



Instructions for Shipping Dead Birds

North Dakota Department of Health West Nile Virus Program

Division of Disease Control
2635 E Main Avenue
Bismarck, ND 58506-5520
Telephone: 800.472.2180 or 701.328.2378
Fax: 701.328.2499

Items in the cooler:

- Guidelines for Reporting/Shipping Dead Birds
- West Nile Virus (WNV) Dead Bird Reporting and Submission Form
- Gloves
- Zipper-close plastic bags
- Black magic marker
- Absorbent cloths
- Ice packs
- Mailing label to NDSU-VDL
- Small manila envelope
- Self-addressed stamped envelope
- Fed-Ex form

1) Use the enclosed gloves to collect and double bag the dead bird.

2) **Wash your hands with soap and water.**

3) Complete the WNV Dead Bird Reporting and Submission Form

The following information must be included:

- Species of bird (if known) or color, etc.
- Date collected.
- Exact location where the bird was found (town/street/address, “near park”, “near High school”, etc.)
IF exact location is unknown, then **at minimum** we need a city listed.
- Name, address and phone number of reporting individual.
- Include any additional history.
- Use the black magic marker to write the NDDoH ID number (i.e.: *NDDoH ID number: ND ###*) on the outside of the zipper lock bag containing the bird.
 - a. If more than one bird is being shipped, each bird must have its own paperwork. If only one submission form is available, make copies of that form. Following the NDDoH ID number is a space available for a letter. Label each copy of the form with a letter (i.e. A, B, Z, etc) then label each bird bag with its corresponding NDDoH ID number and letter.

NOTE: Keep the bird refrigerated until it is shipped for testing. If the bird is unable to be shipped within 24 hours, the bird should be frozen.

- 4) Place the top copy (white) of the WNV Dead Bird Reporting and Submission Form in the manila envelope and send with the bird to the NDSU Veterinary Diagnostic Laboratory (NDSU-VDL). Use the self-addressed stamped envelope and send the middle (yellow) copy to the ND Department of Health. Keep the bottom copy (pink) for your records.
- 5) Call SPEE-DEE at 1.800.862.5578, and ask for their on call services. (SPEE-DEE delivery service is the **primary carrier** of bird specimens to NDSU in Fargo.) The phone attendant will take your address and schedule a pick-up for your cooler the next business day.
 - **IF** you do not reside in a SPEE-DEE service area, they will inform you when you call. In this event, our secondary carrier is Federal Express. You can contact Federal Express at 1.800.463.3339.
- 6) (On the day of pick-up) Pack the bird in the cooler along with the frozen ice packs. Fill up the remaining space in the cooler by using absorbent cloths and/or newspaper; this will keep the bird from shifting during transport. Place the manila envelope with the NDSU-VDL paperwork in the cooler on top of the newspaper and seal the shipping box shut. Place the mailing label to NDSU-VDL on the outside of the shipping box.
 - All paperwork and mailing forms will be handled by SPEE-DEE when they arrive. If using Federal Express, please place the enclosed FedEx® mailing label on the outside of the shipping container.