

**Instructions:**

- Do not photocopy this form for repeated use as the External Submitter ID is intended to be a unique number for each tick submission. To order additional forms send a request to [cd.data@gov.ab.ca](mailto:cd.data@gov.ab.ca).
- Complete one form per specimen container, even if multiple ticks are submitted in one container, and submit to:

**Top portion:** send to Alberta Health by fax or by emailing a scanned form. If submitting by email, the file must be password protected. Refer to internal processes for passwords.

**Bottom portion:** send to Alberta Agriculture and Rural Development (ARD), with the tick specimen container. Ensure the container has the External Submitter ID# written on it.

**DEFINITIONS/ADDITIONAL INSTRUCTIONS:**

External Submitter ID#	This is the unique ID# on the form that must be written on each specimen container by the submitting agency (e.g., Alberta Health Services [AHS] zone or First Nations and Inuit Health Branch).
<b>Part 1: Client Demographics</b>	
Last Name; First Name	The legal last and first name of the client (the person from whom the tick was removed or who found the tick in the environment e.g., if a parent is submitting the tick found on a child, list the child's name and not the parent/guardian's name). Parent/guardian contact information can be entered in the comments.
Address; Municipality; Postal Code	The street address (or legal land description), postal box number, municipality (e.g., city, town or village) and postal code where the client physically resides.
Province/Country	The province and country where the client physically resides, if outside of Alberta.
Telephone #	Primary phone number where client (or parent/guardian) can be reached.
<b>Part 2: Exposure History</b>	
Animal Submission	The tick being submitted to AHS/FNIHB EPH came from an animal and not a human or the environment. Generally, these may be referred to a veterinary clinic, if possible.
Number of ticks submitted	The number of ticks sent in for testing under this External Submitter ID #.

**Surveillance for Ticks on Humans and in the Environment**  
**Reporting and Shipping Form**  
***Instructions & Definitions***

Tick(s) attached to the skin (i.e., feeding)?	If the tick(s) were attached to the skin of the person (the client listed in the demographic section). Answering “no” indicates the tick(s) was either found unattached to the human or in the environment.
Where was the person when the tick(s) was first noticed?	The location where the client first observed the tick(s) on their skin or found it in the environment (e.g., in their house, driving in the mountains in BC, in a hotel in Saskatoon).
Date tick(s) was noticed.	The date the client (or guardian/parent) first observed the tick(s) on the client’s skin or found the tick(s) in the environment.
Travel in the last 2 weeks?	Travel outside of Alberta: The client travelled outside of Alberta in the last 2 weeks.
	Travel within Alberta (out of town): the client travelled more than 100 km outside of their municipality in the two weeks prior to finding the tick(s).
	No Travel: The client did not travel more than 100 km outside of their municipality (list local outdoor locations visited in that section of the form)
	Unknown: It is not known if the client travelled or not in the last two weeks.
If Travel, list travel location(s).	<u>Travel Location(s)</u> : Indicate the location(s) where the client traveled in the two weeks prior to finding the tick(s).
	<u>Date of Departure/Return</u> : If the client traveled, indicate the dates the person left and the date the person returned home.
If NO travel, list outdoor locations the person visited in the past 2 weeks.  (Please be as specific as possible; this will be used to determine where to perform active surveillance for ticks.)	<u>Name specific outdoor locations</u> : Examples include but are not limited to, park names, addresses by major intersections, entry and exit points to river valley/walking trails, side of river visited, NE corner of park X. <u>Nearest municipality</u> : Municipality nearest to the location the client visited. <u>Dates</u> : The date(s) the client visited the location.
Was the tick(s) alive when it was received by External Submitter?	If the tick(s) appeared to be alive when they were received by the External Submitter (e.g., AHS/FNIHB EPH) from a member of the public.
<b>Part 3: External Submitter Information</b>	
Form submitted by (investigator)	The name of the staff (e.g., AHS/FNIHB EPH) completing the surveillance form and submitting it to Alberta Health.
AHS Zone/FNIHB	The name of the AHS Zone/FNIHB reporting the tick surveillance form to Alberta Health. If FNIHB is reporting, also indicate which AHS zone by checking “FNIHB” and e.g., “Edmonton Zone”. Indicate “Other” if not an AHS/FNIHB staff.
Submitter Telephone number	The telephone number for individual completing the surveillance form.
Date Submitted	The date the surveillance form was submitted to Alberta Health.
<b>Part 4: Comments</b>	

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Comments	Any notes that are relevant and have not been reported elsewhere on the form. Include name and contact information of the person that brought the tick to the AHS/FNIHB EPH office, if this is different than the "client" information. This will help ensure that AHS/FNIHB EPH can report the tick sample result to the appropriate person.
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**Tick Specimen Shipping Form**

External Submitter ID#	This is the unique ID# on the form that must be written on each specimen container by the submitting agency (e.g., AHS/FNIHB EPH).
Submitted to ARD by (investigator name):	The name of the staff (e.g., at AHS/FNIHB EPH) completing the surveillance form and submitting it to ARD.
Complete Mailing Address of Submitter	Mailing address of staff (e.g., at AHS/FNIHB EPH) completing the tick surveillance form and submitting the tick to ARD.
Submitter Telephone number	The telephone number for staff completing the shipping form.
Submitter Fax number	The fax number for staff completing the surveillance form.