

Sample Submission Procedures

- **All samples must be clearly labeled with the VTH case number and the animal's first and last name.** If necessitated by test, also include “pre,” “post,” times drawn, etc.
- **Samples CANNOT be processed without the VTH case number and clinician name on submission form.**
- **Due to limited space we can only accept samples that are ready for processing – we are unable to hold samples for future testing.**
- **All VTH clinical pathology samples should be submitted directly to the Clinical Pathology lab, not through Diagnostic Laboratory.**

During Business Hours (7:30 a.m. – 5:00 p.m. Monday through Friday)

Bring samples to the Diagnostic Laboratory Office located in the modular unit at the northeast entrance of the hospital. Fill out VTH form found on the south wall – to the right after entering the office. Place samples and form on the counter behind you (next to the copier). Use the VTH form for all referral (send-outs) submissions. **Please notify office staff if you have a STAT submission or one that is sensitive in nature (e.g. eACTH).**

After Business Hours (and holidays)

Bring samples to the after hours area located at the northeast entrance of the hospital (area right inside the VTH). Fill out VTH form located to the right of the counter. Place form in the clear wall file labeled “Completed Submission Forms” and put labeled samples in white refrigerator sitting on the counter. Some samples **SHOULD NOT** be refrigerated – see list on refrigerator door.

Culture samples dropped off after 5:00 p.m. on weekdays will be set up the following morning. Culture samples dropped off before noon on weekends will be set up same day; samples dropped off after noon will be set up the following day.

Frozen Section (biopsy) Submission

This submission **MUST** be pre-approved to ensure a pathologist is available to read the slides. **Please call the office (7-1281) well ahead of scheduled surgery to make these arrangements.** Follow the “During Business Hours” sample submission steps. You **MUST** notify office staff of submission before leaving the office.