

**Plant Health & Environment Laboratory Submission Form****ACTIVITY:** ☐ GENERAL SURVEILLANCE ☐ POST BORDER ☐ RESPONSE and INVESTIGATION☐ OTHER ACTIVITY – _____**Name and address for final reply:**

Email: _____**Phone:** () _____**Specimen Collection Date:** _____**Collector's Name & Address if Different:**

Email: _____**Phone:** () _____**Incursion Investigation contact, case number & name:****Investigation & Response phase:** ☐ Investigation ☐ Delimiting Survey☐ Response ☐ Ongoing Monitoring**Location (Crosby code):** _____**Type of Property** (e.g. glasshouse, home garden, TF): _____

Country of Origin (if Post Border): _____**Site Owner/Contact:** _____**Site Address:** _____

GIS Coordinates: _____**TYPE OF SUSPECTED ORGANISM:**☐ **Insect – Type:** _____Life stage: ☐ Egg ☐ Larva ☐ Pupa ☐ AdultLife state when found: ☐ Alive ☐ Dead ☐ Unknown☐ Bacteria ☐ Fungus ☐ Nematode ☐ Virus☐ Plant ☐ Seed☐ Other: _____**HOST IT WAS FOUND ON:****Inanimate** (container, pallets, etc): _____**Scientific Name:** _____**Cultivar:** _____**Common Name:** _____**Type of Damage/Symptoms:** _____**Number of specimens or affected plants found:**

Submitter Reference / Comments :**– LABORATORY USE ONLY –****Testing Discipline(s):** ☐ Ento. ☐ Myco. ☐ Bact. ☐ Viro. ☐ Nem. ☐ Bot. ☐ Other (specify): _____**Comments:****Please note:** this form is not to be used as a reply letter to the general public

Dispatch and Packaging Instructions for Suspected New Pest or Disease

*Note: The following instructions are intended for submissions from members of the public and do not override MPI process procedures. To speed possible eradication measures, please submit fruit fly **immediately** and other samples on the day of collection. MPI has a responsibility to report new records within **3 working days**. Replies will contain the identification and significance, control advice is not provided. Please send perishable material by courier. Use free post number for non-perishable material.*

Suspected Fruit Fly (General Surveillance): please call PHEL (see *below) to advise arrival details. Package as follows:

Maggots in fruit:

- Do not disturb larvae;
- Wrap entire fruit/vegetable in dry paper towel (to absorb excess juices);
- Seal into a plastic bag, inside another sealed bag and place in transport bag/box with sample form.

Adult flies:

Dead: place in unbreakable container (e.g., film canister, jar lid covered with card and glad wrap, plastic pill vial) inside a plastic bag and place in transport bag/box with sample form.

Live: place in freezer for at least 2 hours, then quickly transfer to an unbreakable container (e.g., film canister, plastic pill vial), tape closed and put inside a plastic bag and place in transport bag/box with sample form.

Other Samples:

Suspected Insects:

- Place in unbreakable containers (e.g., film canister, jar lid covered with card and glad wrap, plastic pill vial) and tape closed;
- Place in transport bag/box with sample form.

Suspected Insect Damage:

- Seal plants/plant parts in a plastic bag with dampened paper towel;
- Seal inside a second plastic bag and place in transport bag/box with sample form.

Suspected Disease/Nematode on Whole Plants or Plant Parts other than Roots:

- Place affected whole plants or foliage in an unsealed plastic bag with dampened paper and affected fruit in vials;
- Place in transport bag/box with sample form.

Suspected Disease/Nematode on Roots or Soil:

- Send as much of the root as possible, preferably tying plastic bag around roots and stem base of plant;
- Send up to 1 litre of soil from around the affected plant, in a sealed plastic bag;
- Include some foliage in an unsealed bag;
- Place in transport bag/box with sample form.

Suspected Virus:

- Send as much of the plant as possible and include a sample of the youngest shoots/growing tips;
- Wrap material in moist paper and place in an unsealed plastic bag in transport bag/box with sample form;
- Refrigerate sample (do not freeze).

	North Island	South Island
Courier:	MPI Plant Health & Environment Laboratory 231 Morrin Road St. Johns AUCKLAND	MPI Plant Health & Environment Laboratory 14 Sir William Pickering Drive Burnside CHRISTCHURCH
Postal:	add 'Free Post 120201' in front of either address: PO Box 2095 AUCKLAND 1140	Private Bag 4765 CHRISTCHURCH 8544
Phone:	Free phone number for either address: 0800 008 333	
Fax:	09 909 5739	