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Basic manual on the preparation and submission of six-monthly reports on aquatic animal diseases to the World Organisation for Animal Health (OIE)

June 2019

The Aquaculture Section of the Pacific Community (SPC)
Ruth Garcia Gomez, SPC aquatic biosecurity specialist



FAME
Fisheries, Aquaculture and Marine
Ecosystems Division

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Introduction

By using a series of screenshots, this manual shows the steps that are to be followed for the preparation and submission of six-monthly reports on aquatic animal diseases to the World Organisation for Animal Health (OIE), under the World Animal Health Information System (WAHIS).

1. Logging in

The first thing to do when preparing the six-monthly report for the OIE is to click on the following WAHIS link: http://www.oie.int/wahis_2/public/index.php/home. You will then find the **User Name and Password** boxes on the right-hand side of the webpage (see below), where you should insert your credentials:

WAHIS World Animal Health Information System
Système mondial d'information zoonositaire
Sistema Mundial de Información Zoonositaria

English | Français | Español

[OIE Home Page](#)

OIE Secure Access System

Veterinary Services dedicated Web site

Welcome to the OIE Secure Access System.

Access to this site is only available to authorised users: namely, the Delegates of Member Countries, their designated nominees Focal points authorised to report animal disease information to the OIE (aquatic and/or terrestrial animals and wildlife), Chief Veterinary Officers (CVOs) of non-member countries, system administrators and OIE personnel.

The secure access system provides access to two main areas of the OIE secured web site:

- The World Animal Health Information System (WAHIS) secured web site. Access to this application allows users from Member Countries, namely Delegates or their nominees, to electronically submit standard notification reports (immediate notification and follow-up reports, six-monthly reports and annual reports) to the OIE. This system not only provides countries with a simpler and quicker method of sending notifications and reports on disease information but also allows them to benefit from the new analysis capabilities put in place to produce essential and useful information without delays.
- The Delegates' Site. This site has been updated to provide secure access to material and information intended only for OIE Delegates.

User Name

Password

Login

[Forgot password?](#)

[Delegates' site](#)

Once you have entered your **User Name and Password**, click on the **“Login”** button and you will be directed to the main page of the reporting website for your country. This access is specific for every country.

The main page of the reporting website is shown below:

WAHIS World Animal Health Information System
Système mondial d'information zoonositaire
Sistema Mundial de Información Zoonositaria

WAHIS Home Reports Account Management Country Parameters

> Delegate
Delegate, Samoa Logout

Preference | Help-Manuals-FAQ

Member Notices

> SIS user messages

There are no SIS messages waiting for a response.

Member Notices

% Diversity reports

Once you are on this main page, click on the “**Reports**” tab, which is located on the top right-hand side of the screen, just after the “**WAHIS Home**” tab as can be seen below:



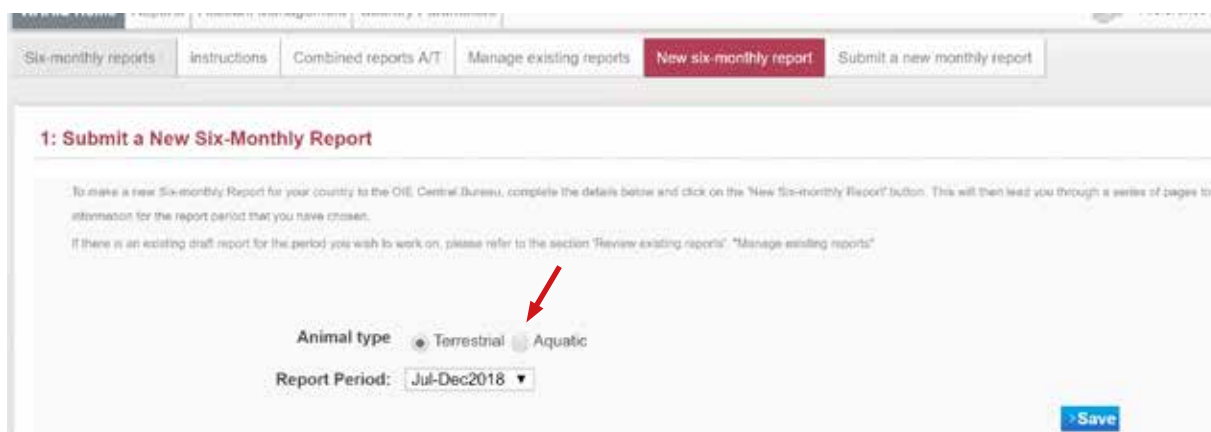
After clicking on the “**Reports**” tab, several options for reporting will drop down. Select the option “**Six-monthly Report**”, and then, under this option, select “**Submit a New Report**”.

Therefore, to get to this stage of the reporting process, these are the steps that are to be followed:

Enter *User Name and Password* -> click on “**Login**” -> click on the “**Reports**” tab -> click on the “**Six-monthly Report**” tab -> click on the “**Submit a New Report**” tab.

2. Accessing the page of the six-monthly reporting

Once on the page for preparing a new six-monthly report, you will see the following screen:



Click on the option “**Aquatic**”, which is to the right of *Animal type*.

Select the reporting period, depending on the pending reports in your respective country.

Please keep in mind that the six-monthly reports should be prepared and submitted to the OIE twice a year: from January to June (the first six-monthly report should be submitted in July of the reporting year) and from July to December (the second six-monthly report should be submitted in January of the following year) of each reporting year.

Once you have selected the animal type (“**Aquatic**”) and the reporting period, click on the “**Save**” button, which is on the bottom left-hand side of the page.



3. Completing the first section of the report

After completing the steps that are listed above, the first page of the six-monthly report will open. This page focuses on the **Presence/absence of diseases**, as shown below:



You will then find four tables that contain listed diseases. There is one table for each aquatic species group. These are as follows:

1. **Fish**
2. **Molluscs**
3. **Crustaceans**
4. **Amphibians**

Go through them group-by-group and specify the status of each disease in your respective country. Even if you are not familiar with all of the diseases that are listed for the different species groups, select one of the disease status options that are described in page 4.

The table is divided into **domestic species** and **wild species**.

The term **domestic species** refers to farmed species – aquaculture species.

The term **wild species** refers to the same species as the farmed species, but they are living in the wild/natural environment.

Most countries have basic data on the health status of domestic aquatic species, which has been obtained from past analysis, screening and information gathered by fish farmers and/or aquaculture officers.

However, most countries do not have any data on the health status of wild relatives of domestic species and thereby select the option “**No information**” for the diseases that are listed in **wild species**, unless certain studies have been conducted on wild stocks for OIE-listed diseases.

*Please note that the OIE expects accurate information on the health status of **farmed species**, while information on the health status of wild animals is secondary (optional).*

The disease options are as follows:

- **Disease never reported:** Select this option if there is no scientific evidence of the presence of the disease in the country in the past 5–10 years. Most countries in the Pacific region should select this option for all aquatic animal diseases, since there is no scientific evidence of the presence of OIE-listed diseases, apart from a few exceptions.
- **Disease present:** Select this option when clinical signs of the disease have been observed in a certain animal population and the disease has been confirmed by the specific diagnostic method.
- **Disease absent:** Use this option in the case of diseases that were present in the country in the past, but are not present anymore. We can then consider that these diseases have been eradicated. If this option is selected, you must indicate the date of last occurrence, which could be known or unknown. If the date of last occurrence is unknown, then click on the “**Date Unknown**” option.
- **Disease suspected:** Select this option in the case where there is suspicion of a certain disease (specific clinical signs, mortality, etc.), but it has not been confirmed by laboratory analysis.
- **Infection/infestation:** Select this option when an infection or infestation has been confirmed by laboratory analysis, but the targeted population does not show any clinical signs of the disease.
- **Disease present:** Select this option when specific clinical signs of the disease have been observed in the targeted population, and the disease has been confirmed by laboratory analysis.
- **Disease limited to one or more zones:** Select this option when affected animals (confirmed by clinical signs and laboratory analysis) are located in one or more specific administrative compartments (village, municipality, province, state, etc.) within the entire country.

- **Infection/infestation limited to one or more zones:** Select this option when the disease has been confirmed by laboratory analysis but no clinical signs have been observed in the targeted population that is located in one or more specific administrative compartments (village, municipality, province, state, etc.) within the entire country.
- **Disease suspected but not confirmed and limited to one or more zones:** Select this option in the case where there is suspicion of a certain disease (specific clinical signs, mortality, etc.), but it has not been confirmed by laboratory analysis in a targeted population that is located in one or more specific administrative compartments (village, municipality, province, state, etc.) within the entire country.

It is advisable that countries select the option of disease “Never reported” when clinical signs of the disease have never been observed or when the host of the disease does not exist.

It should be noted that most of the hosts of OIE-listed diseases are not present in Pacific Island countries and territories.

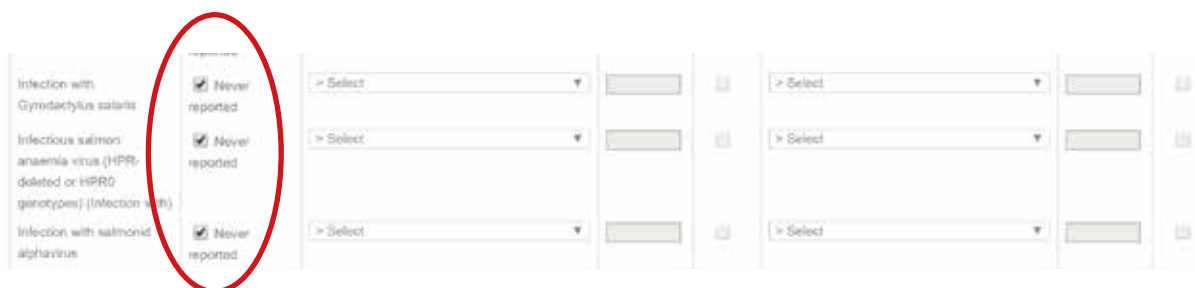
The table is structured following this schema:

Fish (or molluscs, crustaceans, amphibians)							
Disease	Domestic and Wild	Domestic species	Date of last occurrence	Date Unknown	Wild	Date of last occurrence	Date Unknown
<i>List of diseases for each species group</i>	<i>Button for “Never reported”</i>	<i>Various options for “disease status”</i>	<i>When known (please crosscheck past screening and/or surveillance programs)</i>	<i>When unknown</i>	<i>Various options for “disease status”</i>	<i>When known (please crosscheck past screening and/or surveillance programs)</i>	<i>When unknown</i>
		- <i>Disease never reported</i>			- <i>Disease never reported</i>		
		- <i>Disease present</i>			- <i>Disease present</i>		
		- <i>Disease absent</i>			- <i>Disease absent</i>		
		- <i>Disease suspected, etc.</i>			- <i>Disease suspected, etc.</i>		
Fish							
Crustaceans							
Molluscs							
Amphibians							

The figure below shows an example of the selection of “Never reported” for certain diseases in fish. This option should be the preferred answer when clinical signs of the disease have never been observed:

The figures below are screenshots of the tables for each group of aquatic animals (fish, molluscs, crustaceans and amphibians) that are considered in the OIE report:

When all the diseases in each aquatic species group have been filled in, click the yellow “Next” button that



is located at the bottom right-hand side of the page (see below). The information you have included for each disease will be automatically saved and you will proceed to the next and last page of the report.

Fish							
Disease	Domestic and Wild	Domestic Species	Date of last occurrence	Date Unknown	Wild	Date of last occurrence	Date Unknown
Viral haemorrhagic septicaemia	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Spring viraemia of carp	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infectious haematopoietic necrosis	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Epizootic haematopoietic necrosis	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Epizootic ulcerative syndrome	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Red sea bream iridoviral disease	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Koi herpesvirus disease	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Gyrodactylus salaris	<input checked="" type="checkbox"/> Never reported	> Select	<input type="text"/>	<input type="checkbox"/>	> Select	<input type="text"/>	<input type="checkbox"/>
Infectious salmon anaemia virus (HPPI-deleted or HPR0 genotypes) (infection with)	<input checked="" type="checkbox"/> Never reported	> Select	<input type="text"/>	<input type="checkbox"/>	> Select	<input type="text"/>	<input type="checkbox"/>
Infection with salmonid alphavirus	<input checked="" type="checkbox"/> Never reported	> Select	<input type="text"/>	<input type="checkbox"/>	> Select	<input type="text"/>	<input type="checkbox"/>

Molluscs							
Disease	Domestic and Wild	Domestic Species	Date of last occurrence	Date Unknown	Wild	Date of last occurrence	Date Unknown
Infection with Bonamia ostreae	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Bonamia exitiosa	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Marteilia refringens	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Perkinsus marinus	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Perkinsus olseni	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with Xenohalictis californiensis	<input type="checkbox"/> Never reported	Disease absent	<input type="text"/>	<input checked="" type="checkbox"/>	No information	<input type="text"/>	<input type="checkbox"/>
Infection with abalone herpesvirus	<input checked="" type="checkbox"/> Never reported	> Select	<input type="text"/>	<input type="checkbox"/>	> Select	<input type="text"/>	<input type="checkbox"/>

Crustaceans

Diseases	Domestic and Wild	Domestic Species	Date of last occurrence	Date Unknown	Wild	Date of last occurrence	Date Unknown
Taura syndrome	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
White spot disease	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Yellow head disease	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Infectious hypodermal and haematopoietic necrosis	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Crayfish plague (Aphanomyces astaci)	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
White tail disease	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Infectious myonecrosis	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Necrotising hepatopancreatitis	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Acute hepatopancreatic necrotic disease	<input checked="" type="checkbox"/> Never reported	> Select		<input type="checkbox"/>	> Select		<input type="checkbox"/>

Amphibians

Diseases	Domestic and Wild	Domestic Species	Date of last occurrence	Date Unknown	Wild	Date of last occurrence	Date Unknown
Infection with Batrachochytrium dendrobatidis	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Infection with ranavirus	<input type="checkbox"/> Never reported	Disease absent		<input checked="" type="checkbox"/>	No information		<input type="checkbox"/>
Infection with Batrachochytrium salamandrivorans	<input checked="" type="checkbox"/> Never reported	> Select		<input type="checkbox"/>	> Select		<input type="checkbox"/>

* (N/A) This option is not available as it is inconsistent with previously entered data. [Save](#) [Next](#)

4. Completing the second section of the report

After clicking on the “Next” button, the website will automatically open the second section (or second page),



which is also the final page of the of the six-monthly report.

This second section focuses on the **Control measures of absent diseases** that have been applied during the reporting period as shown below:

This page contains a table that is divided into the same four species groups – fish, molluscs, crustaceans and amphibians. Under each species group, you will find the same list of diseases that appeared in the first page of the report.

Period: Jul-Dec 2018 | Animal: Aquatic | Creating New: Draft report

3. Control measures of absent diseases Semester 2 2018

On the first row of the table, the different **control measures** are presented.

Go through all of the species groups and diseases, and specify the control measures that have been applied for each of the diseases. The description of each control measure is provided when you click the “?” (question mark) symbol under each control measure.

The **control measures** that are included in the table are as follows:

- **Disease notification:** National legal obligation to report any suspected and/or confirmed case of the disease and/or infection to the relevant Authorities.

Filter by group: Fish | Molluscs | Crustaceans | Amphibians | [Return default list](#)

Fish

	Disease notification	Precautions at the borders	Monitoring	Screening	General Surveillance	Targeted Surveillance	Movement control inside the country	Stamping out	Selective killing and disposal	Zoning	Compartmentalisation	Vaccination prohibited	Official vaccination	Number Vaccinated	Treatment	Process to inactivate the pathogenic agent in products or by-products	Control of wildlife reservoirs	Control vectors
Diseases	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?
Viral haemorrhagic septicaemia																		

The question mark symbol is for obtaining additional information on each control measure

Save this disease

- **Precaution at the borders:** Measures applied at airports, ports, railway stations or road checkpoints open to international movement of animal, animal products and other related commodities, where import inspections are performed to prevent introduction of the disease or infection into a country, territory or zone.
- **Monitoring:** Intermittent performance and analysis of routine measurements and observations, aimed at detecting changes in the environment or health status of a population.
- **Screening:** Survey carried out within the framework of a control programme for the disease or infection for health qualification of aquaculture farms in all or part of the national territory.
- **General surveillance:** Surveillance not targeted to a specific disease or infection. Also called passive surveillance.
- **Targeted surveillance:** Surveillance targeted to a specific disease or infection. Also called active surveillance.
- **Movement control inside the country:** Measures aimed at avoiding the spread of the disease or infection within a country/zone/compartiment due to the movement of animals or their products.
- **Stamping out:** Killing the aquatic animals that are affected, those suspected of being affected in the population and those in other populations that have been exposed to the infection by direct or indirect contact of a kind likely to cause the transmission of the pathogenic agent. All these aquatic animals, vaccinated or unvaccinated, on an infected site should be killed and the carcasses destroyed by burning or burial, or by any other method that will eliminate the spread of infection through carcasses or products of the aquatic animals destroyed. This policy should be accompanied by cleansing and disinfection procedures, as defined in the Aquatic Code (OIE, 2018). Following should be for an appropriate period determined by the risk assessment.
- **Selective killing and disposal:** Application of the measures described for stamping out of a group of animals within the susceptible population.
- **Zoning:** Delineation (by regulatory means) of part of a country/territory containing an animal subpopulation with a distinct health status or risk with respect to a specific disease, infection or infestation for which required surveillance, control and biosecurity measures have been applied for the purpose of international trade.
- **Compartmentalisation:** Procedure implemented by a member country under the provisions of chapter 4.3 of the OIE Aquatic Code (OIE, 2018), with a view to defining subpopulations of distinct health status within its territory for the purpose of disease control and/or international trade.

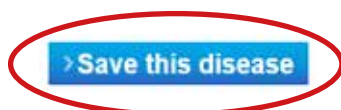
- **Vaccination prohibited:** As a general control policy, the use of a vaccine to control or prevent the disease or infection is prohibited.
- **Official vaccination:** Vaccination programme, excluding vaccination in response to the outbreak(s), which is approved and supervised by the veterinarian authority.
- **Number Vaccinated:** Total number of animals (measured by head) vaccinated under the official programme of vaccination.
- **Treatment:** Use of veterinary drugs for affected animals for the purpose of controlling and curing the infection or infestation being notified (it does not include supportive treatment).
- **Process to inactivate the pathogenic agent in products or by-products:** A set of management, chemical and physical measures designated to reduce the biochemical or biological activity of a substance or organism.
- **Control of wildlife reservoirs:** Measures to reduce the potential for wildlife to transmit the disease to domestic animals and human beings.
- **Control of vectors:** Implementing measures to control insects or any other living carrier that transports an infectious agent from an infected animal to a susceptible individual or its food or immediate surroundings.
- **Vector surveillance:** Demonstrating the absence of vectors or determine areas of different levels of risk and local details of seasonality by determining the various vector species present in an area, and their respective seasonal occurrence and abundance.

After specifying the control measures that have been applied for each disease, click on the “**Save the disease**” button on the bottom right-hand side of the page. Follow this procedure for all the diseases of all species groups.

Please note that most countries apply three basic control measures for all diseases listed by the OIE, even if they are not present in the country or the host of the disease is not farmed. These three basic control measures are: (1) precaution at borders, (2) monitoring, and (3) general surveillance.

Do not forget to go through all the diseases of all the species in each of the four groups.

The screenshots below show the structure of the table for each species group (finfish, molluscs, crustaceans and amphibians).



It is recommended that all countries select the following basic **control measures** for all species and for all diseases:

- **Precaution at borders:** Inspection of goods by biosecurity officers at borders and development of specific import requirements for imported live animals and animal products.
- **Monitoring:** General assessment of the health status of the farmed stock.
- **General surveillance (or passive surveillance):** Surveillance of clinical signs associated with notifiable diseases that are included in any national list of pathogens.

These are the most basic control measures applied by all countries; please do not forget to click on them.

Additionally, there are certain diseases of special relevance for Pacific Island countries and territories, because the host of the disease is being farmed or is present in the wild. For these specific diseases, certain countries have implemented additional control measures, such as **screening** and **targeted surveillance**.

5. Reviewing the information provided

Once the second page of the report on control measures has been finalised, click on the yellow “Next” button and a summary page will be open. This page contains all of the details that have been entered into the first and second pages. Review the summary and at the end of the page and then click the “Next” button.



The last page will now open and it will ask you whether you want to save the report or submit it to the OIE. Depending on the situation, you can select the save option “**No. Save the report as a draft for future editing and submission**”, where the report will be saved as a draft and another officer/delegate can review it and submit it; or you can select the option “**Yes. The report is ready for submission**”, when the report is to be submitted directly to the OIE for validation.

Finalise Report

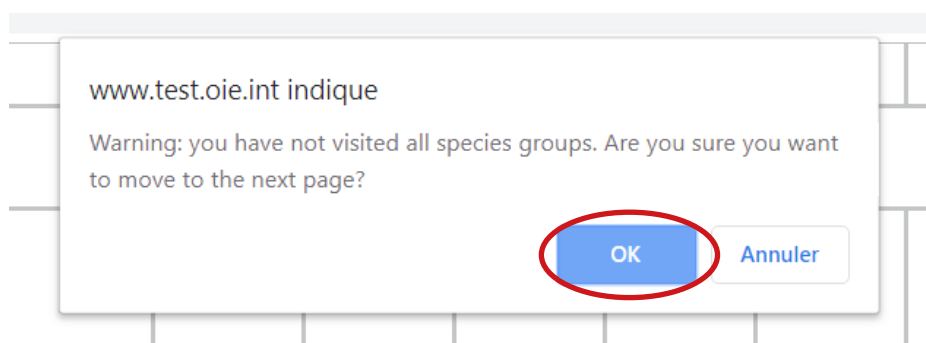
Submitting the Report
Are you ready to officially submit this report to OIE?

- Yes. The report is ready for submission
- No. Save the report as a draft for future editing and submission.

Save

IMPORTANT NOTE: When moving from one page to another, an alert message will appear that says: **Warning: you have not visited all species groups. Are you sure you want to move to the next page?** This is because you are doing the aquatic report *only* and therefore, you are not filing the report for terrestrial animals.

Click on the “OK” button and continue to the next page.



6. Accessing draft reports for review and submission

If you want to access one of the reports that have been saved as a draft, go to the OIE website and open the page for reporting by clicking on “**Reports**”, then “**Six-monthly reports**” and, finally, “**Manage existing reports**”.









Once you access the section “**Manage existing reports**”, the following page will appear:

Manage Existing Six-Monthly Reports

1. Edit a draft report.
2. View a summary of the contents of a draft or submitted report.
3. Delete a draft report. It is not possible to delete submitted reports unless you make an official request to do so.

Filter reports Draft Reports Submitted to the OIE Validated by OIE Edited Superseded Return to normal list History

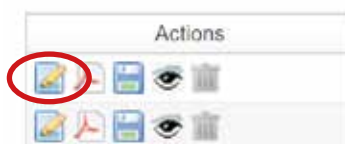
Actions	ID	Status	Report Period	Report Date	Submitted Date	Report Type	Validation Status
  	88	Draft	Jul-Dec 2016	19/01/2016		Terrestrial	
  	91	Draft	Jul-Dec 2016	19/02/2016		Aquatic	

Explanation of colours

- > The reports with no special highlighting have been edited
- > The reports marked with the faded text are draft reports
- > The reports in blue have been validated by the OIE
- > The reports in red have been submitted to the OIE
- > The reports in green have been superseded

1

In this table, you will see all reports that have been saved or submitted to the OIE for validation in recent years. Reports that are pending to be reviewed and submitted will appear in a grey colour. Click on the editing button on the left-hand side of the table to open and review the draft report.



This will open the draft report so that it can be reviewed and submitted.

This manual has been developed as a tool to assist countries in their reporting obligations to the OIE.

Further information about the OIE and its standard setting documents can be found at the link following link: <http://www.oie.int/>

