

Instructions for Completing the Honey Bee Form

For your convenience, save the pre-filled form and use it as a template. Click on **File**, click **Save As** (when saving it for the first time) or **Save** (when revising a previous template).

Print all applicable pages and submit it to the laboratory along with the sample(s).

Fill in blanks. Information in bold indicates a **required** field:

1. **Name of Veterinarian, Billing Clinic**, Additional Report To
 - a. Include the first and last name of the veterinarian.
 - b. Billing clinic will automatically receive the report. We accommodate requests for reporting to one additional person. Please indicate full name and contact information including phone number and email address.

2. **Owner/Apiary Name**
 - a. Include owner's full name (first and last name) and/or apiary name.
 - b. Include owner's full contact information including email and cell number for the purpose of sending reports or if follow-up is required.

3. **Apiary Location**
 - a. Include the legal land location and municipality if applicable (e.g., NE 13-3-4E, RM of Little Fork).

4. Reference
 - a. Reference can include any information that helps you match your records to our report.

5. Sample Collection Date
 - a. This information allows us to determine the acceptability of the sample for testing.

6. **History**
 - a. This helps us to interpret test results. Based on the history, we can also make recommendations for additional testing. Start with gathering information:
 - i. Describe any health or production problems, or state that testing is for surveillance only.
 - ii. Is the colony being treated with anything?
 - iii. Have there been any problems with the colony prior to this?

7. Colony ID
 - a. If submitting multiple colonies indicate ID number in the table.

8. **Test**
 - a. Check off the test(s) you would like performed. If a test is not on the form use the **Other Tests** box under Viruses. Specify the test and the laboratory you would like the samples sent to for additional testing. Additional courier fees for send outs will apply.