



Dear colleagues,

These instructions refers to the excel spreadsheet to be filled and delivered with PT results.

Since the management of data collection and analysis is made via an excel-based procedure, we kindly ask you to follow strictly the following instructions.

#### Concerning 'Accreditation situation':

- Please fill in the white cells.
- Country and name of laboratory will automatically be transferred to the other sheets.
- Please use the file exactly as we deliver it to you, don't make a copy and change the structure.

#### Concerning 'PT1 Ampoule I-V':

- Fill in the arrival date of the ampoules.
- As described in the example in the spreadsheet, for all tests except real-time (RT-) PCR: fill in the white cells with "+" (test performed and **positive**) and "-" (test performed and **negative**). Leave N/A if you did not perform the test.
- In case you performed a real-time (RT-) PCR, please insert Ct value in the column '*Real-time (RT-) PCR Ct value*'. NOTE: only include the Ct value if the test is positive according with the criteria followed in your laboratory. If the test is negative, fill with "-", even if a Ct value beyond your cut-off value was found. Please report in the comment box if test was found negative but a high Ct value was observed and please include the Ct value here.
- Concerning the column "Concluding results", use only the name of the virus. See the table 1.
- Concerning Ranavirus, according to sequencing results use the name "EHNV" or "Ranavirus – NOT EHNV".
- Please fill in white cells "date of inoculation", "date of final reading". "Days of inoculation" are calculated automatically.
- Do only use X or x when filling out the titer table and nothing else
- Remember to mark the cell lines used for titration.
- Please insert detailed information about the isolate in the sequencing sheet.
- Please use the file exactly as we deliver it to you, don't make a copy and change the structure.

#### Concerning 'PT2 Ampoule VI-IX':

- As described in the example in the spreadsheet, fill in the N/A prefilled white cells with "+" (test performed and **positive**); "-" (test performed and **negative**) and just leave the N/A if you did not perform the test.
- If Real-Time (RT-) PCR has been performed, please indicate with "+" in the 'Real-time (RT-) PCR' column if the sample is found positive or "-" if it is found negative. Insert the Ct.-value in the Ct-value column, also if the Ct value is larger than your cut-off value (and the sample therefor is negative).
- Concerning the column "Concluding results", use only the name of the virus and remember to indicate if HPR-deleted ISAV or HPRO ISAV was identified.
- In order to improve harmonization between procedure and protocols used in different fish disease laboratories, please insert in the table which kind of thermocycler you use, which software, the nucleic acid purification kit, the primers etc.
- Please insert detailed information about the isolate in the sequencing sheet.
- Please use the file exactly as we deliver it to you, don't make a copy and change the structure.



**Concerning ‘Sequencing results’:**

- The column ‘Pathogen Identification’ will be filled in automatically, transferred from the sheets with the results on PT1 and PT2
- Concerning the column “Genotype”, type in only the genotype of the virus. See table 1.
- Feel free to type in all other relevant information such as serotype, possible isolate identification etc. in the column ‘Additional information’.
- Please use the file exactly as we deliver it to you, don’t make a copy and change the structure.

Table 1:

To be inserted in “Concluding results” for Ampoule I-IX	To be inserted in “Genotype” for Sequencing results.
VHSV	I (a-e), II, III, IV (a-d)
IHNV	U, M, L, E, J
EHNV	EHNV
Ranavirus – NOT EHNV	Not EHNV
SVCV	Genogroup 1 (a-d), 2, 3, 4
Birnavirus II (Telinavirus)	-
Perch Rhabdovirus	-
IPNV	Genogroup 1, 2, 3, 4, 5 Optionally: within genogroup 1 – genotype (1-4)
HPR-deleted ISAV <b>or</b> HPRO ISAV	HPR-deleted / HPRO
KHV	CyHV (1-3)
SAV	1, 2, 3, 4, 5, 6

Do not hesitate to contact us if you need further information or explanation and remember that suggestions for improving are always welcome.

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