

## **Guidelines for filling out Insect "Specimens for Identification" form**

Rating: **Do not write anything here.**

State No.: **Do not write anything here.** These are assigned when the sample arrives in the Reno office.

Quarantine, Nursery, Agricultural, Urban, Survey boxes: Check the most appropriate box for the situation where the sample was taken

Date Collected: The mm/dd/yy format is preferred. The actual date the specimens were collected, not the date they were submitted.;

County: The Nevada county the sample was collected in, if actually collected in another state include that state. If you are taking the sample from a shipment, place that information in the quarantine boxes.

File No.: This is a number you can assign for your files.

Collectors: The actual collectors of the sample: If you are not the original collector and want the response to go through you, place your name after the original collector and place your phone or email in the appropriate space.

City or Nearest Post Office: The nearest town to the collection site of the sample. If you are taking the sample from a shipment, place that information in the quarantine boxes

Collectors Address: Mailing address of the collector. ( see Collector for more information)

Phone: Phone number of the collector. ( see Collector for more information) This information is not put into our database.

Email: Please provide if you wish to receive the identification by this method.

Owner Consignee boxes: This is used for quarantine or shipment inspections

Property where collected: Address of actual site where the sample was collected.

Street Address or Intersection: Additional information on the collection address

Quarantine box: (only for NDOA or PPQ employees)

Shipper: The company that originated the shipment.

Shipper Address: Be sure to include the city and state of origin, county if available.

Affiliation Boxes: Check the most appropriate box (one only) (PCO=pest control operator)

Host: This is whatever (plant or animal species) or wherever or both that you collected the specimens from.

Type of insect: Your best guess as to what kind of animal you are submitting.

Check boxes: Alive; Dead; Trapped (trap type should added be with host description)

Life stage of sample boxes (check any box that applies): Egg, larva, nymph, pupa, adult

Infestation : Fill in the appropriate level of the infestation. Other: describe levels if can't be put in one of the provided categories

Identified as boxes: **Do not write anything here!!.**

Status and Distribution in Nevada boxes: **Do not write anything here!!.**