



Belize Agricultural Health Authority
ANIMAL HEALTH DEPARTMENT

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CENTRAL VETERINARY DIAGNOSTIC LABORATORY

NOTICE TO USERS OF LABORATORY SERVICES

Laboratory Directive 08/01

Laboratory Reports

In an effort to improve our services to our valued users of our laboratory services, we would like you to kindly note the following:

1. Samples:

- 1.1 Ensure proper sample collection
- 1.2 Ensure proper packaging of samples.
- 1.3 Kindly identify samples with a reference number
- 1.4 Notify us of sample submission if using courier or intermediary so we can acknowledge receipt.
- 1.5 Submit samples with the submission form completed.

2. Laboratory Reports

- 2.1 Payment must be made before results are released. You qualify for credit only if your name/company is in the list of creditors approved by the Board of BAHA.
- 2.2 Test results are confidential
- 2.3 We issue a printed laboratory report for every laboratory assay performed. These can be picked up from the Administrative Assistant at the Laboratory or mailed.
- 2.4 Any costs incurred in issuing laboratory reports is to be met by user (Fax, telephone)
- 2.5 We discourage giving results through telephone particularly where results are detailed as users have mis-understood the details. If you want to call-in for results or to discuss the results then:
 - Calls should be placed preferably by the veterinarian
 - When calling for results please ask to speak to the Administrative Assistant
 - Identify yourself
 - Identify the sample by its reference number.
- 2.6 Upon request we can email results to you. This requires scanning of the results which can be delayed if the administrative assistant is not in. However, if you can be informed of results without having to scan we will email you a brief report and follow up with mailing of the complete report.
- 2.7 BAHA is not responsible for any laboratory report issued by telephone or other means other than the completed laboratory report using our report form.

Central Farm, July 2008