

INSTRUCTIONS FOR FILLING
THE PLANT SAMPLE SUBMISSION FORM

General Instruction

1. Use one form per plant species. Individual sample should be taken from symptomatic tissue or parts of plants of same species. Multiple samples can be taken from the same species and should be taped together with one form. A sample from a different plant species must be attached with a separate form.
2. Provide additional information such as disease photos, cultural maintenance history, spray history, and any other information not reflected in this form.
3. Collect samples on the day you plan to submit them.

SPECIFIC FIELD	INSTRUCTIONS AND NOTES
NAME OF SENDER	Enter your full name if the sample is submitted by you, even if it is submitted on behalf of your clientele. Report will be sent to the sender.
DATE OF SENDING	Enter the date you submit the sample instead of collection date, if they are different. If possible, send sample on the same day as it is collected.
SENDER'S SAMPLE TRACKING NUMBER	Enter your own sample reference number if you have one. This is optional.
EMAIL ADDRESS	Enter your email address through which you would like to receive an electronic report.
OTHER CONTACT INFORMATION	Enter other contact information that you prefer to receive a response or a formal report. Email address is preferred.
ADDRESS OF SENDER	Enter your complete mailing address. Report will be sent to this address by mail.
SERVICE CATAGORIES	Check all appropriate items to specify the background of your samples. The information will be used by laboratory personnel to determine the level of diagnosis and laboratory procedures.
COMMON NAME OF PLANT	Enter the common name of the plant from which you collect samples. A common name is an English name given to the plant. For example, Chinese fan palm, tanoak, tomato, ryegrass, etc. Leave it blank if you don't know.
SCIENTIFIC NAME OF PLANT	Enter the scientific name of the plant from which you collected samples. Every plant definitely has one but only one scientific name but it may be called by more than one common names. The scientific name is Latin binomial that is composed of two names, the first designating the genus, and the second, the species. For example, the scientific name of tomato is <i>Lycopersicon esculentum</i> .
DISTRIBUTION OF DAMAGE	Check only one appropriate block.
PLANT PARTS AFFECTED	Check all appropriate blocks
PLANT SYMPTOMS	Check all appropriate blocks
NUMBER OR PERCENTAGE OF ACRES/PLANTS AFFECTED	Check the appropriate block and write the number or percentage in the text field. For example, if eight plants are affected, fill it as: <input checked="" type="checkbox"/> NUMBER 8 plants. If 20% of plants are infected, fill it as <input checked="" type="checkbox"/> PERCENTAGE 20% . Percentage is used when actual number of plants can not be obtained.
TYPE OF SAMPLE	Check all appropriate items that are present in your sample. For example, if a sample contains both root and soil, check both.
LOCATION OF SAMPLE	Enter the location where the sample is collected. Enter GPS data such as latitude and longitude if available. GPS data can be obtained through Google Earth App in your iPhone.
NAME OF NURSERY	Only for state inspectors to enter nursery name into this box.
REMARKS	Enter additional information about the sample, which you think is important to help diagnosis. For example, "the tree has just been sprayed with xxxx pesticide one week ago"

PROBLEM DESCRIPTION AND/OR TENTATIVE DETERMINATION BY SENDER	Describe the nature and extent of the problem. Enter your personal opinion based on your on-site observations.
DETERMINATION AND NOTES	Leave it blank
LABORATORY USE ONLY	Leave it blank