

HOW TO SUBMIT INSECT SPECIMENS FOR IDENTIFICATION

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1. Please send a completed "***Request for Insect Identification***" form (see attached copy) OR a similar form that you already have developed for local Master Gardener or other pest diagnostic service programs. Keep a copy for your own files.

You can download the Request form as a Word file at the **UI-Extension Administration Web Page**, <http://www.extension.uidaho.edu/admin/index.asp> Scroll down and click on *Request for Insect Identification*.

The information on the front of the *Request for Insect Identification* will speed our work and increase our confidence in the diagnosis; the information on the back of the form simply is for our mutual internal tracking.

2. Send **dead** specimens, packed so they arrive in sound condition; we cannot identify moldy, crushed insects.

Prepare your specimens as follows:

ALL INSECTS EXCEPT BUTTERFLIES & MOTHS

Place in a vial or other tightly-capped container filled with rubbing (isopropyl) alcohol or ethanol (grain alcohol such as vodka);

DO NOT send specimens in water (your specimen will decay in transit) or in formaldehyde or any other preservatives except alcohol;

BUTTERFLIES & MOTHS

(and alternatively, large beetles, bees & wasps, flies, other **hard-bodied insects**)

Submit as dead, dry specimens inside crush-proof containers;

Gently rest the specimen on Kleenex; loose specimens break in transit. Do not use cotton because insects stick to the fibers and cannot be removed without breakage; likewise, do not tape specimens to sheets of paper.

3. Never send living insects

Kill insects by placing overnight in a freezer inside a zip-lock bag

OR kill via fumigation with ethyl acetate

NOTE: ethyl acetate is an ingredient in some fingernail polish removers, check labels for local products. A few drops on a crumpled-up paper towel inside a tightly lidded glass jar should kill most insects within 15 minutes. Recharge the jar as needed. DO NOT use plastic containers because the ethyl acetate can dissolve plastic; avoid letting the insect directly contact the ethyl acetate (add another dry paper towel inside the jar) because it often discolors the specimen.

PLANT SPECIMENS or other commodities showing damage symptoms

Place between several sheets of paper toweling (to absorb moisture) inside a zip-lock bag or other suitable container; it is usually best to also include suspect insect specimens with plants because damage alone may not be diagnostic for a specific insect.

WHEN POSSIBLE, ALWAYS SEND MORE THAN ONE INSECT/PLANT SPECIMEN

INSECT IDENTIFICATION

For Office Use Only:
Reference Number: 20__ - _____
Report Taken By: _____
Date: _____
Sample Taken: (Y/N) _____

CLIENT INFORMATION

Today's Date: _____

Name: _____

Physical Address: _____

Phone: _____

Mailing Address: _____

Fax #: _____

City: _____

Email: _____

State / Zip Code: _____

PROBLEM DESCRIPTION:
Tell us as much as you can about the problem so that we can make the best diagnosis

1. **Where** did you find the insect? (e.g. yard & garden, commercial crop, inside home, # of trees, # of acres)
2. **When** (month/day/year) did you collect the specimen(s)? _____
3. About **how many** insects were there? _____
4. **Describe** the damage they are causing:

For insect problems on plants, please include the following information

Name of plant: _____

Part of plant injured: _____

Number of plants injured: _____ Age of plants: _____

5. Have you had this problem before? Yes No
6. If YES, when did you first notice the problem? _____
7. Name any **insecticide** or **pesticide** products you have applied for this problem:
8. Specific **site-location** where pest was found (eg. 6 mile NE of St. Maries, Benewah County)

DIAGNOSIS & CONTROL ADVICE (FOR USE BY University of Idaho personnel)

Specimen forwarded on _____ to _____

Date

UI Specialist

UI County Extension contact person for diagnosis/recommendation –return completed form to:

Gail Silkwood University of Idaho/Benewah County Extension, 701 W. College Avenue, Ste. LL2, St. Maries, Idaho 83861

UI Faculty/staff name

address (Benewah County)

Insect Identification:

Recommended control measure:

Additional biological information or advice:

Determined by: _____

Date: _____

UI specimen identification #

References used:

- | | | |
|---|--------|-----|
| Insect Computer Program | page # | ___ |
| PNW Insect Handbook 2013 | | ___ |
| Garden Insects of North America | | ___ |
| Simon and Schuster's Guide to Insects | | ___ |
| Field Guide to Insects | | ___ |
| How to Know the Insects | | ___ |
| Rodale's Color Handbook of Garden Insects | | ___ |
| Spiders Notebook | | ___ |
| Smithsonian Handbook of Insects | | ___ |
| Natural Insect & Disease Control | | ___ |
| Insects that Feed on Trees and Shrubs | | ___ |

Other references:

CLIENT CONTACT INFORMATION

Client contacted by: _____

recommendation delivered via

_____ initial contact date

in person _____

_____ follow-up contact date

telephone _____

_____ final recommendation date

mail _____

fax _____

email _____