

Instructions for Submitting Large Numbers of Samples to PPQ Domestic Identifiers

When the number of samples to be submitted to a Domestic Identifier is large (i.e. more than 20), instead of filling out a PPQ 391 for each sample, senders can opt to share their collection data with the Domestic Identifier by email in the form of an attached Excel file. The file can then be used by the Domestic Identifier to enter the results and comments, and the file will be emailed back to the sender upon completion of sample processing.

An Excel spreadsheet template that includes the minimal information needed to submit to the Domestic Identifier is attached. The sender should enter their data only in the columns marked by green-shaded headings. The sender may use their own spreadsheet, but the minimal information listed in the template must be included.

Samples should be sorted (debris and non-target insect orders removed) prior to submission. Consult the [Sample Submission](#) guidelines. Senders are encouraged to submit all their samples screened, sending primarily specimens that are similar to the survey targets. Consult the [Screening Aids](#) on the CAPS website for screening aids for particular groups. However, when in doubt, forward any suspect specimens onward to the Domestic Identifier.

To be filled out by the sender:

Collection number: Sample ID number, generated by the sample sender. The sender may use their own numbering convention or use the following example by beginning the number with the year, followed by the collector's initials, and then the collector's number.

Example: In 2025, Brian K. Long collected his first specimen of the year for determination. His first collection number is 25-BLK-001.

Collector: Name of the individual who collected the sample (first and last name).

Date Collected: The date the sample was collected (mm/dd/yyyy).

State: The state where the sample was collected.

County: The county where the sample was collected.

Survey Name: The type of survey conducted (e.g., EWB/BB, Cotton, Solanaceous, etc.).

Target: Target that was being surveyed for.

Trap Type: Trap that was used to collect specimen.

Total: The approximate number of specimens in the submitted sample.

To be filled out by the Domestic Identifier:

Date Received: The date that the Domestic Identifier received the samples.

Target found: Yes or No. Indicates whether or not the target was found in the sample.

Identification notes: This is a column for the Domestic Identifier to communicate back to the sender. This could include information on non-targets, sample quality, or suggestions on submission protocol for future samples. If the Domestic Identifier requires more information about a sample, the Domestic Identifier will contact the sender and request a PPQ 391 Form. That form, or the information needed for that form, can be sent by email by the sender.

This aid was originally prepared by Julieta Brambila (USDA-APHIS-PPQ), Xanthe Shirley (USDA-APHIS-PPQ), and Lisa Jackson (USDA-APHIS-PPQ) on October 9, 2018, and reviewed July 30, 2025.