

## **Guidelines for the Sample Collection, Packaging and Transportation of Diagnostic Specimens into South Africa.**

### **Importation of samples into RSA for diagnostic purposes.**

In terms of the Animal Diseases Act No 35 of 1984 a veterinary import permit is required for the importation of all samples into South Africa for diagnostic purposes.

We can help you comply with this requirement by obtaining an Import Permit on your behalf.

Airline passengers and crew members are prohibited from transporting infectious substances either as carry-on baggage or checked-in baggage or on their person.

You need to be in possession of the ORIGINAL IMPORT PERMIT before collecting the required samples as a copy of your permit must be attached to the outside of the parcel containing the samples.

The consignment must be air freighted through O R Tambo International Airport (Johannesburg) by courier. See Packing Instructions below.

The consignment to be addressed directly to Dr Last at Vetdiagnostix Laboratory in Pietermaritzburg for further testing and examination of samples as required. Use “door to door” courier procedure.

Please liaise with Dr Last ([vetdiagnostix@futurenet.co.za](mailto:vetdiagnostix@futurenet.co.za)) beforehand for the preferred type and number of samples to be collected in your particular case and the particular forwarding procedure to follow.

### **Paperwork Required. (5 items).**

**Veterinary Import Permit.** (see above).

**VDX Sample Submission Form.** (go to [www.vetdiagnostix.com](http://www.vetdiagnostix.com) click on Submission Forms, click on the form relevant to the animal species, print).

#### **List of contents.**

Identify each sample group, type of sample, age group etc. (So we know what to expect).

**Commercial Invoice.** Print out on your company letter head a “Commercial Invoice” for Customs purposes for \$10 USD to cover Diagnostic Specimens.

**Veterinary Health Certificate.** This will be sent to you together with the Veterinary Import Permit and needs to be completed (in English) by the Veterinary Authority of the

exporting country.

## Detailed Packing Instructions.

Materials collected for routine diagnostic purposes:

These specimens should be labeled as “Diagnostic Specimens” and are covered by UN 3373 shipment procedures and IATA packing instruction 650.

Packaging must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport. Packaging must be so constructed and closed as to prevent any loss of contents which might be caused under normal conditions of transport.

The packaging must consist of **three components**:

- a) a **primary receptacle** (eg glass/plastic bottles, tubes, plastic sleeves, plastic bags etc)
- b) a **secondary packaging**
- c) a **rigid outer packaging/box**

The specimen is put into the primary receptacle. If multiple primary receptacles are used they should be individually wrapped or separated to prevent contact.

Adequate absorbent material must be packed around the primary receptacle/s to absorb any fluid leakage from the primary receptacle/s.

The primary receptacle/s and adsorbent material are put into secondary receptacle.

The primary receptacle and the secondary packaging used for liquids must be leak-proof. The primary receptacle if used for solids (eg feed sample) must not leak ie be siftproof.

An **itemized list of contents** must be enclosed between the secondary packaging and the outer packaging.

If screw caps are used (eg on formalin bottles etc) they should be sealed/taped shut.

Prefrozen ice-packs can be packed around the secondary receptacle. The primary and secondary receptacles must be put into a shipping container with adequate cushioning material.

At least one surface of the outer packaging must have a minimum dimension of 100 mm x 100 mm and on which must be affixed the UN 3373 label (Courier will do this).

In addition affix to the **outside** of the parcel in a plastic sleeve:

A copy of the original **Import Permit.**

**Veterinary Health Certificate.**

A VDX **Submission Form** for Sample Testing,

A copy of the **Commercial Invoice.**

A copy of the **List of Contents**

The packaging must be able to withstand a 1.2 m drop test.

The package must be labeled as “Diagnostic Specimens” and addressed to:

**Dr R Last, Vetdiagnostix Laboratory, 257 Boshoff St, PIETERMARITZBURG 3201, RSA.**

In the “Nature and Quantity of Goods” box of the airway bill state:

**“DIAGNOSTIC SPECIMENS PACKED IN COMPLIANCE WITH IATA PACKING INSTRUCTION 650”.**

Submit to your courier company a Commercial Invoice for custom purposes for \$10 USD covering “Diagnostic Specimens”.

The name, address and telephone number of the responsible person must be provided on the air waybill and on the package (see 13 above).

### **Transport Instructions.**

Passengers and crew members are prohibited from transporting infectious substances either as carry-on baggage or checked baggage or on their person.

Parcels must be sent as air cargo with a commercial airline to O R Tambo International Airport (Johannesburg).

Before shipment fax or e-mail the “air waybill number” and flight details to Dr Last at Fax: + 27 (0)33-3428049 or e-mail [vetdiagnostix@futurenet.co.za](mailto:vetdiagnostix@futurenet.co.za)

7.7.1 Arrange for parcels to be sent by “door to door” courier as early in the week as possible eg on a Monday or Tuesday.

7.7.2 Documentation must come with the samples. (see “Paperwork” section and Detailed Packing Instructions item 11 above).

**General Sample Collection Procedures.**

**Consult the VDX Laboratory Manuals (mammalian and poultry) available on line at [www.vetdiagnostix.com](http://www.vetdiagnostix.com) or e-mail [vetdiagnostix@futurenet.co.za](mailto:vetdiagnostix@futurenet.co.za) for assistance.**