

Guidelines and Explanatory Details for VS Form 5-38: Ectoparasite Collection Report

INSTRUCTIONS: Print in pencil or type. (**Please note:** Despite best efforts, specimen vials may break or leak alcohol in transit. Accompanying forms completed in ink thus become smudged or even illegible, making the first instruction especially important.) Prepare a separate form for each species of host animal. Form to accompany specimen. Package specimens well to prevent breakage en route.

I. FOR SUBMITTER USE

1. **SPECIMEN NO.:** Optional --The collector may give here an identification number for a sample, usually denoting samples taken in series (1, 2, 3, etc.); collectors may have their own numbering systems. See also Field 15 – Referral No. **Please note:** A corresponding number also should be on or in the associated sample container.
2. **DATE COLLECTED:** Enter the calendar date during which the sample was collected.
3. **NAME AND ADDRESS OF OWNER:** Only the owner's name, city, state, and zip code are needed. **Please note:** At the bottom right-hand corner of this field, write the county and state of origin of the host animal, enclosed in parentheses, if both or either differs from the county and/or state given in Fields 4 and 5.
4. **COUNTY IN WHICH SPECIMEN(S) COLLECTED:** Self explanatory for collections made in the USA -- may differ from the county of origin (see note at Field 3). For collections made outside the US (e.g., in MX), list the state/province (etc.) of the country where collected.
5. **STATE IN WHICH COLLECTED:** Self explanatory for collections made in the USA -- for collections made in Mexico, write "MX". Write the name of the country for other non-USA collection locales.
6. **TYPE OF SPECIMEN(S) (ticks, mites, lice, etc.):** Indicate the general type of specimens.
7. **NAME AND TITLE OF COLLECTOR:** Print name and title of the person(s) collecting the specimen(s), and if different, also give name and title of the person submitting the sample. In either case (i.e., same or different person), give the mailing address, e-mail address, and telephone and FAX numbers of the submitter, to whom the identification report will be sent. If they differ, designate or label submitter and collector(s).
8. **NO. ANIMALS IN LOT:** Give a count or estimate of the number of individual animals in the group from which the collection was made.
9. **NO. ANIMALS INFESTED:** Give a count or estimate of the number of individual animals in the source lot that were infested with ectoparasites; this number will be less than or equal to the number in Field 8.
10. **SPECIES OF ANIMAL FROM WHICH SPECIMEN(S) TAKEN (cow, horse, sheep, deer, dog, etc.):** State the host species from which the ectoparasites were collected. List only one species, be as specific as possible, and avoid generic terms like "equine", "avian", "reptile", "canine", "feline", etc. Use a separate ectoparasite submission form for each host species. If using "deer", please list the kind of deer (white-tailed, mule, etc.).
11. **WHERE SPECIMEN WAS FOUND ON ANIMAL (head, ear, flank, back, etc.):** State an anatomical site or location(s).
12. **PREVIOUS HISTORY OR REMARKS:** This field is open-ended, to include any additional information regarding collection locale (e.g., history, quarantine status, latitude/longitude coordinates, etc.), animal identification information, observations on host animal health/disease, or additional details pertinent to any preceding field. This field also may be used to ask for return of specimens or to request that another copy of the final report be mailed to a different address.

II. FOR FIELD LABORATORY USE ONLY (Optional):

15. **REFERRAL NO.:** Give submitter's unique identification number assigned to the submitted sample (e.g., foreign animal disease investigation number).

III. FOR NATIONAL VETERINARY SERVICES LABORATORIES USE ONLY

Please note: Do not write below this line.