

Rabies antibody testing in pets (RFFIT seroneutralisation method)

1. INSTRUCTIONS FOR SAMPLE COLLECTION

- Required volume: 3 ml (blood sample) or 0.5 ml (serum sample).
- Sample collected in a dry/serum tube (no anticoagulant).
- Please write the name of the animal on the tube.
- Prior to sending, the tube should be stored at 4°C.

2. INSTRUCTIONS TO SEND AN ANALYSIS REQUEST

A) FROM BELGIUM AND OTHER EU COUNTRIES (BY REGULAR MAIL)

The shipper is and remains responsible for his/her own shipment until its reception by the reception desk of Sciensano, as certified by the record of delivery. Sciensano cannot be held liable for a possible total or partial loss of the shipment before its receipt. The costs and charges associated to the shipment shall be charged to the sender.

- All samples **must** be sent along with their analysis request forms (see page 4) completed in **capital letters**.

The requesting veterinarian is and remains responsible for the accuracy of the data mentioned on the request form. All correction requests sent after the release of a report will be investigated internally and might not be systematically recorded.

Request forms without complete information of the requesting veterinarian will be refused

- All samples must be packaged in a **triple packaging**:
 - Leak-proof primary (e.g. taped plastic vial).
 - Leak-proof secondary (e.g. sealed plastic bag, plastic container, screw-cap can)
 - Outer packaging of adequate strength for its capacity, mass and intended use (e.g. padded envelope, shipping plastic bag, wood box).
- The request form should not be packaged in the same package layer as the sample (e.g. request form in a separate secondary packaging than sample, both packaged in the same outer packaging).
- All samples can be sent at ambient temperature.
- All samples must be sent to:
 - Sciensano – Dispatching – National Reference Laboratory for Rabies
 - Rue Juliette Wytzman 14
 - 1050 Brussels
 - Belgium
- Contact details of the shipper **must** be mentioned on the outer packaging.

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B) FROM NON-EU COUNTRIES (USING COURIER SERVICES)

In addition to the aforementioned instructions, we strongly recommend you to consult the document available on <https://www.sciensano.be/en/analysis-request/antirabies-antibody-testing-seroneutralisation-test-rffit-0>. This document will help you to ensure a proper delivery of your shipment without receiving retrospectively an invoice for custom clearance and/or veterinary inspection.

The shipper is and remains responsible for his/her own shipment until its reception by the reception desk of Sciensano, as certified by the record of delivery. Sciensano cannot be held liable for a possible total or partial loss of the shipment before its receipt. The costs and charges associated to the shipment shall be charged to the sender.

3. PAYMENT INSTRUCTIONS

- **Price:** Please visit our website: www.sciensano.be → Analysis request → Veterinary → Disease: Rabies → Antirabies antibody testing (<https://www.sciensano.be/en/analysis-request/antirabies-antibody-testing-seroneutralisation-test-rffit-0>) in order to have the current price.
- **Invoice:** The invoice is **always** sent to the requesting veterinarian/laboratory by e-mail after reception and inspection of the sample.
All samples within a same shipment will be invoiced together **on one invoice**.
- **Payment:** The payment must be done **after** the reception of the invoice. Following options are available:
 - **VISA/MasterCard**
 - **Bank transfer**Details to perform the payment are provided together with the invoice.
We do **not** accept other types of payment (e.g. cash, check, PayPal, Western Union).

4. RESULTS

- The test reports are always in **English**.
- The test reports will be sent **after reception of the payment**.
- The test reports are sent:
 - To the veterinarian/laboratory sending the analysis request by regular mail **and** by e-mail (provided that it is mentioned on the request form).
 - To the owner by e-mail (provided it is mentioned on the request form).

Note: *Noncompliance to these instructions may result to the refusal of the sample and/or extra charges.*

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5. PROCESSING OF PERSONAL DATA

- In the context of your request, personal data will be processed by Sciensano (data controller), in accordance with the General Data Protection Regulation (GDPR).
- The categories of personal data that may be processed because their processing is necessary to carry out your request are contact data and VAT number.
- The provision of personal data is therefore of a contractual nature. You are not obliged to provide your personal data. However, failure to provide such data will result in Sciensano being unable to process your request.
- The requesting veterinarian/laboratory declares to transmit any owner data according to the requirements of the GDPR and remains controller for the processing of such data (Sciensano is only processor for the owner data transmitted by the requesting veterinarian/laboratory).
- The data will be kept for up to 20 years.
- Sciensano can be contacted at info@sciensano.be.
- The Data Protection Officer (DPO) can be contacted at dpo@sciensano.be or (0032) 2 642 51 02.
- You have the right to submit a request for access, modification, deletion, restriction, objection or transfer of your data by contacting the DPO or by using the online form at www.sciensano.be/en/privacy-notice-sciensano.
- You also have the right to introduce a complaint with a supervisory authority. In Belgium, it is the Data Protection Authority: <https://www.dataprotectionauthority.be/citizen>.

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Animal	Species	<input type="checkbox"/> Dog		<input type="checkbox"/> Cat		<input type="checkbox"/> Ferret		<input type="checkbox"/> Other : <input style="width: 100px;" type="text"/>		
	Name	<input style="width: 100%;" type="text"/>								
	Birth date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yy)				
	Microchip Nr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Date last rabies vaccination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Vaccine used		<input style="width: 100%;" type="text"/>		
	Date first rabies vaccination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date blood sampling		<input type="text"/>	<input type="text"/>	<input type="text"/>

Owner	Name	<input style="width: 100%;" type="text"/>								
	Address	<input style="width: 100%;" type="text"/>							Nr	<input style="width: 40px;" type="text"/>
		<input style="width: 100%;" type="text"/>							B/o	<input style="width: 40px;" type="text"/>
		<input style="width: 100%;" type="text"/>								
	Postal code	<input style="width: 40px;" type="text"/>	City	<input style="width: 150px;" type="text"/>			Country	<input style="width: 150px;" type="text"/>		
E-mail	<input style="width: 100%;" type="text"/>									

Veterinarian		<input style="width: 100%;" type="text"/>								
	Address	<input style="width: 100%;" type="text"/>							Nr	<input style="width: 40px;" type="text"/>
		<input style="width: 100%;" type="text"/>							B/o	<input style="width: 40px;" type="text"/>
		<input style="width: 100%;" type="text"/>								
	Postal code	<input style="width: 40px;" type="text"/>	City	<input style="width: 150px;" type="text"/>			Country	<input style="width: 150px;" type="text"/>		
	E-mail	<input style="width: 100%;" type="text"/>					Tel.	<input style="width: 150px;" type="text"/>		
	VAT N°	<input style="width: 100%;" type="text"/>								
Invoice to head office	<input type="checkbox"/> No	<input type="checkbox"/> Yes, which one :	<input style="width: 150px;" type="text"/>							

Veterinarian's signature and stamp :