

Remote Swab Collection Portal

Sample Collection

It is important that the collection portal screen is completed at the time the swabs are handed out. This ensures that all required information is recorded and attached to the appropriate swab. If the information is incomplete or we cannot match the swabs to the records, this will result in a delay in testing and possibly a rejection of the sample.



Swab ID labels will be supplied with the swab kits. These swab numbers are what physically link each swab with their order details, therefore, please pay close attention to the numbers used.

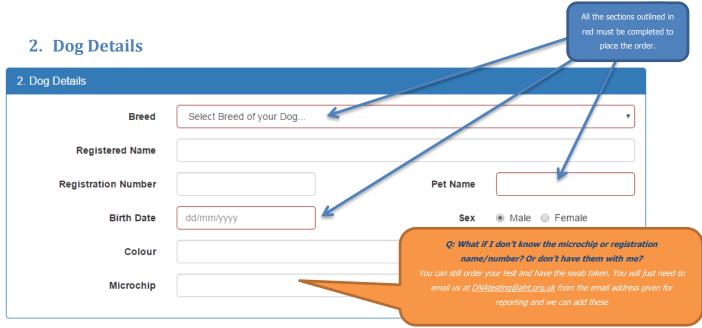
Vet Verification

If the sample is collected at the same time as the portal form is filled out, and a Vet is present, veterinary verification of the animal via microchip or tattoo can be recorded.

This verification is a requirement by some Kennel Clubs and some breed clubs.

	Vet Details	х
	Vet's Name	
	Address	
Vet Verified?	City	Postcode
of these samples fo lith Trust.	Email	
_	Phone	Fax
		Cancel Add Vet

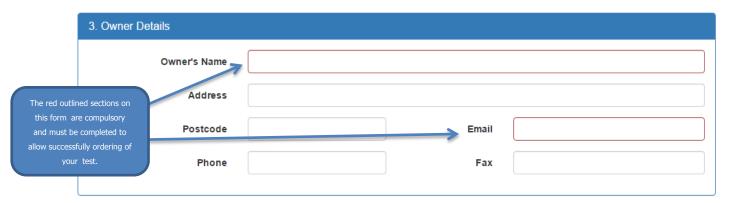




Please make sure that all the required fields, outlined in red, are filled in. You will not be able to submit the form without completing these. These fields are the minimum information that we require to process your sample. Many of our tests are reported directly to the kennel club and breed clubs. For your results to be logged correctly with them you will also need to provide as much of the extra information as possible, such as the registration details.

If you do not know the answer for any of the non-required fields, simply drop us an email to provide this information. You **MUST** send the email from the address provided in section 3.

3. Owner Details

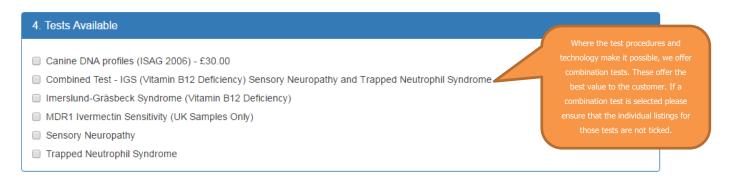


It is recommended that as much information as possible is supplied in both sections 2&3. This information will appear on your certificate, and will be used to report the results to you. Please be very careful entering this information.



4. Tests Available

Once you have filled out all the required information in sections 1 to 3, the tests available for your dog will appear in section 4. The below example is for a Border Collie.



Tick the boxes for the tests you require and press the "Record Details" button. If there are any fields on the form that are required and haven't been filled in, the button will not be available to click.

If multiple tests have been orders, and therefore, multiple swabs are required, you will see a popup box appear detailing the swab ids assigned to the individual testing in your order. The test codes should be completed on the correctly numbered swab label. See page 4 for further details.



On completion of your order, a row for each swab/test will appear in the table at the bottom of the page. Please tick the checkbox in the first column when the swab is returned.



NB. IF YOU ARE TAKING SAMPLES FROM MULTIPLE ANIMALS, IT IS RECOMMENDED THAT YOU COMPLETE THE SWABBING OF EACH ONE PRIOR TO MOVING ON TO THE NEXT - THUS REDUCING THE OF CHANGE OF SAMPLE MIX-UP.



Sample Returns

Along with the portal you will have been sent a sheet of pre-printed labels with corresponding swab IDs. Please write the name of the animal, the code of requested test and contact information, phone or email, on the correct



label and affix to the envelope supplied with each swab kit. The contact information should be for the owner submitting the sample. This is necessary to allow the processing staff you resolve any queries with the minimum of delays to processing.

The swabs should be collected from the animal as per the swab collection instructions supplied.

Once the swabs are dry they should be placed in to the labelled envelope.

Return the envelope to the collection organiser who will mark it as "returned" in the portal and will then arrange for the swap to be returned to the AHT for testing.

Test results are returned directly to each individual, as per their selected reporting method.

Once all swabs have been returned, please click the CSV button at the top of the table to export a comma separated value (CSV) file and save this to your computer. This file may be opened with any spreadsheet programs such as Microsoft Excel. Please print a copy of this spreadsheet and send, with your payment, and all returned swabs, back to the AHT.

A copy of the CSV file must be emailed to dnatesting@aht.org.uk.

In this email please confirm the shipment date of the batch of swabs. This will allow us to schedule the processing in the most efficient way, to ensure results are reported promptly after receipt.

Q: How long will it take to get a result? The turnaround time for testing is 2 weeks from receipt of samples by the AHT DNA testing service, as standard. Please confirm with the collection organiser when the sample will be supplied to the AHT, so that you have an accurate idea of when your test results should be returned.