SUBMITTING SPECIMENS FOR IDENTIFICATION

The Standard Form 65-020, "Pest and Damage Record," (see page xx) must be completed and a copy must accompany all specimens submitted for identification. However, prior to submitting the specimen, the electronic version of the form 65-020 (e-PDR) must be completed. The website for the e-PDR is http://phpps.cdfa.ca.gov. Persons submitting this form will need a username and a password. Double check for accuracy the address number, street name and city when a "find" is made. For trapped specimens, place the trap number in the "Entomology" area. For sticky-type traps the entire trap, the sticky portion only, or a cut-out from the trap are all acceptable means of submitting specimens for identification. Consult your supervisor. In any case, care should be taken not to damage the specimen. The entire trap or insert need not be submitted for insects which are known sterile "plants." For specimens collected from a McPhail, or a dry trap, refer to specific instructions for the insect involved.

Immediately contact the district entomologist after trapping a suspect wild target insect. Suspect specimens should be sent to Sacramento by the quickest means possible. Non-priority samples (including QC "plants") should be sent under the following restrictions:

1. Vials containing 70% isopropyl alcohol, a flammable liquid, cannot be mailed via the United States Postal Service using air transportation.

2. Alcohol vials can be mailed First Class as long as the package is clearly marked above the address: "SURFACE MAIL ONLY."

A suggested method for folding a Jackson trap insert is depicted below (Figs. 1 and 2). Bend the long corners of the insert inward, fold the insert and use a rubber band to hold it closed. Check first to see that the specimen will not be damaged using this method (ChamP™ traps can be folded in a similar manner). Put the insert in a plastic bag before sealing in a box for mailing. Alternate methods for submitting the insert may be necessary, depending upon the location of the specimen on the insert.

REMEMBER! INCORRECT DATA FOR SUBMITTED SPECIMENS IS INEXCUSABLE.
NEVER SUBMIT A LIVE INSECT SPECIMEN.

FIGURE 1

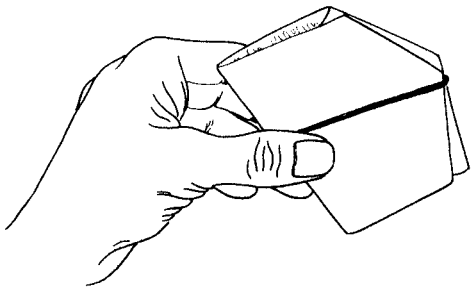


FIGURE 2.

CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
Karen Ross, Secretary

DATE: August 5, 2011

TO: All County Agricultural Commissioners

FROM: Plant Health and Pest Prevention Services

SUBJECT: **PEST EXCLUSION ADVISORY NO. 25-2011**
Updated Pest and Damage Record (PDR) Field Data Collection Form 65-020

In order to provide improved service at a reduced cost, the field data collection process for the submission of PDR samples is being revised. The new process for submission will utilize a blank form and uniquely numbered pre-printed stickers. The new process will save approximately $0.23 per PDR for an average annual savings of $10,000. CDFA will no longer supply PDR pads for field data collection once the current supply is exhausted.

The PDR stickers will contain preprinted numbers along with a bar code. The PDR numbering formula will allow for more detailed location information (i.e. field offices).

To request stickers, please send an e-mail to pdrstickers@cdfa.ca.gov. Please see attached instructions for ordering and using the new PDR form and PDR stickers.

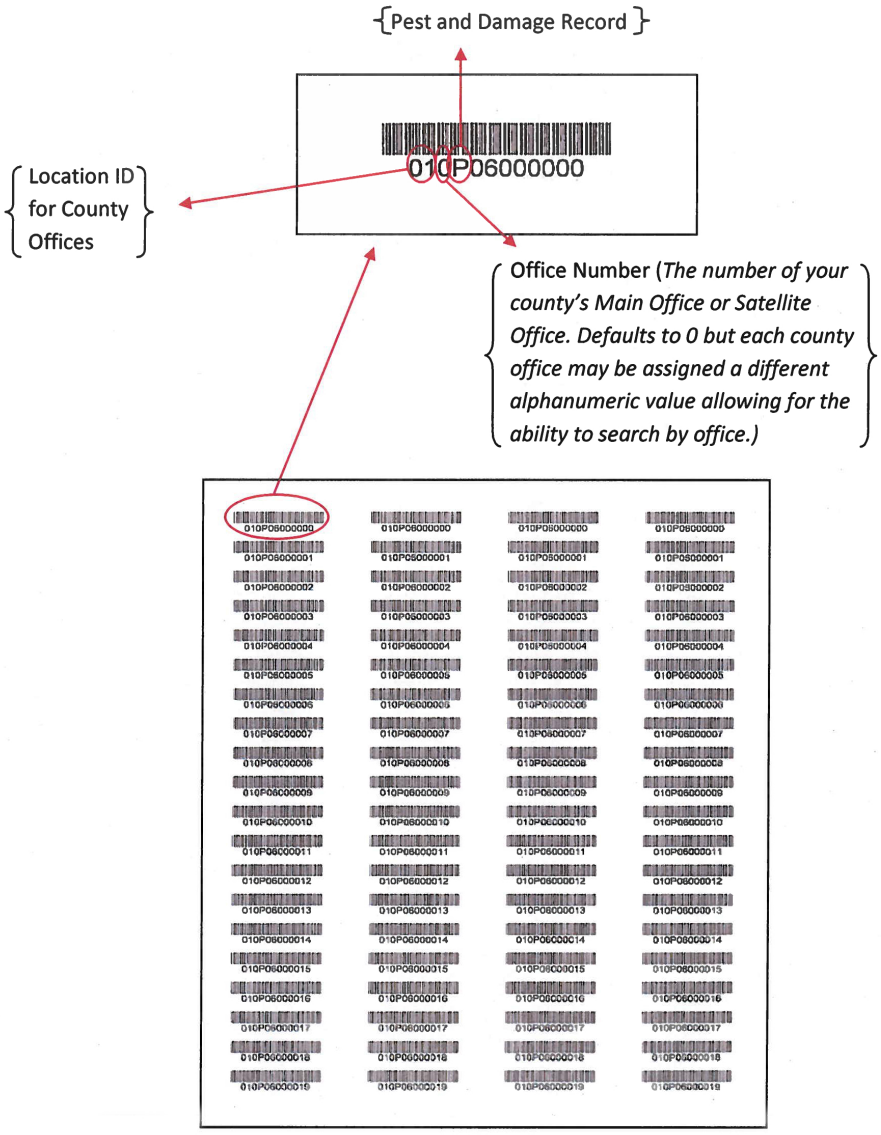
If there are questions concerning this advisory, contact Pest Exclusion Information Services at (916) 653-1440, or by email at pdrstickers@cdfa.ca.gov.

Attachments:
InstructionsPDRStickersRevised.docx
Form65-020Blank.pdf

CDFA Pest Exclusion • 1220 N Street, Room 325 • Sacramento, California 95814
Telephone: 916.653.1440 • Fax: 916.654.0986 • www.cdfa.ca.gov

State of California
Edmund G. Brown Jr., Governor

1. **Obtain the blank PDR form (65-020) from the extranet:**
    a. **(http:/phpps.cdfa.ca.gov/pdr/web_client/Form65-020Blank.pdf).**
2. **Request PDR stickers from CDFA via email from pdrstickers@cdfa.ca.gov.**
    a. **Include the following information in your request:**
        i. **Office name**
        ii. **Full office address**
        iii. **Office phone number**
        iv. **Contact name**
        v. **Number of PDRs needed (100 PDRs = 5 PDR sticker sheets)**



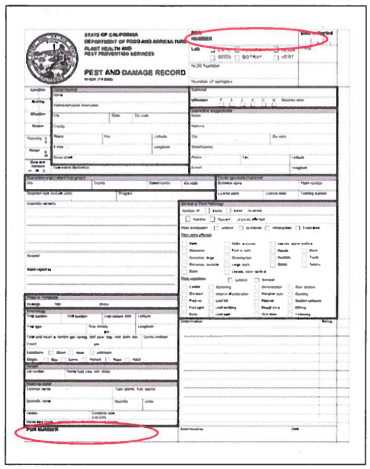
a. **There are 4 identically marked stickers per row.**

b. **There are 20 rows of uniquely marked stickers per sticker sheet.**

3. **PDR sticker sheets and blank PDR forms may be taken into the field to be filled out or Pest Submission Forms and samples may be brought back to the office from the field to complete a PDR.**

   a. **Using PDR stickers in the field:**

      i. Bring blank PDR (Form65-020Blank.pdf) forms to the field.



      ii. Remove first two stickers in a row and place in PDR number cells on the blank PDR form.

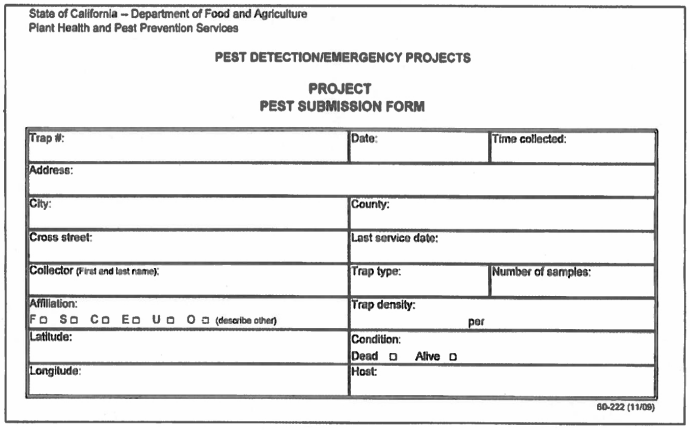
      iii. Complete the form.

      iv. Place third sticker from same row onto sample container.

   v. Enter PDR into the PHPPS Extranet site from your Pest Submission Form. *Please use a Barcode Scanner if available when entering a PDR number. The use of a Barcode scanner is preferred over manual data entry to facilitate and reduce errors.*

b. Using PDR Stickers in the office only:

i. Print out State Pest Submission Form or County Pest Submission Form.



State of California – Department of Food and Agriculture
Plant Health and Pest Prevention Services

PEST DETECTION/EMERGENCY PROJECTS

PROJECT
PEST SUBMISSION FORM

Trap #:	Date:	Time collected:
Address:		
City:	County:	
Cross street:	Last service date:	
Collector (First and last name):	Trap type:	Number of samples:
Affiliation: F ☐ S ☐ C ☐ E ☐ U ☐ O ☐ (describe other)	Trap density: per	
Latitude:	Condition: Dead ☐ Alive ☐	
Longitude:	Host:	

60-222 (11/09)

ii. Fill out Pest Submission Form

iii. Secure Pest Submission Form to vial, trap or plastic bag that traps is placed in for transport back to the office.

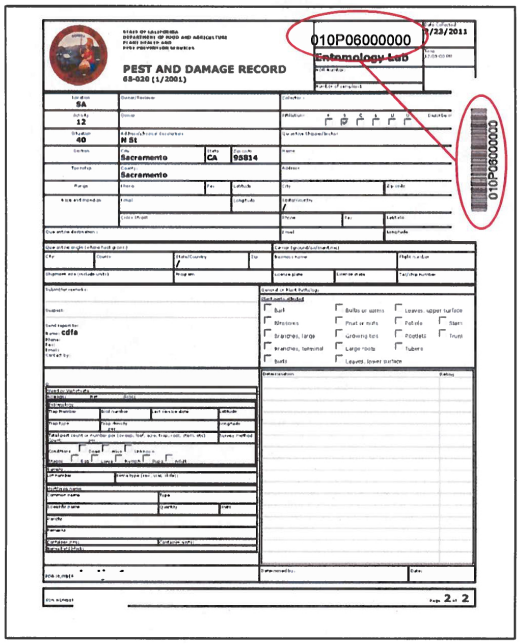
iv. Once you are back in the office, remove first sticker in a row and place on your Pest Submission Form.

v. Place second sticker from same row onto corresponding vial, trap, or plastic bag that sample will be submitted in.

vi. Use third sticker for additional samples if needed.

vii. Enter PDR into the PHPPS Extranet site from Pest Submission form. *Please use a Barcode Scanner if available when entering a PDR number. The use of a Barcode scanner is preferred over manual data entry to reduce errors.*

4. Place fourth sticker in the margin of the PDR Lab Submission Form printout after it has been entered to verify that both numbers match.



5. **Secure the PDR Lab Submission Form around vials, traps or plastic bags with a rubber band for submission to the Lab.**

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
PLANT HEALTH AND
PEST PREVENTION SERVICES

PEST AND DAMAGE RECORD

65-020 (11/2005)

PDR NUMBER	Date collected
Lab ☐ ENTO ☐ PLANT PATH ☐ NEMA ☐ SEED ☐ BOTANY ☐ VERT	Time
NOR Number:	
Number of samples:	

Location | Activity | Situation | Section | Township N S | Range E W | Base and meridian H M S

Owner/receiver
Name
Address/physical description
City | State | Zip code
County
Phone | Fax | Latitude
E-mail | Longitude
Cross street
Quarantine destination

Collector
Affiliation F S C E U O Describe other

Quarantine shipper/broker
Name
Address
City | Zip code
State/Country
Phone | Fax | Latitude
E-mail | Longitude

Quarantine origin (where host grown)
City | County | State/Country | Zip code
Shipment size (include units) | Program

Carrier (ground/air/maritime)
Business name | Flight number
License plate | License state | Tail/ship number

Submitter remarks

Suspect:

Send report to

Weed or Vertebrate
Acreage: Net Gross

Entomology
Trap number | Grid number | Last service date | Latitude
Trap type | Trap density per | Longitude
Total pest count or number per (sweep, leaf, acre, trap, root, stem, etc) | Survey method
Count: per
Conditions ☐ Dead ☐ Alive ☐ Unknown
Stages ☐ Egg ☐ Larva ☐ Nymph ☐ Pupa ☐ Adult

Sample
Lot number | Nema type (raw, vial, slide):

Host/crop name
Common name | Type (plants, fruit, seeds)
Scientific name | Quantity | Units
Variety | Container size and units
Nema field block: commercial foundation increase

PDR NUMBER

General or Plant Pathology
Number of ☐ plants ☐ acres involved:
☐ Number ☐ Percent of plants affected:
Plant distribution: ☐ Limited ☐ Scattered ☐ Widespread ☐ Eradicated

Plant parts affected

☐ Bark	☐ Bulbs or corms	☐ Leaves, upper surface	
☐ Blossoms	☐ Fruit or nuts	☐ Petiole	☐ Stem
☐ Branches, large	☐ Growing tips	☐ Rootlets	☐ Trunk
☐ Branches, terminal	☐ Large roots	☐ Seeds	☐ Tubers
☐ Buds	☐ Leaves, lower surface		

Plant symptoms ☐ Limited ☐ General

☐ Canker	☐ Gumming	☐ Malformation	☐ Slow decline
☐ Die back	☐ Internal discoloration	☐ Marginal burn	☐ Stunting
☐ Fruit rot	☐ Leaf fall	☐ Root rot	☐ Sudden collapse
☐ Fruit spot	☐ Leaf mottling	☐ Rough bark	☐ Wilting
☐ Galls	☐ Leaf spot	☐ Shot hole	☐ Yellowing

Determination | Rating

Determined by: Date: