



**Fee: \$12.00 per specimen**

## Tick Identification - Submission Form

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

**Check here if you want to be added to our mailing list.**

### A. SEND THE REPORT TO (below):

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Send report via email (*Print Legibly*)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Refer to the instructions for submitting tick specimens on the back of this sheet. **Ticks are identified only—they are not tested for diseases.**

1) Discard the tick specimen? YES NO      2) Send the tick back with the report. YES NO      3) I will pick the tick up. YES NO

### B. For Ticks Collected From Humans:

Date Specimen Collected/Removed: \_\_\_\_\_

Was the tick collected/removed from a human? YES NO      SEX: M F      Age: \_\_\_\_\_      Phone (\_\_\_\_) \_\_\_\_\_

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### B. For Ticks Collected From Animals:

Date Specimen Collected/Removed: \_\_\_\_\_

Was the tick collected/removed from an animal? YES NO      Dog Cat Other: \_\_\_\_\_

Owners Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### D: Recent Travel History:

Has the person/animal traveled off of Long Island within the last month: YES (describe) \_\_\_\_\_ NO (Local/Suffolk Co. only)

Office Use Only

# of Samples \_\_\_\_\_

Amount Paid \_\_\_\_\_

CCE Staff \_\_\_\_\_

# How To Select and Submit Tick Specimens for Identification

## 1. Identification of tick specimens can not be completed while you wait. Specimens may be dropped off or mailed.

- A) Tick specimens are **identified only!** Specimens **are not tested** for disease organisms!
- B) If circumstances allow our goal is to attempt to call you at the end of the day regarding the identification of the tick.
- C) A report will be sent to you in the mail or you can request that the report be sent to a valid, clearly printed email address. The report will be mailed to you if you are requesting that the tick specimen be returned to you.

## 2. Collecting tick specimens:

- After removing/collecting the tick specimen(s) place the tick in a small, unbreakable, leak proof container. They may be placed in a small amount of rubbing alcohol. If you do not have a container put the tick specimen(s) in a plastic zip-lock bag or paper envelope.
- **Do Not** place tick specimens on cellophane (or other type) tape. Removing ticks from tape is difficult and this could result in not being able to make an exact identification of the tick.
- Please fill out the data form on the other side of this sheet and submit the specimen(s) and this information together. If you are submitting ticks removed/collected from more than one person or animal and/or you want us to refer to each specimen with its own specific identification you must place each specimen in its own separate vial, container, etc. Be sure to mark the exterior of the vial or container with its own unique identification (i.e. 1, 2, ... or A, B, ..., a persons name, etc.).
- A separate data form must be used for ticks removed from different persons and/or animals.

## 3. Packing/Shipping

- Tick 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 may also work. *All containers containing rubbing alcohol must be placed in securely closed, leak proof plastic bags.*
- Use a layer of appropriate packing material (i.e. crushed paper, packing peanuts, etc.) on the bottom of the box. Place the container containing the ticks 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.
- Include the completed data form with your sample.

## 4. Payment/Mailing Address

- The fee for tick identification is \$12.00 per tick specimen. Payment is due when dropping off specimens or should be included with specimens which are shipped. You may bring or your tick 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, located at the front door of each location.