Sample Preparation and Submission to the Plant Pest Diagnostics Branch Seed Science Laboratory – Seed Identification
There are five laboratories at the Plant Pest Diagnostics Center (PPDC).

To avoid delays in identification, please be sure to submit samples to the appropriate lab.

Samples submitted to an incorrect lab will be subject to delays to determine the appropriate lab for sample analysis.
Seeds and Fruits for Identification

• Please send as many seeds/fruits as possible as well as any other plant parts that may be available.

• Please handle seeds with care, trying not to damage or crush the samples when collecting or processing specimens.

• Don’t cram and jam specimens into tiny containers. Use a container of appropriate size. Specimens damaged in transit will be difficult to identify, and delay the identification.
Sample Preparation and Submission

- **Do not** wrap seeds in wet paper towels!
- If the sample is moist, wrap it in a **dry** paper towel and then place it in a container.
- **Do not** put seeds in alcohol for shipment!
- To prevent seeds/fruits from getting crushed during shipment.
  - Place seeds in a paper envelope, plastic vial, or plastic bag (please avoid using glass vials).
  - Pack in a box with padding or use a padded envelope with extra padding for mailing to the lab.
  - **Do not** send specimens in an unpadded envelope.
What Form to Use for Sample Submission

For seed identification samples from private collectors, researchers, and other seed labs:

• Use the Seed Laboratory Service Sample Request Form (68-010) to clearly state the types of tests requested.
• This form is available from the CDFA website.

For seed identification samples related to Phytosanitary Certification of commodities for export (other than seed lots):

• Use the CDFA Pest and Damage Record (PDR) Form (65-020). This form must be submitted with the sample if the results are to be sent to the county that will issue the phyto certificate.
• Use program code QPHYT

The following slides will describe how to fill out these forms for each type of sample.

Note: For regulatory related seed identification submissions (from counties and border stations for programs other than QPHYT), please use the CDFA Pest and Damage Record (PDR) Form (65-020).
Form 68-010

Important Information

Applicant/Billing Address
Contact Person
Email and/or Phone Number

Sample information:
Please include a unique identifying name or number on each specimen and include the origin of the seed/fruit submitted for identification (name of state or foreign country where grown) under the miscellaneous information box.

Check the box for:
Seed Identification – Morphological or Seed Identification – Molecular

Note: if the specimens are from different origins, please use separate submission forms.
What Form to Use for Sample Submission

PDR Form (65-020)

• Please use the PDR form only for seed identification samples for phytosanitary certification of commodities other than seed. Examples include weed seeds found on table grapes or other fresh fruit for export.

• The following PDR example form will walk you through the relevant fields that should be included when completing a PDR form for a seed identification sample submission to the Seed Science Laboratory.

• Properly completed PDR forms are essential to providing you with the accurate and timely service you need.

• Please be sure to provide us with the appropriate contact information for where to send the invoice for services rendered.
Sample Submission to PPDC – PDR Basics

• Enter PDR information electronically into all relevant fields as indicated on the next slide. In particular, please fill out all fields marked in red and green.

• Attach a PDR bar code sticker to the sample container and submit a PDR hard copy with the seed sample.

• Provide any additional information in the submitter’s remarks section. This should include the country of destination.

• For Service Samples, **ALWAYS** indicate “Service Sample (99)” for the Activity Code.

• For Service Samples, **ALWAYS** fill in the Billing Address in the fields for “Quarantine shipper/broker”
# PEST AND DAMAGE RECORD

**Location**: Chatsworth

**Date collected**: [Date]

**Laboratory**: ENTO

**Situation**: Plant Path

**Country**: United States

**Province**: California

**City**: Los Angeles

**County**: Los Angeles

**Zip code**: 91311

**Collector**: [Name]

**Affiliation**: [Affiliation]

**Date, time, and check**: [Time]

**“RUSH” if a true Rush**: [RUSH]

**Sample origin**: All relevant information for sample origin

**Where host was grown**: [Details]

**Situation code (for sample)**: [Code]

**PDR number (auto-generated)**: [Number]

**Number of samples**: [Number]

**Date, time, and check**: [Time]

**SEED lab**: [Lab]

**RUSH**: [RUSH]

**1 sample per PDR for seed identification samples related to phytosanitary certification is preferred.**

**Collector and affiliation**: Leave this BLANK

**County code (for sample)**: [Code]

**This is a critical field! SERVICE SAMPLES MUST indicate the BILLING ADDRESS in these fields**

**Activity code (for sample)**: [Code]

**SERVICE SAMPLES MUST USE CODE 99**

**Destination country**: [Country]

**This is a critical field! Please indicate any additional information here**

**If you want the identification results, this must be filled out, including email address**

**Very important! List the host and size and number of containers sampled.**

**INDICATE PROPER PROGRAM CODE**

- For example, if a QPHYT sample is not properly indicated, it would be treated as a non-phyto sample

**Leave this BLANK**
Where to Send Specimens

Since there are five laboratories at the PPDC, please include the laboratory name in the address so that your package is directed to the correct laboratory.

CDFA Plant Pest Diagnostics Center
   c/o Seed Science Laboratory
   3294 Meadowview Rd.
   Sacramento, CA   95832-1448
PPDB Designated Lab Contact List

Seed Science Laboratory
Dr. Robert Price (916-738-6700)

Environmental Program Manager II (Branch Chief)
Dr. Umesh Kodira (916-738-6664)

Environmental Program Manager I (Botany & Entomology)
Dr. Stephen Gaimari (916-738-6671)

Environmental Program Manager I (Nematology, Plant Pathology & Seed Science)
Dr. Cheryl Blomquist (916-738-6707)