

Bergen County West Nile Virus 2003

Standard Operating Procedure

Procedure for ALL Dead Bird Submissions and Dead Bird Sightings

1. **Complete Dead-III Bird Report/Lab Submission Form** All entries should be printed legibly using blue or black ink
 - Caller Information Section:
 - Date call received = Date of pickup
 - Township may be left blank or entered N/A
 - Bird Specifics Section
 - ADDRESS MUST BE COMPLETE
 - If specific address is unknown, cross streets should be entered.
 - Question F: Date Pickup/Date Reported
 - May be the same as date call received in section #1
2. **Fax form to LINCS site at BCDHS at (201) 986-1068. If you have any questions, please call 201-634-2600.**
 - Bergen County Health Department Services Clerical Support Staff will enter all information from the completed Dead-III Bird Report/ Lab Submission Form into the ESRI web-based system for these Local Health Departments.
3. **Place bird into a one or two-gallon, clear, plastic bag with an “Easy Close Slider/Zipper.”**
4. **Place completed form facing outward into a separate clear, plastic zip lock bag.**
 - Do NOT fold or cover form.
5. **Firmly secure the two (2) bags to each other with staples.**
 - Keep birds refrigerated. DO NOT FREEZE
 - If specimen is not submitted in the proper bags with completed paperwork, testing will NOT be performed
6. **Submit birds and Completed Paperwork to the Bergen County Animal Shelter in Teterboro for information verification and delivery to Trenton.**
 - If Birds are deemed acceptable for testing, a unique barcode identification number will be assigned to the bird and corresponding paperwork prior to delivery to PHEL.
 - Birds will be picked up from the Bergen County Animal Shelter and delivered to PHEL approx 3 times per week.
 - Corresponding completed paperwork will be delivered to BCDHS approx 3 times per week for entry into the ESRI web-based system.