

## **Procedure for Receipt and Evaluation of Mandatory Notifications for the National Aquatic Animal Health Program**

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RDIMS# 2488162

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# Table of Contents

1. Authority .....	3
2. Purpose and Applicability .....	5
3. Personnel Qualifications .....	5
4. Abbreviations/Definitions .....	5
5. Documents Required.....	8
6. Equipment and Supplies .....	10
7. Procedure .....	10
8. Records Management.....	23
9. Quality Assurance and Control.....	23

# 1. Authority

## *Health of Animals Act*

The *Reportable Diseases Regulations* set out the diseases prescribed as “Reportable” for the purposes of section 5 of the *Health of Animals Act*.

### Notification

**5.(1)** A person who owns or has the possession, care, or control of an animal shall notify the nearest veterinary inspector of the presence of a reportable disease or toxic substance, or any fact indicating its presence, in or around the animal, immediately after the person becomes aware of the presence or fact.

**5.(2)** Immediately after a person who is a veterinarian or who analyses animal specimens suspects that an animal is affected or contaminated by a reportable disease or toxic substance, the person shall so notify a veterinary inspector.

**6.(2)** A person who owns or has the possession, care or control of an animal or of any other thing that is capable of being affected or contaminated by a disease or toxic substance shall supply in the prescribed manner such samples from the animal or other thing as the Minister may request.

**8.** No person shall conceal the existence of a reportable disease or toxic substance among animals.

### Inspection

**13.(2)(b)** authorize an inspector or officer to perform a post mortem examination of the carcass of an animal that has died or is suspected of having died from a disease or toxic substance and, if the carcass is buried, to dig it up for the purpose of the examination.

**38.(1)** For the purpose of detecting diseases or toxic substances or ensuring compliance with this Act and the regulations, an inspector or officer may

(a) subject to section 39, at any reasonable time, enter and inspect any place, or stop any conveyance, in which the inspector or officer believes on reasonable grounds there is any animal or thing in respect of which this Act or the regulations apply;

(b) open any receptacle, baggage, package, cage or other thing that the inspector or officer believes on reasonable grounds contains any animal or thing in respect of which this Act or the regulations apply;

(c) require any person to present any animal or thing for inspection in such manner and under such conditions as the inspector considers necessary to carry out the inspection;

(d) examine any animal or thing in respect of which this Act or the regulations apply and take samples of it;

(e) require any person to produce for inspection or copying, in whole or in part, any record or document that the inspector or officer believes on reasonable grounds contains any information relevant to the administration of this Act or the regulations; and

(f) conduct any tests or analyses or take any measurements;

**38.(2)** In carrying out an inspection at any place under this section, an inspector or officer may

(a) use or cause to be used any data processing system at the place to examine any data contained in or available to the system;

(b) reproduce any record or cause it to be reproduced from the data in the form of a print-out or other intelligible output and take the print-out or other output for examination or copying; and

(c) use or cause to be used any copying equipment at the place to make copies of any record or other document.

#### *Health of Animals Regulations*

Schedule VII of the *Health of Animals Regulations* lists the immediately notifiable diseases; Schedule VIII of the *Health of Animals Regulations* lists the annually notifiable diseases.

#### Notification

**91.2 (1)** Every laboratory that diagnoses or suspects the appearance in an animal or thing of a disease set out in Schedule VII shall notify the Minister immediately of the diagnosis or suspicion.

**91.2 (2)** Along with that notification, the laboratory shall include

(a) the name, address and telephone number of the person who owns or has the possession, care or control of the animal or thing;

(b) the location of the animal or thing; and

(c) all other information that the laboratory has in relation to the animal or thing.

**91.2 (3)** Every laboratory that diagnoses or suspects the appearance in an animal or thing of a disease set out in Schedule VIII shall notify the Minister of the diagnosis or suspicion immediately after the end of the calendar year in which the appearance of the disease is diagnosed or suspected.

#### Inspection

**4.** An inspector may inspect any animal in Canada that

(a) is affected or suspected of being affected with a communicable disease;

(b) has been in contact with an animal so affected or suspected of being so affected;

- (c) is in an eradication area; or
- (d) is imported or tendered for import into Canada.

In a Memorandum of Understanding between the Canadian Food Inspection Agency (CFIA) and Fisheries and Oceans Canada (DFO), DFO is responsible for providing laboratory services and collection of samples from wild aquatic animals.

## 2. Purpose and Applicability

The purpose of this document is to describe the National Aquatic Animal Health Program (NAAHP) procedure for CFIA staff to follow when receiving and processing notifications concerning reportable, immediately notifiable, and emerging diseases.

## 3. Personnel Qualifications

The notifications must be received and processed by a CFIA veterinary inspector who has received training in receiving and evaluating notifications of aquatic animal diseases, or by another person, designated by the CFIA Veterinary Inspector. The other person must be trained in receiving the mandatory notifications of aquatic animal diseases and under the direct supervision of the CFIA veterinary inspector. A CFIA veterinary inspector must carry out the evaluation of the notifications.

## 4. Abbreviations/Definitions

<b>AAHD</b>	Aquatic Animal Health Division
<b>AAHFP</b>	Aquatic Animal Health Functional Plan
<b>AquaPIQ</b>	Aquatic Premises Investigation Questionnaire
<b>AQUERS</b>	Aquatic Emergency Response System
<b>CFIA</b>	Canadian Food Inspection Agency
<b>CITES</b>	Convention on International Trade in Endangered Species
<b>DCCP</b>	Disease Control and Contingency Planning
<b>FHPR</b>	<i>Fish Health Protection Regulations</i>
<b>NAAHLS</b>	National Aquatic Animal Health Laboratory System
<b>NAAHP</b>	National Aquatic Animal Health Program
<b>OIE</b>	World Organisation for Animal Health
<b>RDIMS</b>	Records Documents Information Management System

**Aquatic animal:** any finfish, mollusc or crustacean, including any germplasm or life stage of those animals (*Health of Animals Regulations* [Canada]).

**Aquatic animal health issue:** high morbidity or mortality is found in a finfish, mollusc, or crustacean population resulting from a communicable disease process, or a reportable or immediately notifiable disease has been detected in a finfish, mollusc, or crustacean population.

**Aquatic animal health specialist:** a veterinarian or biologist who has training or specific knowledge in the diagnosis of aquatic animal diseases.

**Aquatic animal health status:** the status of a country, zone, or premises with respect to an aquatic animal disease. In Canada, the aquatic animal health status of geopolitical and/or geographic regions of Canada will be determined according to the criteria listed in sections 196 to 198 of the *Health of Animals Regulations* (Canada).

**Clinical signs:** any objective evidence of a disease, such evidence as is perceptible to the examining veterinarian.

**Commercial laboratory:** a laboratory that accepts fees for testing services. The definition may extend to facilities, including government facilities, for diagnostic, research, or other services.

**Communicable disease:** an infectious or contagious disease (*Health of Animals Regulations* [Canada]).

**Compartment:** one or more premises containing one or more aquatic animal populations with a distinct health status with respect to one or more diseases.

**Cultured aquatic animals:** aquatic animals that are being (kept) held within a premises.

**Direct contact premises:** a premises that is at risk of being infected with an aquatic animal disease because of exposure to infected susceptible species of aquatic animals, either because the influent water for the premises is contaminated by infected wild susceptible species of aquatic animal populations and/or because of the introduction of infected susceptible species of aquatic animals to the premises, including those used as feed for aquatic animals.

**Disease:** (a) a reportable disease and any other disease that may affect an animal or that may be transmitted by an animal to a person, and (b) the causative agent of any such disease (*Health of Animals Act* [Canada]).

**Emerging disease:** a newly recognized serious disease, the cause of which may or may not yet be established, that has the potential to be spread within and between populations, for example by way of trade in aquatic animals and/or aquatic animal products (OIE *Aquatic Animal Health Code*).

**Enzootic:** a disease in animals that is prevalent in a particular locality (synonym: endemic).

**Fomite:** a thing (an inanimate object) that can harbour disease and may serve as a transmitter of disease.

**High probability of infection:** the probability of infection in a defined population of aquatic animals that is > 50%.

**Index case:** the first case of the disease in a defined geographic location and time period.

**Indirect contact premises:** a premises that is at risk of being infected with an aquatic animal disease because of exposure to contaminated fomites, or contaminated or infected vectors.

**Low probability of infection:** the probability of infection in a defined population of aquatic animals that is < 50%.

**Minister:** the Minister of Agriculture and Agri-Food (*Health of Animals Act* [Canada]).

**New notification:** the notification of an **index case**.

**Not infected:** the probability of infection in a defined population of aquatic animals that is  $\leq 2\%$ .

**Occupier:** specifically, a person living in a dwelling as its tenant; a holder; and occupant.

**Operator:** a person (professionally) engaged in performing the practical or mechanical operations of a process, business, etc.

**Person:** any word or expression that is descriptive of a person, and includes a corporation. Corporation does not include a partnership that is considered to be a separate legal entity under provincial law (*Interpretation Act* [Canada]).

**Premises:** a place with cultured aquatic animals; a house or building with its grounds, etc.

**Province:** a province of Canada, and includes Yukon, the Northwest Territories, and Nunavut (*Interpretation Act* [Canada]).

**Recurrent notification:** the notification of a case that has already occurred within a defined geographic location and time period.

**Reportable:** prescribed as reportable by the Minister (*Health of Animals Act* [Canada]).

**Susceptible species:** a species of aquatic animal in which infection or infestation has been demonstrated by natural causes or by experimental exposures to the disease agent that mimics the natural pathways for infection or infestation. The disease agent may not be overtly pathogenic for the species. This includes animals denoted as “carriers” in infectious disease terminology. For regulatory purposes, a carrier is considered a susceptible species.

**Vector:** an animal that has the potential to transmit a disease, directly or indirectly, from one animal or its excreta to another animal (*Health of Animals Act* [Canada]).

**Wild aquatic animals:** aquatic animals living in natural water bodies (e.g. lakes or oceans), including drainage channels, that are not being kept.

## 5. Documents Required

Title of Document	Merlin web link	RDIMS #
Mandatory Notification and Suspect Phase Disease Response Policy for the National Aquatic Animal Health Program		2210363
AquaPIQ Call Log 5631	Desktop eForm Catalogue	
Suspect and Inspection Phases of Disease Response – Collection of Information		2719883
Job Aid – Fielding Mandatory Notification Calls – Atlantic		2621142
Job Aid – Fielding Mandatory Notification Calls – Ontario		2621145
Job Aid – Fielding Mandatory Notification Calls – Quebec		2621147
Job Aid – Fielding Mandatory Notification Calls – West		2621153
Technical Disease Fact Sheet – <i>Bonamia ostreae</i>		2681894
Technical Disease Fact Sheet – Ceratomyxosis		2681983
Technical Disease Fact Sheet – Epizootic haematopoietic necrosis		2681985
Technical Disease Fact Sheet – <i>Haplosporidium nelsoni</i>		2681897

Title of Document	Merlin web link	RDIMS #
Technical Disease Fact Sheet – Infectious haematopoietic necrosis		2681987
Technical Disease Fact Sheet – Infectious pancreatic necrosis		2682055
Technical Disease Fact Sheet – Infectious salmon anaemia		2682000
Technical Disease Fact Sheet – Koi herpesvirus disease		2682002
Technical Disease Fact Sheet – <i>Marteilia refringens</i>		2681906
Technical Disease Fact Sheet – <i>Marteilioides chungmuensis</i>		2681900
Technical Disease Fact Sheet – <i>Mikrocytos mackini</i>		2681902
Technical Disease Fact Sheet – <i>Perkinsus marinus</i>		2681908
Technical Disease Fact Sheet – <i>Perkinsus olseni</i>		2681910
Technical Disease Fact Sheet – Spring viraemia of carp		2682006
Technical Disease Fact Sheet – Taura syndrome		2681794
Technical Disease Fact Sheet – Viral haemorrhagic septicaemia		2682007
Technical Disease Fact Sheet – Whirling disease		2682011
Technical Disease Fact Sheet – White spot disease		2681796
Technical Disease Fact Sheet – White sturgeon iridoviral disease		2682013
Technical Disease Fact Sheet – Yellow head disease		2681792
Aquatic Species Cards – Crustaceans		-
Aquatic Species Cards – Finfish		-
Aquatic Species Cards – Molluscs		-
<i>Health of Animals Act</i>	<a href="http://laws-lois.justice.gc.ca/eng/H-3.3">http://laws-lois.justice.gc.ca/eng/H-3.3</a>	
<i>Health of Animals Regulations</i>	<a href="http://laws-lois.justice.gc.ca/eng/C.R.C.-c.296">http://laws-lois.justice.gc.ca/eng/C.R.C.-c.296</a>	
<i>Reportable Diseases Regulations</i>	<a href="http://laws-lois.justice.gc.ca/eng/regulations/SOR-91-2/index.html">http://laws-lois.justice.gc.ca/eng/regulations/SOR-91-2/index.html</a>	
Aquatic Animal Health Functional Plan (AAHFP)		2532911

## 6. Equipment and Supplies

- Telephone
- Fax
- Computer
- Electronic or hardcopy – Call Log and AquaPIQ
- Electronic or hardcopy – required reference material

## 7. Procedure

As a veterinary inspector with the CFIA, you may receive notification of a suspicion or detection of a Reportable<sup>1</sup> or emerging aquatic animal disease from different sources, namely, owners of aquatic animals; persons who have possession, care, or control of aquatic animals (including government staff responsible for wild aquatic animal resources); veterinarians; and analysts (in non-commercial settings).

These are a few of the reasons you may be contacted:

- clinical signs and mortality due to a Reportable disease observed in aquatic animals on a premises;
- positive test results for a reportable disease in aquatic animals on a premises;
- clinical signs in aquatic animals at a processing plant, feed mill, or other type of plant;
- die-off of wild aquatic animals and a Reportable disease suspected or detected; and
- premises potentially exposed to a Reportable disease.

**NOTE:** If you receive a request from Aquatic Animal Health Division (AAHD) or other CFIA staff to conduct an inspection, go to Step 7D, Completing AquaPIQ Part A2. The request will include the reference number for the initiated *Form CFIA/ACIA 5631 – Aquatic Animal Call Log and Premises Inspection Questionnaire*. The Call Log and the relevant section(s) of AquaPIQ A1 will have been completed.

### Step 1: Logging receipt of the call

Log each call that is received, regardless of the outcome. Form *CFIA/ACIA 5631* (AquaPIQ Call Log eForm)<sup>2</sup> or the template of the Call Log (in Appendix A) is filled out for each call.

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<sup>1</sup>Immediately and Annually Notifiable diseases listed in Schedules VII and VIII, respectively, will be reported by commercial laboratories to the Disease Control & Contingency Planning (DCCP) Section of AAHD.

<sup>2</sup>Only complete a hardcopy of the eForm or the Call Log template in Appendix A in exceptional cases. Re-enter the Information electronically into the eForm as soon as possible. If impossible, fax the hardcopy to

RDIMS # 2719883 provides the instructions for completing the eForm.

Record the following information, using the appropriate form, when you receive a call:

- name of CFIA employee who receives the call
- contact information for the CFIA employee
- date and time (including time zone) of the call
- location of the aquatic animals
- reason for the call

### **Step 2: Assigning a reference number for the Call Log**

If completing *CFIA/ACIA 5631* (the eForm template), a Call Log Reference Number is automatically assigned. Proceed to Step 3.

If completing a hardcopy of the template in Appendix A, assign a Reference Number as follows: AQAHA-DDC-MNHHHH + a number of your choice<sup>3</sup>, where HHHH is the time you received the notification, using the 24-hour clock. For example, if you receive the call at 1:54 pm, HHHH would be 1354.

### **Step 3: Determining whether the notification is an aquatic animal health issue**

An aquatic animal health issue is one that includes a high morbidity or mortality found in a finfish, mollusc, or crustacean population, resulting from a communicable disease process, or a Reportable or Immediately Notifiable disease detected in a finfish, mollusc, or crustacean population. The information required to determine this will be recorded in “Reason for the call,” in the Call Log.

**NOTE:** It is more likely that the suspicion of an Immediately Notifiable disease will be communicated to Disease Control and Contingency Planning – AAHD, rather than to a CFIA veterinary inspector in an Animal Health Office. (See Mandatory Notification and Suspect Phase Disease Response Policy for the National Aquatic Animal Health Program – RDIMS #2210363). If you do receive a notification about an Immediately Notifiable disease from an owner, a person who has possession, care, or control, a veterinarian, or an analyst (non-commercial setting), continue with this procedure. Refer all notifications from a commercial laboratory to DCCP – AAHD.

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the Area Program Specialist (Aquatic). AAHD will enter the information you collected into the eForm. Your assigned Call Log Reference Number will be entered into the Details section [see Step 2]. The new Call Log Reference Number, and therefore the RDIMS document number for that AquaPIQ eForm, will be emailed to you.

<sup>3</sup>Use a sequential numbering system of your choice if it is likely that you will fill in more than one Call Log using the template in Appendix A.

**NOTE:** Emerging communicable disease (not listed in the Schedule of the *Reportable Diseases Regulations* or Schedule VII of the *Health of Animals Regulations*) may also be an aquatic animal health issue when high morbidity or mortality is noted and when the cause is, or is most likely to be, a pathogen.

There is no requirement for notifying an emerging disease situation to the CFIA, but the veterinary inspector is encouraged to refer the caller to DCCP – AAHD for further evaluation of the notification.

Other situations that would not be considered an aquatic animal health issue include the following:

- human illness possibly resulting from ingesting aquatic animals;
- morbidity or mortality events in aquatic animals not involving a communicable disease process;
- discovery of an aquatic invasive species or aquatic animal pest;
- health issue in an aquatic animal that is not a finfish, mollusc, or crustacean; and
- a call that relates to an aquatic animal but is not a health issue.

If the call is an aquatic animal health issue, fill in the caller’s contact information by selecting the green button, Contact Information, and proceed to Step 5.

If the call is not an aquatic animal health issue, continue with Step 4.

#### **Step 4: Referring a non-aquatic animal health call**

Callers who are notifying the CFIA about a non-aquatic animal health issue should be referred by the veterinary inspector, as described below, or in your area-specific Job Aid. If the issue is not described below or in the Job Aid, contact your area program specialist (Aquatic) for more information, or refer the caller to 1-800-O-CANADA (1-800-622-6232).

Complete the Call Log noting the following:

- whether the caller was referred
- whom the caller was referred to
- any additional details about the referral<sup>4</sup>
- if you plan any follow-up for this notification

**NOTE:** Information about the caller who is referred is not required. Do not select “Contact Information,” or fill in those sections if using the Call Log template.

Place a checkmark in No Further Action is Required, if you are not planning any follow-up.

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<sup>4</sup>AAHD will use the information to evaluate the types of calls and determine whether any measures need to be taken to minimize receipt of certain types of calls or to provide a more precise referral.

If planning follow-up, record subsequent information in the Details section of the Call Log. It is most likely that you will contact the referral, rather than the original caller. If changes and/or information are added to an AquaPIQ, save as a new version, and indicate the sections that you worked on in the Comments field in the RDIMS Version Properties pop-up box.

An AquaPIQ may be initiated from a follow-up; proceed to Step 6, Initiating the AquaPIQ.

Save the eForm, which will be automatically saved into RDIMS. In addition, carry out the following steps:

- Copy and paste, or type the Call Log Reference Number into the \*Title field of the RDIMS Document Profile Creation Form. This will ensure that the eForm is filed into the appropriate Quick Search.
- In the \*Doc. Type field, change from DOCS to FORM.
- In the “Relations” field, choose the province where the aquatic animals are located.
- Secure the document.
- Grant the **Aquatic Animal Health, Disease Control Contingency Planning** group and appropriate Area Operations staff (e.g. Animal Program Specialist [Aquatic]) normal access to the file.

Close the eForm.

There is no need to proceed further with this procedure, if you placed a checkmark in No Further Action is Required.

### **Examples of non-aquatic animal health issues**

#### **Food Safety Issue:**

You may receive calls concerning public health after the consumption of aquatic animals. Those who have become ill after eating oysters, for example, may report their illness to the CFIA. These issues are not under the mandate of the NAAHP and should be referred to the area recall coordinator. Refer to your area-specific Job Aid for the appropriate contact number.

#### **Environmental Issue:**

You may receive calls regarding environmental emergencies, such as algal blooms, oil spills, or chemicals released into a watershed. While these emergencies may cause wild aquatic animal morbidity or mortality, these emergencies are not under the mandate of the NAAHP and should be referred to DFO, Environment Canada, or the appropriate provincial authority depending on the location of the emergency. Refer to your area-specific Job Aid for the appropriate contact number.

**NOTE:** Refer a wild aquatic animal mortality event that has not been investigated to DFO, Environment Canada or the appropriate provincial authority. There are many causes for mortality, and the appropriate authority will determine whether the cause is likely to be a communicable disease. Refer to your area-specific Job Aid for the appropriate contact number.

**Convention on International Trade in Endangered Species (CITES):**

For a telephone call that relates to an aquatic animal on an endangered species list AND no health issue has been identified by the caller (e.g. inquiries regarding the import or export of an endangered species), refer to your area-specific Job Aid for the appropriate contact number.

**Aquatic Invasive Species Issue:**

Telephone calls regarding the discovery of an aquatic invasive species (e.g. death of cultured mussels on a sock due to tunicates [an aquatic invasive species]) should be referred to DFO. Contact your Area Program Specialist (Aquatic) for the appropriate contact number. These issues are not under the mandate of NAAHP.

**Aquatic Animal Pest Issue:**

For telephone calls about the discovery of aquatic animal pests in wild aquatic animals, (e.g. sea lice found on wild lumpfish), contact your Area Program Specialist (Aquatic) for the appropriate contact number. If the caller asks whether the animal is safe to eat, redirect the caller to your Area Recall Coordinator or 1-800-O-CANADA. These issues are not under the mandate of NAAHP and should be referred to DFO.

**Step 5: Referring a health issue in aquatic animals when suspicion is low for a Reportable or Immediately Notifiable disease**

You may wish to refer callers from premises to their aquatic animal health specialist if the notification has not yet been adequately investigated for the more common diseases.

This step is only applicable when the call is received from a premises with cultured aquatic animals AND when it is reasonable to expect the use of an aquatic animal health specialist to diagnose disease, such as an aquaculture operation, government hatchery (including partnership hatcheries), ornamental fish distributor, public aquarium or zoo, research laboratory, and U-catch ponds. The use of an aquatic animal health specialist for aquatic animal pets, such as those located in a backyard koi pond or home aquarium, may occur but is not a widespread practice.

It is unreasonable to expect premises that are processing plants (or other type of plant), feed mills, or temporary holding facilities of commercially harvested aquatic animals from the wild – such as “pounds” and net-pens or tanks for holding live bait in retail outlets – to use an aquatic animal health specialist. This call should not be referred. Go to Step 6.

If the caller is an owner, or has possession, care, or control of aquatic animals, and is not an aquatic animal health specialist, and the Reportable disease is a suspicion, rather than a detection, you may wish to refer the caller to an aquatic animal health specialist for further work-up. You may also want to follow-up this referral by contacting the aquatic animal health specialist shortly after the referral.

If the caller is a veterinarian who is not an aquatic animal health specialist, and the Reportable disease is a suspicion rather than a detection, you may wish to refer the caller to an aquatic health specialist for further work-up, or provide guidance for further work-up by the veterinarian (e.g. collecting appropriate samples or specimens and sending them to a laboratory with experience in diagnosis of aquatic animal disease). You may wish to follow up this referral by contacting the veterinarian shortly after the referral.

**NOTE:** Information about the caller who is referred is required. Select “Contact Information”, or fill in those sections if using the template of the Call Log.

**NOTE:** A health issue in an aquatic species that is not a Reportable or Immediately Notifiable disease does not need to be reported to the CFIA; however, you may wish to assess whether it could be an emerging disease, and refer the caller to AAHD.

**NOTE:** You may receive a call regarding the discovery of a health issue in aquatic animal species that is not currently regulated by the NAAHP; for example, beaching of whales or a sick seal. The caller should be referred to DFO. The contact numbers for the DFO Marine Mammal Distress lines are as follows:

Maritimes: 1-866-567-6277

Newfoundland and Labrador: 1-888-895-3003

Quebec: 1-877-772-5346

Pacific: 1-800-465-4336

If you have any additional questions regarding health issues in an aquatic species that are not a finfish, mollusc, or crustacean, contact your Area Program Specialist (Aquatic).

**NOTE:** Refer notifications about a non-investigated wild aquatic animal mortality event that the caller identifies as an aquatic animal health issue to DFO, Environment Canada, or the appropriate provincial authority, depending on the region of the country. Refer to your area-specific Job Aid for the appropriate contact number.

Place a checkmark in No Further Action is Required, if no follow-up is planned.

For subsequent follow-up, record the information in the Details section of the Call Log. If changes are made and/or information is added to an AquaPIQ, save as a new version, and indicate the sections you worked on in the Comments field in the RDIMS Version Properties pop-up box.

An AquaPIQ may be initiated from a follow-up; proceed to Step 6, Initiating the AquaPIQ.

Save the eForm, which will be automatically saved into RDIMS. In addition, carry out the following:

- Copy and paste, or type the Call Log Reference Number into the \*Title field of the RDIMS Document Profile Creation Form. This will ensure that the eForm is filed into the appropriate Quick Search.
- In the \*Doc. Type field, change from DOCS to FORM.
- In the “Relations” field, choose the province where the aquatic animals are located.
- Secure the document.
- Grant the **Aquatic Animal Health, Disease Control Contingency Planning** group and appropriate Area Operations staff (e.g. Animal Program Specialist [Aquatic]) full access to the file.

Close the eForm.

There is no need to proceed further with this procedure, if you placed a checkmark in No Further Action is Required.

### **Step 6: Initiating the AquaPIQ**

Once the call is determined as an aquatic animal health issue, the Veterinary Inspector initiates an AquaPIQ.

An AquaPIQ may also be initiated when

- there is a request from other CFIA employees (primarily related to tracing functions under disease response. (See Chapters 4, 5, and 6 in the AAHFP).

If an AquaPIQ needs to be initiated, in the Call Log tab

- select “AquaPIQ to be completed.”
- Place cursor next to AquaPIQ Reference Number.
- Select “Assign AquaPIQ Number.”

**NOTE:** Although a Word version of the AquaPIQ is available (Appendix E of the AAHFP), use only under unusual circumstances. Transfer the information to the eForm, or have your administrative staff handle as soon as possible. If this is impossible, fax the hardcopy of the AquaPIQ to DCCP – AAHD for transfer of the information into the eForm. AAHD will forward you an email with the number of the generated RDIMS document for your information.

### **Step 7: Completing AquaPIQ Part A**

Part A of the AquaPIQ is designed to collect information about the caller and the premises to determine whether the premises requires an inspection (cultured aquatic animals only), or to determine whether a tracing function is required to determine premises exposed to a wild aquatic animal outbreak or detection of a reportable disease.

The sections of Part A for completion differ, depending on whether the notification involves cultured or wild aquatic animals, and whether the premises is a processing plant, feed mill, or other type of plant.

**NOTE:** Complete Part A1 for all notifications.

### **Step 7A: Completing AquaPIQ Part A1**

RDIMS #2719883 provides the complete instructions for filling in the eForm version of the AquaPIQ. This Step provides an overview of the procedure.

Select the A1.1 tab of the eForm.

Fill in your contact information.

Determine whether the notification involves one of the following:

- a premises with cultured aquatic animals
- a fish and seafood processing plant or other type of plant or feed mill
- a wild aquatic animal health issue.

**NOTE:** You should not be receiving notifications from a commercial laboratory. If you do, refer the caller to DCCP – AAHD.

If the notification pertains to a premises with cultured aquatic animals, select the box in A1-1, along with the appropriate number that best describes the reason for the call. Go to Step 7B.

If the notification is about an aquatic animal health issue in a processing plant, feed mill, or other type of plant, select the box in A1-3, and choose the appropriate number that best describes the reason for the call. Proceed to Step 7B.

If the notification is about a health issue in wild aquatic animals, select the box in A1-4, and insert number 1 in the box in the upper right-hand corner. Go to Step 7B.

### **Step 7B: Completing the sub-parts of AquaPIQ Part A1**

RDIMS #2719883 provides the complete instructions for completing the eForm version of the AquaPIQ. This Step provides an overview of the procedure.

In Step 7A, you identified which sub-part requires completion next. Continue in tab A1.1 to complete A1.1; otherwise choose tab A1.3 if the notification was from a processing plant, feed mill, or other type of plant, or A1.3 cont. and A1.4 if the notification involved wild aquatic animals.

Proceed to Step 7B1 if you are filling in AquaPIQ Part A1.1.

Proceed to Step 7B2 if you are filling in AquaPIQ Part A1.3.

Proceed to Step 7B3 if you are filling in AquaPIQ Part A1.4.

### **Step 7B1: Completing AquaPIQ Part A1.1**

This part of the AquaPIQ is used to record information about:

- the owner and operator of the premises; and
- the affected aquatic animals (species, clinical signs, post-mortem findings, and whether they were tested).

Select “Contact Information” to fill in specifics about the owner(s) of the animals and/or operator(s) who will help decide on and/or supervise the disease response.

“Type” refers to the type of aquatic animal: finfish, mollusc, or crustacean. Selecting one type allows you to view the scientific names (and corresponding common names) and diseases for that type of animal when choosing the other columns in the table.

Record a thorough description of the history, clinical signs, and post-mortem findings. In addition, note whether more than one clinical syndrome is present.

Always ask whether laboratory testing has been done. Fill in Part A1.2 if the answer is Yes. (See Step 7C, “Completing AquaPIQ Part A1.2.”) Otherwise, proceed to Step 7D, Completing AquaPIQ Part A2.

### **Step 7B2: Completing AquaPIQ Part A1.3**

This part of the AquaPIQ is used to record information about

- the owner and operator of the plant or mill, the type of plant; and
- the affected aquatic animals (species, clinical signs, post-mortem findings, and whether they were tested).

Select “Contact Information” to fill in the specifics about the owner(s) of the animals and/or operator(s) who will be helping make decisions about and/or will supervise the disease response.

Record whether the plant is inspected by government officials under another Act. The official may provide additional insights about the plant, especially regarding hygiene and sanitation practices.

**NOTE:** Currently, none of the Reportable or Immediately Notifiable diseases is zoonotic.

“Type” refers to the type of aquatic animal: finfish, mollusc, or crustacean. Selecting one type allows you to view the scientific names (and corresponding common names) and diseases for that type of animal when you choose other columns of the table.

Only record species for commodities that are high risk for the diseases of concern; specifically, live animals, fresh or frozen carcasses or parts thereof, and offal. Under Intended End Use, it is also important to record into what markets these commodities will be sold (e.g. human consumption, further processing, or bait).

Record a thorough description of the clinical signs and post-mortem findings, as available. In addition, note whether more than one clinical syndrome is present.

Always ask whether laboratory testing has been done. Complete Part A1.2, if the answer is Yes. (See Step 7C, Completing AquaPIQ Part A1.2.) Otherwise, proceed to Step 7D, “Completing AquaPIQ Part A3.”

### **Step 7B3: Completing AquaPIQ Part A1.4**

This part of the AquaPIQ is used to record information about

- the wild aquatic animal outbreak,<sup>5</sup> including who has jurisdiction over the natural resource; and
- the affected aquatic animals (species, clinical signs, post-mortem findings, and whether they were tested).

Select “Contact Information” to fill in specifics about the government staff members who will help make decisions about and/or will supervise the disease response.

Record the geographic location where the mortality event occurred. GPS coordinates are preferred, but if unavailable, then, record the name of the body of water.

“Type” refers to the type of aquatic animal: finfish, mollusc, or crustacean. Selecting one type allows you to view the scientific names (and corresponding common names) and diseases for that type of animal when you choose other columns of the table.

Record a thorough description of the history, clinical signs, and post-mortem findings. Also, note whether more than one clinical syndrome is present.

Always ask if laboratory testing has been done<sup>6</sup>. Complete Part A1.2 if the answer is Yes. (See Step 7C, Completing AquaPIQ Part A1.2). Otherwise, proceed to Step 8, Completing AquaPIQ Part D1.

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<sup>5</sup>Detection of disease in wild aquatic animals (e.g. during a research project) will most likely be notified by a laboratory to DCCP – AAHD. DCCP – AAHD may contact Operations to complete the tracing function, as outlined in Chapter 6 of the AAHFP.

<sup>6</sup>**NOTE:** Laboratory information may already be captured if the laboratory notified DCCP – AAHD about the detection.

### **Step 7C: Completing AquaPIQ Part A1.2**

This part of the AquaPIQ captures information about the laboratory testing, including contact information for the laboratory, reason for the tests, on which species, and the test results.

Do not complete the Date of Notification, Time of Notification, nor Time Zone fields.

“Type” refers to the kind of aquatic animal: finfish, mollusc, or crustacean. Selecting one type allows you to view the scientific names (and corresponding common names) and diseases for that type of animal when you choose other columns of the table.

Record all tests that were performed, including post-mortems, histology, bacteriology, virology, and parasitology. A description of the test results should indicate whether they were strongly indicative of the disease, such as “weakly positive” or “strongly positive.”

Record any history the laboratory may have received about the tested aquatic animals from the original submitter of the samples and specimens.

Test results should be confirmed by NAAHLS, if the laboratory is not a CFIA-approved laboratory for confirmation of that disease<sup>7</sup>. If the results involve cultured aquatic animals, the Veterinary Inspector should consider inspection of the premises and collection of samples and/or specimens for submission to the NAAHLS National Reference Laboratory. If the results involve wild aquatic animals, the Veterinary Inspector or his designate should pick up the original specimens or the isolated pathogen, as available, and send them to the appropriate NAAHLS National Reference Laboratory (see Appendix B). To arrange testing, contact Candace Fisher, the NAAHLS Diagnostic Coordinator at DFO. She may be reached by telephone at 613-949-7522, or by fax at 613-993-7665.

Go to Step 7D if the notification was from a premises.

Go to Step 7E if the notification was from a processing plant, feed mill, or other type of plant.

Go to Step 8 if the notification is about wild aquatic animals.

### **Step 7D: Completing AquaPIQ Part A2**

Complete AquaPIQ Part A2 during conversation with the owner, operator, or aquatic animal health specialist who is directly employed (not contracted) by the business on the premises. The original caller who made the notification may not be the owner or operator.

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<sup>7</sup> Confirmation may not be required if the notification occurs in an enzootic area, the laboratory has a licensed veterinarian on staff, and no disease response is planned (ie. the premises will be considered infected).

This part of the AquaPIQ is used to record more detailed information about:

- the premises (such as certification for diseases under another Act, site plan, waterflow); and
- the disease process (susceptible animals and additional history).

Information entered into Parts A1.1, A2, and A1.2, if available, is used to decide on the likely disease process and whether to conduct an inspection, perform some other type of follow-up, or close the AquaPIQ.

If you are not planning an inspection, record the reason(s).

If you are planning to follow up, record subsequent follow-up information in the appropriate section of Part A2. Save the eForm as a new version. Record the section(s) that were modified in the Comments field of the Version Properties box.

If you are planning an inspection, complete the remainder of A2.

Save and close the eForm.

### **Guidelines to assist in determining the need for an inspection**

You should plan an inspection if

- clinical signs compatible with a reportable disease are observed in a known susceptible species in a non-enzootic area.
- clinical signs compatible with a reportable disease are observed in a known susceptible species in a CFIA-approved compartment normally free of the disease.
- laboratory results indicate the presence of a reportable disease in a non-enzootic area.
- laboratory results indicate the presence of an immediately notifiable disease.
- laboratory results indicate the presence of a reportable disease in a CFIA-approved compartment normally free of the disease.
- laboratory results from samples obtained from a premises in an enzootic area indicate a new susceptible species.

### **Step 7E: Completing AquaPIQ Part A3**

Complete AquaPIQ Part A3 during conversation with the owner or operator of the business. The original caller who made the notification may not be the owner or operator.

This part of the AquaPIQ is used to record more detailed information about

- the plant or mill (such as site plan and waterflow); and
- the disease process (susceptible animals and additional history).

Information entered into Parts A1.3, A3, and A1.2, if available, is used to decide on the disease process and whether to conduct an inspection, perform some other type of follow-up, or close the AquaPIQ.

If you are not planning an inspection, record the reason(s).

If you are planning to follow up when an inspection is not occurring, record subsequent follow-up information in the appropriate section of Part A3. Save the eForm as a new version. Record the section(s) that were modified in the Comments field of the Version Properties box.

If you are planning an inspection, complete the remainder of A3.

If you are planning an inspection, request that the owner or operator take a sample of five whole animals (finfish and crustaceans) or five shucked molluscs with lesions; package individually; and keep cool but not frozen. Label the container or bag(s) with date and origin of animals, or other appropriate identifier.

Save and close the eForm.

### **Guidelines to assist in determining the need for an inspection**

You should plan an inspection if:

- there is any degree of suspicion of a reportable disease in a non-enzootic area.
- there is any degree of suspicion of an immediately notifiable disease.
- samples were requested by the Veterinary Inspector during the receipt of the notification. **NOTE:** Samples should be picked up by the Veterinary Inspector within 24 hours.
- clinical signs in an enzootic area indicate a new susceptible species.

### **Step 8: Completing AquaPIQ Parts D1 and D4 for a wild aquatic animal outbreak or detection**

Part D1 helps identify any premises with aquatic animals that may have been potentially exposed to the wild aquatic animal outbreak or detection.

The caller may be able to identify other aquatic animal premises in the watershed, both upstream and downstream, that could have potentially been exposed to the mortality event.

The caller may assist directly with information about movements of aquatic animals in and out of the water body or provide contact information on the people who are unaware of the aquatic animal movements.

The Animal Program Specialist (Aquatic) or staff in DCCP – AAHD may also help with identifying contact premises and aquatic animal movements.

One or more new AquaPIQs may be generated if the exposure of premises requires further investigation. Link the new AquaPIQs by an identifier with the original AquaPIQ, describing the wild aquatic animal outbreak or detection. Record, for example, the Call Log Reference Number and AquaPIQ number on the new forms in the Call Log “Details” section.

Save and close the eForm.

Save the eForm as a new version if you re-open the AquaPIQ to add or change information. Record the section(s) that were modified in the Comments field of the Version Properties box.

## **8. Records Management**

Complete either the Call Log, or the Call Log and Part A of the AquaPIQ for this procedure.

Save these documents in RDIMS (Veterinary Inspector or Area Program Specialist (Aquatic) or DCCP – AAHD).

Download the information from the Call Log and AquaPIQ into AQUERS (AAHD).

Validate data (AAHD).

The MRRS task code for the steps outlined in this procedure and carried out by Operations staff is 22e01.

The Activity Code for the steps outlined in this procedure and carried out by Programs staff is 4134.

## **9. Quality Assurance and Control**

It is the responsibility of Disease Control & Contingency Planning Section of the Aquatic Animal Health Division to amend and revise this procedure, the Call Log, and the AquaPIQ.

Forward suggestions and recommendations to:

National Manager, Disease Control & Contingency Planning  
Aquatic Animal Health Division

Appendix A **Template – Call Log to record a notification and the outcome**

			<b>Reference Number</b>
<b>Call Answered by:</b>			
Last Name		First Name	
Work Telephone		Office Location	
Date of Notification	Time of Notification	Time Zone	
<b>Event Information</b>			
Location of the Aquatic Animals			
Reason for the Call			
<b>Reporter's Information</b>			
Relation to the premises		Business Number for the premises	
Last Name		Business Name of the Premises	
Last Name		Street Address	
Comments		City	
		Province	Postal Code
AquaPIQ to be completed <input type="checkbox"/> Yes <input type="checkbox"/> No		AquaPIQ Reference Number	
<b>Reporter Referred to:</b>			
Details:			

**Appendix B: NAAHLS National Reference Laboratories for the regulated aquatic animal diseases.**

REPORTABLE DISEASES	National Reference Laboratory
<i>Bonamia ostreae</i> *	PBS
Ceratomyxosis ( <i>Ceratomyxa shasta</i> )*	PBS
Epizootic haematopoietic necrosis	CAAPBL
<i>Haplosporidium nelsoni</i> *	GFC
Infectious haematopoietic necrosis*	PBS
Infectious pancreatic necrosis*	FWI
Infectious salmon anaemia*	GFC
Koi herpesvirus disease*	FWI
<i>Marteilia refringens</i>	GFC
<i>Marteilioides chungmuensis</i>	PBS
<i>Mikrocytos mackini</i> *	PBS
<i>Perkinsus marinus</i>	GFC
<i>Perkinsus olseni</i>	GFC
Spring viraemia of carp*	FWI
Taura syndrome	GFC/CAAPBL
Viral haemorrhagic septicaemia*	PBS
Whirling disease ( <i>Myxobolus cerebralis</i> )	PBS
White spot disease	CAAPBL
White sturgeon iridoviral disease*	FWI
Yellow head disease	GFC/CAAPBL
<b>IMMEDIATELY NOTIFIABLE DISEASES</b>	
Abalone viral mortality (Abalone herpes-like virus)	PBS
<i>Bonamia exitiosa</i>	PBS
<i>Bonamia roughleyi</i>	PBS
Brown ring disease ( <i>Vibrio tapetis</i> )	PBS
Crayfish plague ( <i>Aphanomyces astaci</i> )	GFC/CAAPBL
Epizootic ulcerative syndrome ( <i>Aphanomyces invadans</i> )	GFC/CAAPBL
Gyrodactylosis ( <i>Gyrodactylus salaris</i> )	PBS
Infectious hypodermal and hematopoietic necrosis (Infectious hypodermal and hematopoietic necrosis virus)	GFC/CAAPBL
Infectious myonecrosis (infectious myonecrosis virus)	GFC/CAAPBL
<i>Marteilia sydneyi</i>	GFC
Necrotizing hepatopancreatitis	GFC/CAAPBL
<i>Oncorhynchus masou</i> virus disease (Oncorhynchus Masou Disease Virus)	FWI

Red Sea bream iridoviral disease (Red Sea bream iridovirus)	FWI
White tail disease (white tail virus)	GFC/CAAPBL
Withering syndrome of abalone ( <i>Xenohalotis californiensis</i> )	PBS

CAAPBL = Charlottetown Aquatic Animal Pathogen and Biocontainment Laboratory; FWI = Freshwater Institute; GFC = Gulf Fisheries Centre; PBS = Pacific Biological Station.

An asterisk indicates diseases that are regionally enzootic in Canada.