



Mailing Instructions for Domestic Samples

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Domestic Diagnostic Coordinator

USDA APHIS – Plant Protection & Quarantine National Identification Services

WHY FEDERAL COORDINATION?

Legal – To guarantee ID is “official;” i.e. one that can be used for new state or county record in federally-recognized database (NAPIS) and/or to authorize official action (i.e. expenditure of money) by the federal government.

Practical – States often without local identification resources.

HOW TO GET SOMETHING IDENTIFIED?

To start the process, contact the NIS Domestic Diagnostic Coordinator (DDC) at:

ppq.domestic.diagnostic.coordinator@aphis.usda.gov. The instructions he gives you for submitting specimens will vary depending on whether you are submitting a nematode, an insect or a mite, a mollusk, a suspect weed, or a disease. For insects, the instruction will also vary based on the type of insect. Instruction will also vary depending on whether our official confirmation is normally morphological or molecular.

WHO WILL MAKE THE ID AND HOW? (OR WHERE TO SEND THE SPECIMENS?)

Scale Insects, Psyllids, Thrips, and Mites (Morphological)

MAIL TO:

Communication & Taxonomic Services Unit, USDA-ARS-Systematic Entom. Lab Building 005, Room 137, BARC-West 10300 Baltimore Avenue Beltsville, MD 20705 (Use UPS or FedEx; NEVER USPS)

Gypsy Moth (Molecular)

MAIL TO:

CPHST Otis Laboratory Yunke Wu Molecular Diagnostics Group USDA, APHIS, PPQ 1398 West Truck Road Buzzards Bay, MA 02542

Other Insects (Morphological)

MAIL TO:

Location Leader URGENT National Museum of Natural History Systematic Entomology Lab, USDA c/o National Museum of Natural History NHB 168 10th & Constitution Ave., NW Washington, DC 20560

Select Other Insects (Molecular)

MAIL TO:

Dr. Norman Barr USDA-APHIS-PPQ, CPHST Moore Air Base Bldg., S-6414 22675 N. Moorefield Rd. Edinburg, TX 78541

Snails and Slugs (Morphological)

MAIL TO:

Dr. Francisco Borrero/Dr. David Robinson Malacology Identification Specialist URGENT USDA-APHIS-PPQ Academy of Natural Sciences 1900 Benjamin Franklin Parkway Philadelphia, PA 19103

Nematodes (Morphological)

MAIL TO:

Dr. Zafar Handoo URGENT USDA-ARS Nematology Laboratory Bldg. 010A, Room 111, BARC-West 10300 Baltimore Ave. Beltsville, MD 20705-2350

Weeds (Morphological)

MAIL TO:

Dr. David Bitzel/Dr. Mark Thurmond URGENT USDA-APHIS-PPQ-NIS Bldg. 308, Room 319, BARC-East 10300 Baltimore Ave. Beltsville, MD 20705

Fungi (Morphological and Molecular)

MAIL TO:

Dr. John McKemy/Dr. Megan Romberg/ Dr. Aaron Kennedy URGENT, USDA-APHIS-PPQ Bldg. 010A, Rm. 327, BARC-West 10300 Baltimore Ave. Beltsville, MD 20705-2350

Other Diseases (Molecular)

MAIL TO:

Sample Diagnostics URGENT USDA-APHIS-PPQ-CPHST B-580, BARC-East Powder Mill Road Beltsville, MD 20705-2350

WHAT TO SUBMIT

1. The Specimens/DNA extracts
2. Print-out of PPQ Form 391/IBP record (include with package and with email; do NOT send scanned 391s to SEL)
3. Email explaining what you are sending, with tracking #, to ppq.domestic.diagnostic.coordinator@aphis.usda.gov

SPECIAL EMAIL INSTRUCTIONS

For Insects/Mites to NIS/SEL

cc. mary.j.burns@aphis.usda.gov
michele.touchet@ars.usda.gov
andrew.carmichael@ars.usda.gov

For Gypsy Moth

cc. yunke.wu@aphis.usda.gov

For Select Other Insects (Molecular)

cc. norman.b.barr@aphis.usda.gov

For Snails & Slugs

cc. david.g.robinson@aphis.usda.gov
francisco.j.borrero@aphis.usda.gov

For Nematodes

cc. zafar.handoo@ars.usda.gov

For Weeds

cc. david.f.bitzel@aphis.usda.gov
mark.thurmond@aphis.usda.gov

SPECIAL EMAIL INSTRUCTIONS (CONT.)

For Fungi

cc. megan.k.romberg@aphis.usda.gov
john.mckemy@aphis.usda.gov
aaron.h.kennedy@aphis.usda.gov

For Molecular Diagnostics of Other Diseases

cc. aphis-ppqcphstbeltsvillesampledidiagnostic@we.aphis.gov

THE 391 AND/ OR IBP RECORD PPQ Form 391

1. For submissions to the SEL contact the DDC first, with a copy of the completed 391(s). Do NOT submit the specimens until you have received a PDF of the IBP record(s) back from the DDC, to include with them.

The IBP Record

1. An APHIS Agricultural Quarantine Activity System (AQAS) record
2. Digital
3. IBP=“Inland Beyond Port”
4. Data must be entered by PPQ
5. Required for Entomology/ Acarology submissions to SEL
6. SPRO can route through SPHD to get local Area Identifier or Pest Survey Specialist to create record from 391
7. If for SEL, “Priority” must be set to “Urgent” and “Forward to” to “SEL”

HOW WILL YOU BE NOTIFIED OF THE RESULTS?

The SPHD & SPRO of the state concerned will be notified by an email from PPQ Emergency & Domestic Program staff. The notification will include a PDF of the IBP record. Submitted insects and mites will usually be returned if requested. Do NOT contact the specialist or the SEL for information; contact the DDC instead.