

Instructions for Submitting Physical Samples

To submit a sample, complete this form as completely as possible and take your sample to your local County Extension Office. They may be able to identify the sample themselves or they can assist you with sending the sample to our diagnostic lab in Manhattan.

Preparing the Specimen for Shipment

DO:

1. Try to collect several of the specimens without damaging them in order to aid in identification.
2. Kill large, hard-bodied insects in the freezer for 24 hours.
3. Allow previously frozen specimens to thaw and air dry briefly to avoid condensation.
4. Place very small or soft-bodied insects directly into a leak-proof container of preservative (rubbing alcohol or vinegar). Aphids, caterpillars, maggots, grubs, spiders, ticks, mites, lice, fleas, centipedes and millipedes require preservative. When in doubt, place it in the liquid.
5. Carefully wrap the dead, dry insect in tissue paper and ship in a crush-proof container. Insects in preservative should also be shipped in crush-proof containers.

DO NOT:

1. Mail live insects.
2. Mail sticky traps.
3. Send dry samples in cotton as legs and other appendages will get tangled and break.
4. Mail specimens taped to index cards or loose in envelopes. These arrive crushed.
5. Mail insects that have been smashed or stepped on.
6. Mail insects in plain water. These specimens will rot.

MEDICAL SAMPLES: All human ectoparasites should be submitted by qualified personnel such as extension agents, pest control professionals or medical workers to ensure that the parasite has been properly packed and preserved.

WHAT TO EXPECT: Responses will be transmitted using the provided contact information. **One to five business days** may be required to make an identification once the specimen is delivered to the diagnostics lab. Depending on time of the year and complexity of the problem, more time may be needed.

CONTROL RECOMMENDATIONS: When control measures are requested along with identification, our specialists will refer the client to an appropriate K-State Research and Extension publication where solutions to many common problems can be found. If there is not a publication that addresses the problem, the specialists may be able to suggest a non-chemical or cultural control method. For liability reasons, we are unable to provide chemical control recommendations not listed in a K-State publication. Publications, newsletters and insect images are available on the Department of Entomology Web site at www.entomology.k-state.edu/extension.

COUNTY _____

K-STATE INSECT DIAGNOSTIC LAB

LAB NO. _____

COLLECTION DATE _____

DEPARTMENT OF ENTOMOLOGY
KANSAS STATE UNIVERSITY 123
WATERS HALL – 1603 OLD CLAFLIN
PL. MANHATTAN, KS, 66506-4027

LAB USE ONLY

RECEIVED _____

CONDITION ON ARRIVAL

EXCELLENT _____ FAIR _____

GOOD _____ POOR _____

SUBMITTED BY _____

SUBMITTED FOR _____

(AGENT'S NAME SUFFICIENT) _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

CITY, STATE, ZIP _____

PHONE # _____

PHONE # _____

E-MAIL _____

E-MAIL _____

SAMPLE FROM: FARMER HOMEOWNER PEST CONTROL SERVICE
 CONSULTANT/AG BUSINESS COMMERCIAL HORTICULTURE GOVERNMENT ENTITY

HOST: PLANT ANIMAL NONE SPECIFY HOST SPECIES IF KNOWN _____

LOCATION ON HOST OR PLANT PART(S) AFFECTED: _____

IF PLANT, LOCATION: FIELD ORCHARD GREENHOUSE LANDSCAPE LAWN/GARDEN

PLANTING DATE OR PLANT AGE: _____

INFESTATION: ONE SEVERAL SEVERE % OF PLANTING AFFECTED: _____

PESTICIDES USED? (WHAT/WHEN): _____

SYMPTOMS

PLANT: WOOD-BORING STIPPLING/SPECKLING CHEWED STUNTED

PROBLEMS GALLS YELLOWING SKELETONIZED LEAVES DIEBACK WEBBING

BROWING/SCORCHED DISTORTED/CURLED

NON-PLANT: NUISANCE INFESTING FOOD/FEED FOUND ON FURNITURE/BED

PROBLEMS BITING/STINGING DAMAGING WOOD CLOTHING/WOOL DAMAGE

BLOOD SUCKING STRUCTURAL DAMAGE

REQUESTED INFO IDENTIFICATION LIFE CYCLE/HABITS IF IT CAUSES DAMAGE

CONTROL MEASURES OTHER

ADDITIONAL COMMENTS: