



## Instructions for Submission of Research Samples

The Virginia Tech Laboratory Animal Services (ViTALS) laboratory specialists are eager to assist you in your research efforts. This document contains information that will help coordinate your research project with our laboratory operations. Tests offered by our laboratory are listed on our website under Research Services, ViTALS Research Services, scroll down to the documents at Submission Information.

**Preparation for Submitting Research Samples**—Please submit a written schedule of proposed submissions to ViTALS Assistant Laboratory Director, Diamond McClendon ([diamondm@vt.edu](mailto:diamondm@vt.edu)), at least two weeks prior to the first laboratory submission. A two-week notification is necessary in order to assure adequate staffing levels in the laboratory, avoid double scheduling with other research projects, and assure adequate inventory for test analysis. The schedule should include:

- **Animal species and breed/strain**
- **Sample type(s)**
- **Number of samples**
- **Date(s) of sample submissions**
- **Requested test(s)**
- **Principal Investigator** (name, department)
- **Person of contact** (name, department, e-mail, phone)
- **Any special processing instruction** (ex: embedding instructions, slide sectioning instructions, etc.)

As we realize research studies are sometimes unpredictable, please notify Diamond McClendon in writing of any laboratory submission changes as soon as possible. For the same reasons that research samples must be initially scheduled, please realize that the laboratory may not be able to accommodate submission changes.

**Payment Procedures** - Contact Diamond McClendon for the appropriate application for VTH research account orange card.

NON-VMCVM clients must complete and submit the NON-VMCVM Application for VTH Research Account Orange Card to the business office prior to receiving laboratory services.

VMCVM clients must complete and submit the VMCVM Application for VTH Research Account Orange Card to the business office prior to receiving laboratory services.

Each form provides the procedure for establishing an account. Please contact the Veterinary Teaching Hospital (VTH) Business Office (540-231-6062, [vthbusinessoffice@vt.edu](mailto:vthbusinessoffice@vt.edu)) for any further questions regarding this process.

Our veterinary experts are available for research collaboration or fee-based (\$80/hour) consultation to aid in study design and implementation, as well as result interpretation. If you are interested in this service, please notify Diamond McClendon, and she will direct you to the appropriate specialist.

**Submitting Research Samples**—Research samples must be submitted to Laboratory Central Receiving (LCR) within the VTH during non-holiday weekdays (Monday – Friday) 7:30 a.m. – 2:00 p.m. For samples that require time sensitive analysis, please construct your study design so that samples can be submitted during this timeframe. Under special circumstances, and for additional charges, after hours or weekend testing may be accommodated with approval of the appropriate Section Chief. Researchers that do not have access to the VTH should check in at Small Animal Reception (245 Duck Pond Drive, Blacksburg, VA 24061), and request an escort to LCR for sample submission. LCR will provide the correct submission form for completion. Please be sure to bring the following items and information with you:

- ✓ **Samples** in appropriate containers labeled with the animal identification name/number, sample type, and the collection date
- ✓ **Sample and test information**, including the animal species and breed/strain, age and sex of animals, sample type(s), requested test(s)
- ✓ **Personal contact and billing information**, a 'blue card' addressograph for research accounts
- ✓ **Preferred method of result notification** (e.g., postal mail, e-mail, or fax)

**Obtaining Research Sample Results**—Once completed, your results may be mailed, e-mailed, or faxed to you. Please note your results notification preferences at the time of submission.

Thank you for choosing ViTALS for your research laboratory needs. We value you as a customer, and guarantee quality results. Please let us know how we can further assist you.

Sincerely,

Tanya LeRoith, DVM, PhD, Diplomate ACVP  
ViTALS Director