

## Completing an AHL submission form (Terrestrial Animals)

Use a **black pen** to complete the form

1. **Name and Address** - complete in full – usually the veterinary practice
2. **Submitters Name** – Veterinarian's details  
**Copy To** - Indicate if an additional copy is to go to a departmental staff member
3. **Owner's Name** - use the normal trading name. Be consistent with the owner's name with all submissions from this property
4. **Sample Type and No. submitted** - accurately record the number, and type, of samples submitted and the tests required  
**Note:** If the sample is for export testing be very specific with type of tests required and export date
5. Record **date of collection**
6. Include the **PIC number**
7. Complete details of **species, breed, sex and age**  
Please do not write **unknown**
8. Record animal **ID numbers** or include a [separate ID sheet](https://nre.tas.gov.au/ahlabsforms). <https://nre.tas.gov.au/ahlabsforms>
9. Include the **number** in the **affected** group, the number **ill** and the number of **mortalities**
10. Record **clinical signs**, environment conditions and field necropsy findings
11. Provide a **provisional diagnosis**
12. **Sign** the form
13. Place the advice form on the **outside** of the esky or box

The form is titled 'LABORATORY ADVICE NOTE' and 'ANIMAL HEALTH LABORATORY'. It includes contact information for the Tasmanian Government, Department of Primary Industries, Parks, Water and Environment. The form is divided into several sections: 'Name & Address for Reply', 'Date of Collection', 'Sender's Reference', 'PIC', 'Submitter', 'Species', 'Breed Type', 'Sex', 'Age', 'Animal ID', 'Sample Type & No. Submitted', 'Test Required', 'Office Use Only' (Accession No., Serial No., Charge Code, Case Manager), 'No. in group', 'No. ill', 'No. dead', 'Duration', 'HISTORY & CLINICAL SIGNS', 'Provisional Diagnoses', 'Submitter's Signature', and 'DPIIPE Case Manager's Signature'. Numbered callouts (1-12) are placed over the form to indicate where to provide specific information: 1. Name & Address for Reply; 2. Submitter's Name; 3. Owner's Name; 4. Sample Type & No. Submitted; 5. Date of Collection; 6. Sender's Reference; 7. Species; 8. Animal ID; 9. No. in group, No. ill, No. dead; 10. HISTORY & CLINICAL SIGNS; 11. Provisional Diagnoses; 12. Submitter's Signature.

### SUBMITTING SAMPLES

Submit samples to:

**Animal Health Laboratory**

NRE Tas

PO Box 46 Kings Meadows TAS 7249 (Aust Post)

165 Westbury Road Prospect TAS 7250 (Courier)

E: [specimenreception@nre.tas.gov.au](mailto:specimenreception@nre.tas.gov.au)

P: (03) 6777 2111