



Our vision:

To excel as a science-based regulator, trusted and respected by Canadians and the international community.

Our mission:

Dedicated to safeguarding food, animals and plants, which enhances the health and well-being of Canada's people, environment and economy.

Key Learning Points

- Regulations for Transport of Rabies Suspect Samples
- Selection of Appropriate Samples
- Packaging
- Labeling

Index:

Material Necessary for Testing	2
Sample Preparation	2
Temperature Conditions	2
Packaging Materials	3
Labels	3
Leaking or Damaged Parcels	3
Checklist for Packaging	4

RABIES TESTING AT THE CFIA: PACKAGING OF SAMPLES



CANADIAN FEDERAL LEGISLATION

The *Transportation of Dangerous Goods Act and Regulations* are administered by Transport Canada. Information on shipping infectious substances can be found in the *Transportation of Dangerous Goods (TDG) Bulletin May 2013*: http://www.tc.gc.ca/media/documents/tdg-eng/RDIMS-8210418-SHIPPING_INFECTIOUS_SUBSTANCES_-_TDG_BULLETIN_FINAL.pdf

It is the responsibility of the submitter to comply with all applicable federal, provincial and territorial legislation related to shipping dangerous goods.

GENERAL COMMENTS

This document is not meant to replace a proper training program for TDG. It is for reference purposes only for the submission of rabies samples. Please inquire directly with couriers for information on their specific terms and	conditions related to shipping dangerous goods:	<i>Purolator</i> http://www.purolator.com/assets/pdf/legal/terms_conditions2_en.pdf (accessed Jan 2014)
	<i>Fedex</i> http://images.fedex.com/ca_english/shippingguide/preparepackage/pdf/UN3373_CDN_ENG.pdf (accessed Jan 2014)	

SELECTION OF MATERIAL TO SUBMIT FOR TESTING

For most animals:

- ⇒ submit the entire head.
- ⇒ include cervical spinal cord if the skull has been damaged, e.g., shot in the head

For small animals (<500 g):

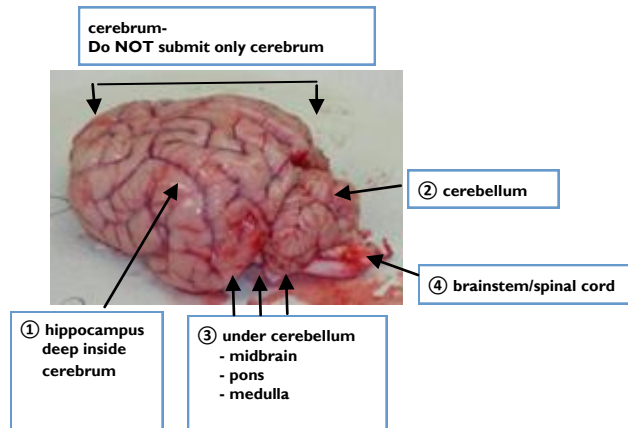
- ⇒ submit the entire carcass to aid species identification (e.g., bats).

For large animals (>100 kg) and all livestock:

- ⇒ submit the entire brain and portion of cervical spinal cord;
- ⇒ If entire brain can not be submitted, collect portions of brain tissue bilaterally from the cerebellum, hippocampus and brain stem.

MATERIAL NECESSARY FOR TESTING

SUBMISSION OF THE ENTIRE BRAIN IS REQUIRED TO MAXIMIZE DIAGNOSTIC SENSITIVITY.



SAMPLE PREPARATION

DO:

- Ensure that animals are dead before packaging
- Spray with insecticide, if infested with ticks or fleas
- Remove maggots
- Remove any needles or darts
- Make level cuts during disarticulation
- Leave the head intact and do not remove skin, ears, or snout
- Note quills, jagged bone fragments, possible bullets or shot on the submission form in "Submitter Comments"
- Remove excess bags, or ones that are opaque, before packaging

- Use absorbent material, such as newsprint, between primary and secondary package, and as cushioning in the outer container
- Use rigid ice packs
- Ship sample as soon as possible after collection

DON'T:

- Submit whole bodies of skunks
- Wrap brain with absorbent material or place into whirl-pak bags
- Use gel sachets as absorbent material
- Use wet ice, frozen water bottles, soft gel packs or dry ice for cooling sample
- Use Styrofoam or other granular packing material

TEMPERATURE CONDITIONS

THERE IS NO NEED TO FREEZE SAMPLES PRIOR TO SHIPMENT.

To ensure timely results, samples submitted should be refrigerated, and not frozen. Samples received frozen must be completely thawed before testing can begin, which can delay results by a day or more.

USE ICE PACKS TO KEEP THE SAMPLE COOL DURING SHIPPING ACCORDING TO OUTDOOR TEMPERATURE:

Winter (<5°C): **DO NOT** use ice packs

Fall/Spring (5-30°C): **USE** ice packs

Summer (>30°C): **USE** additional ice packs



PACKAGING MATERIALS

- PRIMARY PACKAGE
 - ⇒ Consists of 2 plastic bags
- OR**
- SECONDARY PACKAGE
 - ⇒ 1 plastic container and 1 plastic bag
 - ⇒ Choose size appropriate for sample
 - ⇒ Clear
 - ⇒ For open end bag, knot tightly to make leak-proof
 - ⇒ For bag with zipper closure, fold over and seal with moisture-resistant tape
 - ⇒ Plastic container must be leak-proof
- OR**
- UNIQUE SAMPLE IDENTIFIER
 - ⇒ Durable, adhesive label, printed with indelible ink
- OR**
- COMMERCIAL PURCHASED IDENTIFICATION TAGS
 - ⇒ Commercially-purchased identification tags
- OR**
- OUTER SHIPPING CONTAINER
 - ⇒ Sturdy fiberboard box
 - ⇒ One surface must be 100mm x 100mm
 - ⇒ For air transport must satisfy PI 650, 1.2 m drop test
- OR**
- RABIES SAMPLE SUBMISSION FORM AND CLEAR PLASTIC BAG
- ADDRESS LABEL/S– Shipper and Recipient
- LABEL WITH PROPER SHIPPING NAME “BIOLOGICAL SUBSTANCE, CATEGORY B” OR “EXEMPT ANIMAL SPECIMEN”
- HAZARD MARK, UN3373 DIAMOND-ON-POINT LABEL, IF APPLICABLE
- RIGID ICE PACKS
- ABSORBENT MATERIAL SUCH AS NEWSPAPER

EXAMPLE OF ADDRESS LABEL - FOR BOTH SHIPPER AND RECIPIENT ADDRESS USE MINIMUM 16 POINT FONT, BOLDFACE TYPE, INCLUDE TELEPHONE NUMBERS

YOUR COMPLETE NAME	R-UNIT, OTTAWA LABORATORY FALLOWFIELD
YOUR EMPLOYER	CANADIAN FOOD INSPECTION AGENCY
YOUR STREET ADDRESS	3851 FALLOWFIELD ROAD
CITY, PROVINCE POSTAL CODE	OTTAWA, ON K2J 4S1
YOUR PHONE NUMBER	(343) 212-0340
	OR
	R-UNIT, LETHBRIDGE LABORATORY
	CANADIAN FOOD INSPECTION AGENCY
	TOWNSHIP ROAD 9-1
	LETHBRIDGE, AB T1J 3Z4
	(403) 382-5559

LEAKING OR DAMAGED PARCELS

When a parcel is received damaged or leaking, potentially resulting in the accidental release of the sample from the packaging, CFIA internal policy is to notify our management, and the consigner (the submitter).

Note, that the carrier may also notify the provincial authority (usually police) and Canutec 613-966-6666.

Ensure that the sample is packaged according all relevant Transportation of Dangerous

Goods Regulations for the safety of all involved in the shipping and receiving process.

THE SHIPPER IS SOLELY RESPONSIBLE FOR PROPERLY PACKAGING THE SAMPLE.



CHECKLIST for Packaging

For further information, contact:

R-Unit, Ottawa Laboratory
Fallowfield
Canadian Food Inspection Agency
3851 Fallowfield Road
Ottawa ON K2J 4S1

Mon-Fri 8 am-4 pm ET

Phone: 343-212-0340
Fax: 343-212-0202
E-mail: OLF_Rabies-LOF_Rage
@inspection.gc.ca

R-Unit, Lethbridge Laboratory
Canadian Food Inspection Agency
Township Road 9-1
Lethbridge AB T1J 3Z4

Mon-Fri 7 am-3 pm MT

Phone: 403-382-5559
Fax: 403-382-5562
E-mail: LethbridgeRabiesLab
@inspection.gc.ca

We're on the Web
www.inspection.gc.ca

IT IS THE RESPONSIBILITY OF THE SUBMITTER TO FOLLOW ALL APPLICABLE TRANSPORT CANADA REGULATIONS AND GUIDELINES.

Keep sample in refrigerator prior to packaging. Freezing should be avoided as it may delay testing. If the sample is already frozen, ship it without ice packs.

★ Each sample must have its OWN unique sample identification number and Rabies Sample Submission form.

- | | |
|---|---|
| <input type="radio"/> Unique sample identifier | <input type="radio"/> Absorbent material |
| <input type="radio"/> Rabies Sample Submission form | <input type="radio"/> Rigid ice packs |
| <input type="radio"/> Labels | <input type="radio"/> Clear plastic bags |
| <input type="radio"/> Outer shipping container | <input type="radio"/> Moisture resistant tape |

① ____ Place head into first bag and tie; if possible, use two knots OR use a zipper bag, fold over and seal with tape to make leak-proof. Extracted brain or bats should ideally be placed into a screw-cap leak-proof container.

② ____ Place first bag or container into plastic bag and tie; if possible, use two knots OR use zipper bag, fold over and seal with tape to make leak-proof. This completes the **PRIMARY PACKAGE**.

③ ____ Attach **UNIQUE SAMPLE IDENTIFIER** to the primary package.

④ ____ Wrap the primary package with **ABSORBENT MATERIAL**.

⑤ ____ Place into **SECONDARY PACKAGE**: single bag, or for air transport, a 95 kPa pressure capable system .

⑥ ____ Fill out **RABIES SAMPLE SUBMISSION** form online and submit electronically. Print the completed form, place into a plastic bag and secure to secondary package with tape.

⑦ ____ Place absorbent paper into **OUTER SHIPPING CONTAINER** to cushion sample. If shipping by air, box must be 1.2 m drop test compliant.

⑧ ____ Place sufficient **RIGID ICE PACKS** so that sample remains cold/cool for at least 48 hours. Do not use ice packs during winter months (<5°C) or if the animal head is frozen.

⑨ ____ Place secondary package inside box and add additional cushioning material.

⑩ ____ Seal box securely.

⑪ ____ Apply **LABELS** to box: Submitter's name, address and phone number; CFIA lab name, address and phone number.

⑫ ____ In boldface type, label with proper shipping name: "**BIOLOGICAL SUBSTANCE, CATEGORY B**" OR "EXEMPT ANIMAL SPECIMEN".

⑬ ____ For Category B samples, affix **UN3373 diamond-on-point hazard mark** label.

⑭ ____ For Category B samples, affix label with 24-hour emergency contact phone number.