



## INSTRUCTIONS For Submittal of Specimens

The **\$5.00 fee (per species)** and submission form must accompany the specimens or damaged material to be identified.

**Do not** send to the Plant Disease Diagnostic Laboratory or use their form for arthropods or their damage.

Dried insects are quite fragile and are easily broken, delaying or preventing accurate identification. Accurate identification is easiest when specimens are in good condition. **Do not use adhesives such as tape.** Dried specimens should be placed in a small box or other container, and loosely packed with facial tissue or cotton. If the container has crush-proof sides, it may be mailed in a manila or padded envelope. A plastic bag or non-rigid container should be placed in a larger box or padded envelope and surrounded by packing material. Specimens sent in envelopes not so protected will be damaged by automatic mail sorting and canceling machines.

Soft-bodied specimens, such as larvae should be placed in a fluid such as rubbing alcohol *diluted* 50% with water, and placed in a tightly sealed container that will not leak. **Do not put soft-bodied specimens in water.** Specimens may be sent loosely surrounded by alcohol-soaked facial tissue or cotton in a tightly-tied plastic bag or a vial with a tight lid taped shut to prevent leakage. The bag or vial should be packed in a larger box, with the specimen container surrounded by packing material.

**Please make checks payable to: *University of New Hampshire (UNH).***