INSTRUCTIONS FOR COLLECTING, PREPARING AND SHIPPING SPECIMENS FOR IDENTIFICATION

To facilitate identification and provide material of good quality for voucher and reference purposes, it is necessary to follow a few simple rules in the process of sending material for identification:

1. Collect a reasonable number of specimens, at least 8-10 if possible. Attempt to collect representatives of all developmental stages when these are available. In social insects, such as ants, it will probably be necessary to collect more specimens to insure that representatives of the various cates, forms, etc., are present in the sample.

2. Provide adequate data on each sample submitted. Include state, county and distance and direction from the nearest town with a post office. Additional data on the location of the farm, dwelling, etc., may be useful for the records. Include the date when the specimen was collected and name of collector. Host and habitat data are especially valuable. If host is other than a crop, please send both common and scientific name of host, if known.

3. Each sample should have the sender's personal reference number appended to the sample or included in the vial with the specimens. To reduce the possibility of getting samples confused, also place a label with the specimens giving locality, date, collector and host. Write such labels with a soft lead pencil or with waterproof ink. A suggested way of establishing your own numbering system is to use your initials followed by the last two digits of the year and the sequential number of the specimens in relation to the previous samples sent that year, for example: FCS 86-32. Samples from different localities/hosts or thought to represent different species should each have its own number.

4. Include any remarks you have on the abundance and extent and type of dabage associated with the insects being submitted. This information will help us maintain useful records and often facilitates accurate identification. There is also a section on the form where you can request the information you would like to have regarding the specimens. We can often provide a brief account of the biology and distribution, as well as references to additional information.

5. Many specimens may be preserved in 70-80% ethyl alcohol or rubbing alcohol. Lepidopterous larvae should be killed in boiling water or KAAD before preserving in alcohol. Coleoptera(beetles), ants and all soft bodied insects, including immatures, may be preserved and sent in alcohol. Scale insects shoud be sent dry on their hosts. Wrap these in tissue paper and mail in a box or mailing tube. Bees, wasps, Hemiptera (true bugs, stink bugs, tarnished plant bugs), many Homoptera (cicada, hoppers), flies and adult Lepidoptera (butterflies and moths) should be mailed dry - either pinned or placed between layers of soft tissue paper and mailed in boxes or mailing tubes properly protected against breakage. Do not send any insect or plant material in plastic bags. Plant material should be wrapped in moist paper toweling.

6. Include a separate form for each sample. Send to:
   Extension Entomology
   Department of Entomology
   Room 412 Heep Center
   Texas A&M University
   College Station, TX 77843-2475

INSECT (OR DAMAGE) IDENTIFICATION FORM

REFER TO INSTRUCTIONS ON BACK FOR COLLECTION, PREPARATION AND SHIPMENT OF MATERIAL FOR IDENTIFICATION.

RETURN TO:
Extension Entomology
Texas A&M University

Room 412 Heep Center
College Station, TX 77843-2475

MATERIAL SENT BY:

Name:_____

Business:_____

Address:_____

City:_____

State:_____Zip:_____

Date:_____

Phone: ( )_____

E-Mail:_____

Sample Number:_____

INFORMATION ON SPECIMENS:
Locality:_____(city)

_____(county)

Date Collected:_____

Collector:_____

Host or habitat:

____Feeding on plant
Kind_____
Part_____

____Feeding on animal
Kind_____

____Found in structure
Where_____

____Other_____

DEGREE OF INFESTATION:
____Light ____Moderate
____Heavy ____Unknown

DISTRIBUTION OF INFESTATION:
____Local ____Widespread
____Unknown

PLEASE NOTE: Specimens will be identified to a level that is required for management.

FOR OFFICE USE ONLY

Common Name Order Family Genus Species

Name of Insect:_____

Remarks on Biology, Distribution or
Control_____

_____

_____

_____

Disposition of specimens:_____

Identifier_____ Date:_____

Extension Entomologist Responding:_____ Date:_____