

**This form is not intended for use with suspected insect pest problems of plants. Please use the Turfgrass, Landscape, or Commercial Growers form.**

Date Collected

Sample ID

**Location (check all that apply)**

Lawn / Landscape

Soil

Cropland

Greenhouse

Nursery

Orchard

Sports turf

Vineyard

Warehouse

Home exterior Please explain:

Home interior Please explain:

Other Please explain:

Degree of infestation (approximate # found)

Comments/Other

Do you need other information or management recommendations for this problem?  Yes  No

Please explain:

Company  First Name\*  Last Name\*

Address\*

City\*  State\*  Zip Code\*  County

Office #  Cell #  Fax #

Email\*  (\*Required)

**This form must be submitted along with each sample.**

**Do not email the form to us. Diagnostic photos may be emailed to [RUTGERSPDL@NJAES.RUTGERS.EDU](mailto:RUTGERSPDL@NJAES.RUTGERS.EDU). Photos are helpful but must be accompanied by a physical sample to receive a diagnosis.**

Completed diagnostic reports, including management recommendations, will be emailed from [rutgerspdl@njaes.rutgers.edu](mailto:rutgerspdl@njaes.rutgers.edu) in a timely manner. Please ensure that email from this address is not marked by your server as spam.

**Be sure to use next day shipping for timely delivery of fresh samples.**

**SHIPPING ADDRESS:**

Rutgers Plant Diagnostic Laboratory  
Ralph Geiger Turfgrass Education Center  
20 Indyk-Engel Way  
New Brunswick, NJ 08901

Office Use Only
Lab # _____
Date _____
Received By _____
Check Number _____
Amount _____

**Method of Payment**

- Bill Me (Commercial Clients Only)
- Cash
- Check or Money Order (To Rutgers University)



**SECURITY NOTE:**  
Do not email your credit card information.

Signature (required for credit card payment) \_\_\_\_\_

CVC \_\_\_\_\_ Zip Code \_\_\_\_\_  
(security code)

Expiration Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

Credit Card # \_\_\_\_\_

**HOW TO SELECT AND SEND INSECT AND TICK SPECIMENS  
TO THE RUTGERS PLANT DIAGNOSTIC LABORATORY.**

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**I. SAMPLING:**

- a) Most insects and similar animals submitted for identification should be placed in leak-proof vials containing  $\geq 70\%$  rubbing/isopropyl alcohol or ethanol. Soft-bodied insects should be submitted in alcohol. Collecting can be done with tweezers or a small paint brush.
- b) Sending multiple specimens (within reason) is optimal for getting an accurate diagnosis.
- c) If specimens are collected on tape they can be submitted, but this is not the preferred method of submission.
- d) For mites, scales, aphids, thrips, caterpillars, or other insects on plants, send the living insects on the affected plant part. Handle as a normal plant sample and submit with the appropriate form (ie., Turfgrass, Landscape, or Commercial Growers).
- e) Send butterflies and moths in crush-proof containers or carefully folded in paper.
- f) Send living grubs in soil (1 pint). Enclose any damaged plant tissue. Handle as a normal plant sample and submit with the appropriate Turfgrass, Landscape, or Commercial Growers form.
- g) For nematodes, follow the instructions on and submit your sample with the Nematode Soil Assay sample submission form.
- h) For all samples, complete and include the sample submission form. Include address, date, location, and circumstances of collection.

**II. PACKING/SHIPPING:**

- a) Select a strong container, such as a corrugated box or mailing tube, that will not crush in transit. Secure the vial or bag inside the outer shipping container from tumbling around in transit.
- b) Mail samples early in the week. Samples mailed on Thursday or Friday generally remain in transit over the weekend where high temperatures can stimulate decay.
- c) Complete and enclose this sample submission form and the **appropriate payment (see below) for each sample to be analyzed.** Make checks or money orders payable to **Rutgers, The State University of New Jersey.** See reverse for credit card payment. (Fees are subject to change.)

**III. PAYMENT: All fees are per sample.** In-state microscope identification.....\$50  
Out-of-state microscope identification.....\$100

**IV. SHIPPING ADDRESS: Please use next day shipping for timely delivery of fresh samples.**

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New Brunswick, NJ 08901**