

Accession No.

Entered into computer

**\$5.00 Service Fee (per specimen)**

Fee Paid by:  Check # \_\_\_\_\_  Cash

**INSECT IDENTIFICATION CENTER**

University of New Hampshire  
G28 Spaulding Hall  
38 Academic Way  
Durham, NH 03824-3544  
Phone: 603-862-3200

**TO BE FILLED OUT BY SUBMITTER**

Collector:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Collection: \_\_\_\_\_

Brief description of problem: \_\_\_\_\_

\_\_\_\_\_

Where Collected:

State \_\_\_\_\_

County \_\_\_\_\_

Town \_\_\_\_\_

Host/Site \_\_\_\_\_

**TO BE COMPLETED BY CENTER PERSONNEL**

COLSA BSC: IDB027 UBZ00L 560Z00

Source:

- Homeowner
- Ext. Educator/Forester
- Grower/PCO
- Other \_\_\_\_\_

- Clinic
- Mail
- Digital

- Walk-in
- Pick-up

Sample Stage and/or condition

- Eggs
- Immature
- Damaged material
- Adult
- Other
- Pupa

Date In: \_\_\_\_\_

Collection Used

Date Out: \_\_\_\_\_

Family: \_\_\_\_\_

Identification: \_\_\_\_\_

Identifier: \_\_\_\_\_

Time Expended: \_\_\_\_\_

EPA Code: \_\_\_\_\_

Comments and/or Recommendations:



(See Back for Submission Instructions.)

## INSTRUCTIONS For Submittal of Specimens

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

There are between 10 and 20 thousand species of insects in New Hampshire, so identifying an insect, spider or tick is often the crucial first step towards solving a problem.

Accurate identification of an insect is easiest when the specimens are in good condition. Dried insects are quite fragile and are easily broken. This can delay or prevent accurate identification. To submit dead/ and or dried specimens to the Insect Identification Service, place them in a small box or other container, and pack loosely with facial tissue or cotton. They can also be placed in a zip-lock bag prior to placing them in the box.

*Do not* use adhesives such as tape to capture or submit your specimen. It is difficult to make an identification, even with a microscope, through tape.

If the box or container has crush-proof sides, it may be mailed in a padded envelope, or placed into a larger box.

Specimens sent in envelopes not protected will be damaged by automatic mail sorting and canceling machines thus making them unidentifiable.

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.***

Soft-bodied 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.

The better the condition the insect arrives in, the more accurate the identification will be. If mailing or submitting a live insect, insure that escape is not possible. Containers with secure tops are recommended. A completely closed zip-lock bag is also suitable.

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