

Horticulture Diagnostic Laboratory



Cornell University
Cooperative Extension
of Suffolk County
www.ccesuffolk.org

Extension Education Center
423 Griffing Ave, Ste 100
Riverhead, NY 11901-3071
631-727-4126

Bayard Cutting Arboretum
Montauk Hwy
Great River, NY 11739
631-581-4223



Insect Identification - Submission Form

Fee: \$8.00 per specimen

Make checks payable to *Cornell Cooperative Extension—Suffolk County*

Name _____

Address _____

City _____ State _____ Zip _____

Date _____

Phone (____) _____

Send report via email (***Print Legibly***)

Office Use Only

of Samples _____

Amount Paid _____

CCE Staff _____

Are you submitting the insect for: Identification only Identification and control **Life stage submitted:** Egg Larva/immature Adult Unsure

Insects Found Indoors (*Check*)

Found in wood	Found on clothing	Found on furniture	Found on carpeting	Found on hard floor	Found in stored food	Found near sink or drain	Found on wall/ceiling	Found near windows	Found near plants	Found in beds, bed frames	Other (explain below)

Other and/or further description of problem: _____

Insects Found Outdoors (*Check*)

Found in wood	Found in lawn	Found on tree/shrub	Found on flowers	Found on vegetables	Found on fruit	Found on exterior surface of structure	Found on soil near structure	Found on exterior window surface	Other (explain below)

Other and/or further description of insect problem: _____

Do the insects (*Check*)

Sting	Bite

If indoors, where? (*Check*)

Kitchen	Bathroom	Bedroom	Other (describe)

How many insects were found?

Please use this space to give more details regarding this insect and its habits:

How To Select and Submit Insect Specimens for Identification

1. Identification of insect specimens can not be completed while you wait—reports are sent out by mail or via email.

2. Collecting insect specimens:

- It is helpful to collect as many specimens as possible. Single specimens may be damaged which makes identification difficult or sometimes not possible. Multiple specimens of the same insect are considered one specimen and require the single specimen fee. If you only have one specimen do not hesitate to send it.
- Try to place insect specimens in unbreakable containers. Plastic zip-lock bags and paper envelopes will also work if shipped in crush proof boxes or mailers.
- Soft bodied insects should be placed in an unbreakable, leak proof container. You can add a small amount of rubbing alcohol to the container.
- Please **DO NOT PLACE INSECTS ON TAPE**. It is very difficult to remove insects from tape making identification not possible.
- If the insect is found on a plant—you should note the plant name and any damage occurring. Submitting such plant material is helpful.
- If the insects are found in wood, leave them in the wood and submit the piece of wood containing the insects.
- Obtain the specimen(s) if possible just prior to shipping to or dropping off at one of the Labs to ensure the sample is fresh.

3. Packing/Shipping

- Insect specimens must be sent in crush proof containers. Specimens sent in envelopes used to mail normal letters usually arrive in poor condition and identification is often not possible. This would require you to submit more specimens.
- Select a strong container, such as a corrugated box, that will not crush in transit. Depending on the specimens sent a padded type envelope will also work.
- Use a layer of appropriate packing material (i.e. Styrofoam, crushed paper, packing peanuts, etc.) on the bottom of the box. Place the container containing the insects on top of this material and then fill in the space above the sample with more packing material to prevent the samples from moving during transit.
- Mail specimens early in the week.
- Include this completed data form with your sample.

4. Payment/Mailing Address

- The fee for identification is \$8.00 per different type of insect specimen. Payment is due when dropping off samples or should be included with samples that are shipped.
- You may bring your insect specimen to one of the Labs listed on the front page or mail to Riverhead only. Both Labs have “drop off” boxes for after hour, weekend or holiday drop off. The drop off box at the Riverhead office is located at the rear door entrance.