

# ANIMAL RABIES LABORATORY SUBMISSION FORM

## INSTRUCTIONS

Use one form for EACH specimen  
Complete all Information  
Label each specimen to correspond with the submission form  
Read full instructions on last page

## FOR LAB USE ONLY

Laboratory Assigned Number  
Date Received  
Time Received  
Method of transport

## SUBMITTER INFORMATION

Name of facility Phone  
Street Address Fax  
City State Zip code

## ANIMAL INFORMATION

Animal Species Date of collection/death/euthanasia  
Other Did the animal show signs of rabies? Yes No Unknown

## DOMESTIC ANIMALS ONLY

Was animal vaccinated for rabies? Yes, up-to-date Yes, not up-to-date No Unknown  
If dog, breed?

## OWNER INFORMATION

Last Name First Name Phone  
Street Address  
City Zip Code County

## LAB SUBMISSION REASON (must select one)

- Bite from high risk animal must = neurologic animal, bat, raccoon, skunk, fox, or coyote
- Saliva from high risk animal into open wound or mucus membrane
- Bat in room with person sleeping or person/pet had physical contact with bat
- Bat in area with pet, small child, person with dementia or impaired individual
- Bat in house or public setting where anxiety is high and there is concern about people seeking PEP
- Neurologic animal that a veterinarian suspects could have rabies, even with no exposure to a pet or person
- Dog, cat, or ferret dying during the 10-day confinement after a bite

Please provide Point of Contact Information if selecting one of the three options below

Dog, cat, or ferret that cannot survive the 10-day confinement for humane reasons after approval from local health department

Unprovoked bite from pet, after approval from local health department

Other: Approved by local or state health department

Name of Approval Contact Agency

Telephone Number

**LAB SUBMISSION CONTINUED**

**IDPH will NOT test:**

- Healthy dogs, cats, ferrets, small rodents or rabbits that have bitten someone in a provoked manner
- Bats found outside with no known exposure to people or pets
- Domestic animals euthanized before the end of the 10-day confinement quarantine, without a humane issue
- Large animals (goats, sheep, llama, horse, cattle)

**EXPOSURE INFORMATION**

Date of exposure Domestic animal Human  
Last Name First Name  
Street Address  
City Zip Code County  
Phone Number of person exposed or owner of the exposed pet  
Site of exposure

Date of exposure Domestic animal Human  
Last Name First Name  
Street Address  
City Zip Code County  
Phone Number of person exposed or owner of the exposed pet  
Site of exposure

Date of exposure Domestic animal Human  
Last Name First Name  
Street Address  
City Zip Code County  
Phone Number of person exposed or owner of the exposed pet  
Site of exposure

Description of exposure (bite,scratch, saliva, etc.)

# GUIDELINES FOR SUBMISSION OF RABIES SPECIMENS

## What animals can be submitted for rabies testing at the IDPH Laboratory?

1. Select the appropriate choice under lab submission reason.
2. NOTE: All healthy dogs, cats and ferrets who bite in a provoked manner and are euthanized before the 10 day observation period, rabbits, rodents, bovine, deer, elk, horse, ovine, and other large animals should be submitted to the University of Illinois Veterinary Laboratory. Any mammal can be submitted. A fee is charged for testing.

**University of Illinois Veterinary Diagnostic Lab**  
**2001 South Lincoln Ave**  
**PO Box U, Room 1137**  
**Urbana, IL 61802**  
**217-333-1620 (phone)**

## How to prepare specimen

1. Head/brain removal for rabies suspect animals should only be done by individuals who are immunized against rabies and trained in the proper precautions and wear personal protective equipment to avoid exposure
2. Clean and disinfect all instruments used for head removal after each use

## Submission to the IDPH laboratory

- **NO** live animals will be accepted
- If animal weighs less than 2 lbs (e.g. bat) whole carcass can be submitted
- For all other animals only submit the head
- **ONLY** rabies testing is done on animal brains
- No fee for testing at the IDPH laboratories

## Packaging and Transportation

1. IDPH has no pickup and delivery service and assumes no responsibility for any specimen until it is received and identified.
2. Place the specimen in a primary container such as a sealed plastic bag. Bats and other small animals must be placed inside a clear zip-lock bag or equivalent. Place the primary container in a watertight secondary container with sufficient absorbent material to assure complete absorption if leakage should occur. If plastic bags are used, please TRIPLE bag each specimen. Place the test requisition on the outside of the secondary container. Package forms so they remain clean.
3. Place the secondary container inside a rigid outer container with sufficient cold packs to maintain refrigeration temperatures. The minimum volume of cold packs surrounding the specimen is double the size of the specimen (never use ice cubes)
4. Ample insulation surrounding the specimen and cold packs are essential (e.g. Styrofoam packing material or newspaper).
5. Do not freeze specimens unless the specimen is held over a long weekend or if the animal is decomposed. Cold, not frozen is the general rule. Do not package rabies specimens with dry ice since dry ice may freeze the specimens. Test results could be delayed if specimen is frozen.
6. Pack rabies specimens separately from other types of specimens (even if they are going to the same lab)
7. Messenger/courier by ground transport. Place the secondary container and test requisition in the shipping container. The shipping container must be rigid such as a cooler and labeled with the UN3373 biological substance category marking. Close securely. Styrofoam coolers must be placed in a cardboard box.
8. Commercial carrier by ground/air transport. Place the secondary container and test requisition in the shipping container. Label the outer shipping container with the appropriate address. Complete the return address section to include the name of the person shipping the package, business name and address and a business phone number. The shipping container must include the UN3373 biological substance category B marking.
9. Do not ship specimens to arrive on a holiday or weekend. Only ship on Thursdays if guaranteed overnight delivery.
10. If an urgent specimen needs to be tested over the weekend call the IEMA number 1-800-782-7860 to make arrangements.

**IDPH Laboratory**  
**2121 West Taylor St**  
**Chicago, IL 60612**  
**312-793-4760 (phone)**

**IDPH Laboratory**  
**825 North Rutledge St**  
**Springfield, IL 62702**  
**217-782-6562 (phone)**

**IDPH Laboratory**  
**1155 South Oakland Ave**  
**Carbondale, IL 62901**  
**618-457-5131 (phone)**