

STATE OF COLORADO

Bill Ritter, Jr., Governor
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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

MEMO To: Rabies Testing Customers
From: State Rabies Laboratory
Date: March 29, 2010
Subject: **NEW ACCOUNT SET-UP and REQUESTS for REQUISITION FORMS (Form #272)**

URGENT Requests: Specimen ready to be shipped to the State Laboratory within 24 hours.

- **New Customers:** If you have not submitted a specimen to the State Laboratory for rabies testing in the past:
 1. Call the Serology Laboratory (303)-692-3485 to set up an account and request a test requisition form. If you get voicemail, leave a message with your name and call back number. Monday-Friday 8:00 am to 5:00 pm someone will call you back within the hour.
 2. Laboratory personnel will fax you a blank test requisition form and submission instructions. DO NOT photocopy the form as each form is assigned a unique collection number. Complete the form including name, address, phone number, and fax number and billing address if different. Also include the date collected, name of individual exposed (if relevant) and common name of animal submitted.
 3. If you do not have faxing capabilities, laboratory personnel will complete the form for you and will assign you a unique collection number. This collection number must be placed on the bag containing the carcass and on the outer shipping container to enable the laboratory to match the specimen with the paperwork upon receipt.
- **Current Customers:** If you have submitted specimens to the State Laboratory for rabies testing in the past, but need a test requisition form:
 1. Call the Serology Laboratory (303)-692-3485 to request a test requisition form. If you get voicemail leave a message with your name and call back number. Monday-Friday 8:00am to 5:00 pm someone will call you back within the hour.
 2. Laboratory personnel will fax you a test requisition form pre-populated with your information. DO NOT photocopy the form as each form is assigned a unique collection number. Complete the form including the date collected, name of individual exposed (if relevant), and common name of animal submitted. If you do not have faxing capabilities laboratory personnel will complete the form for you and will assign you a unique collection number. This collection number must be placed on the bag containing the carcass and on the outer container to enable the laboratory to match the specimen with the paperwork upon receipt.

IMPORTANT: Failure to follow the instructions detailed above may result in testing delays or rejection of the specimen for rabies virus testing.

NON-URGENT Requests: Submission of specimens to the State Laboratory for rabies testing in the future.

- **New and Current Customers:** To set up an account and to request test requisition forms go to the State Laboratory on-line order site www.coloradostatelab.us
 - Click on "order from the lab"
 - Click on "Public Health Testing Supplies Order Form"
 - Follow the highlighted instructions for veterinarians or animal control agencies.

Test requisition forms with pre-assigned collection numbers will be sent to you within 1 week.

DO NOT photocopy these forms. If you have questions or concerns please contact the Serology lab at (303)-692-3485

COURIER: For State Lab courier pick up times and locations, visit the web at: www.coloradostatelab.us
For specimen pick up at a time/location outside of the schedule please call 303-692-3086.