirements of the import permit for the specimens.

**Required by Australian Customs to allow entry of samples into Australia to ACDP for testing*

These documents can be found attached in the email accompanying this Submission Guide.

Please consult with the courier company regarding sample packaging requirements. IATA and Australia Post regulations allow samples collected from healthy animals, where there is no clinical suspicion of disease, to be shipped as 'Exempt Animal Specimens'. **The submitter is responsible for ensuring that the samples meet the criteria for exemption.** For further information, please refer to the [IATA Dangerous Goods Regulations 3.6.2 Division 6.2](#) or consult your chosen courier.

Please note that samples from animals with clinical disease must not be shipped as 'Exempt Animal Specimens' and are subject to more stringent regulations. Please contact ACDP Accessions if you wish to submit a case for clinical disease testing.

Samples should be packaged in accordance with IATA regulations, in consultation with the courier. As a guide, 'Exempt Animal Specimens' should be packaged as follows:

1. Serum should be placed into a primary receptacle. The primary receptacle **must** be leak-proof.
2. The primary receptacle **must** be placed inside leak-proof secondary packaging, along with sufficient absorbent cushioning material to absorb the entire volume of serum were it to leak during transport.

NB: Multiple serum samples may be placed within one secondary receptacle provided there is sufficient absorbent material to absorb the entire contents of all primary receptacles in the event of a leak.

3. The secondary packaging **must** be placed into outer packaging of adequate strength to prevent damage during transport, and with at least one surface having minimum dimensions of 100 mm × 100 mm. Sufficient cushioning material should be placed between the secondary and outer packaging to prevent the sample from damage during transport. Please ensure a completed ACDP submission form is placed inside the outer packaging.

The external surface of the outer package and/or outer wrapping should be marked with:

- Name and address of the sender and receiver
- Name and telephone number of the person responsible for the shipment
- The words 'Exempt Animal Specimen'

Please see the table below for examples of suitable containers and packaging materials.

Examples of suitable materials for the packaging of 'Exempt Animal Specimens'

Receptable Type	Examples of appropriate containers and/or packaging materials
Primary receptacle (containing serum)	• Screw cap sterile sample tube • Screw cap centrifuge tubes • Plain Blood tube
Absorbent material	• Cotton wool • Combine dressing
Secondary packaging	• Biohazard bag

	• Snap-lock plastic bag • Plastic bottle with screw lid
Cushioning material	• Cotton wool • Shredded newspaper • Bubble wrap
Outer packaging	• Despatch satchel • Plastic box • Cardboard box • Supported polystyrene box

The required paperwork should be packed as follows:

Enclose the following forms **inside** the outer package:

1. The Import Permit for the samples
2. A completed ACDP Sample Submission form

Enclose these forms in the document envelope on the **outside** of the package:

1. The Import Permit for the samples
2. The completed Veterinary Supplier's Declaration
3. A copy of the completed ACDP Sample Submission form

To receive a copy of the required paperwork, please [contact ACDP Accessions](#).

Please note some courier companies require documents to also be provided to them by email. Please check with your courier when submitting samples to avoid delays in Australian Customs.

6. Specimens should be consigned to:

Accessions Administrator
 CSIRO Australian Centre for Disease Preparedness
 5 Portarlington Rd
 East Geelong VIC 3219
 Australia
 P: +61 3 5227 5414
 E: acdp-accessions@csiro.au

7. Payment

Once samples have been received, an invoice with instructions for payment will be issued to the nominated email address provided on the submission paperwork. This is generally issued within 2-3 business days. Payment must be made prior to results being reported.

8. Registered Users (Online submission portal)

If you are likely to submit samples to ACDP regularly, please consider becoming a 'registered user'. Registered users are able to access copies of all relevant up-to-date paperwork and are able to submit submission forms via our online portal. Becoming a registered user is optional and does not affect the invoicing process.

If you are interested in registering, please contact our accessions team.

9. Contact Details

If you have any queries relating to the sample collection and submission process, please contact ACDP Accessions on:

Phone: +61 3 5227 5414

Email: acd-p-accessions@csiro.au