

Domestic Sample Submission Instructions for Lepidoptera

The following recommendations and suggestions are to solve problems from samples received. Most of these notes are already available in the instructions on the national CAPS website on how to submit your samples. If you have a question contact Darrell Bays, Xanthe Shirley or Patrick Haslem, any time, but ideally before shipping your specimens, or even better, before your trapping season starts.

1. Prepare your moth specimens for shipping shortly after removing them from the traps.

- Don't pool the samples until the end of the trapping season and then send them all at once. These are early detection surveys.

2. Notify the domestic identifiers that a package is on its way.

- Notify the domestic identifiers by e-mail that you are sending a package with samples, indicating the survey (e.g. OWB, Tuta) and how many samples. Include a tracking number (UPS, FedEx) for the package.
- Xanthe's email is xanthe.a.shirley@usda.gov

3. Submit dead moths from bucket traps in manila or paper envelopes.

- The paper will help dry out the specimens and will prevent additional decay. Rotten specimens are difficult or impossible to process.
- If any moth is or may be alive, store the sample in the freezer overnight before shipping.

4. Label the envelopes.

- Write a code on the envelopes so that if they become separated from their report forms they can be matched.
- Attach the envelopes to the submission forms with paper clips instead of with staples, which cause delays.
- Simply fold and close the flap of the envelopes. Stapling, taping, or gluing to close the envelopes is not needed and only delays processing. The moths don't fall out.

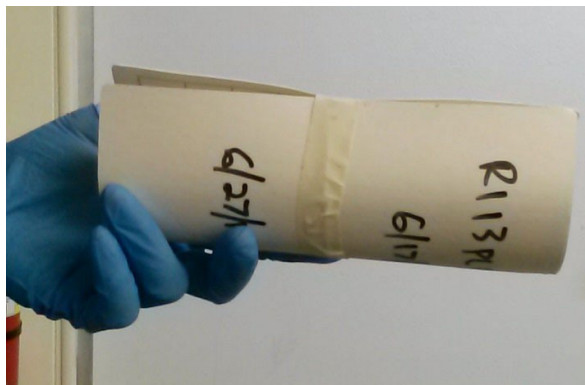


5. Sort and screen your samples.

- Remove spiders, flies, beetles, seeds, and lizards (etc.) from the samples, submitting only moths.
- Send in only moths that appear close to the targets by size and by color, but if in doubt, send others as well.
- Most non-target moths will not be identified to species and will be reported simply as “target not found”. For identification of the by-catch use your state resources (museums, universities); so, indicate ahead of time if the by-catch specimens should be returned instead of discarded.

6. Gently roll the sticky cards if moths were collected on glue traps.

- Only partially roll the sticky cards, not overlapping edges, to prevent destruction of moths on the edges.
- Hold the roll (across, perpendicular to the card middle crease) using a rubber band (size 2 or softer), string, tape, clamp, or a plastic bag instead of strong rubber bands.
- Keep the sticky cards in plastic bags to prevent the glue from being spread inside the shipping box and to the submission forms.



7. Contact information and shipping addresses.

- Darrell Bays: darrell.a.bays@usda.gov
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- Patrick Haslem: PPQ.Domestic.Diagnostic.Coordinator@usda.gov

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