

Use this form to request an insect identification or assessment by the **PHDS Entomology team** at the Elizabeth Macarthur Agricultural Institute (EMAI). This form is to be completed by the person requesting the service. Call 02 4640 6325 for advice on fees and sample packaging instructions.

Your Reference:

Quote Number (if applicable):

SUBMITTER DETAILS			
Full name		ABN	
Business name			
Postal address			
Email address			
Telephone		Mobile	
PROPERTY OWNER- <i>If different to above</i>			
First name		Last name	
Business name			
Postal address			
Email address			
Telephone		Mobile	
SAMPLE DETAILS- <i>(Attach a separate page with details if multiple samples are submitted)</i>			
Date collected		Collectors Name	
Where e.g. 1 Brown St, Brown 2222, under log			
What is the problem?			
Host (type of plant, animal, other)			
Level of damage to host			
GPS coordinates			
SERVICE OPTIONS- <i>Check one box only</i>			
I would like to know the identification of the insect- Tick box for YES	☐	Note: Fees apply for this service (call 02 4640 6325)	
For internal customers only please supply WBS	WBS code:		
OR I would like to know if this is a new pest to Australia or NSW (no identification provided)	☐	Free service	
DECLARATION- <i>I declare that I am authorised to request the service/s above & have read and agree to the NSW DPIRD Laboratory Services Terms and Conditions.</i>			
Name			
Signature		Date	
SUBMITTING THE FORM			
Please send sample/s with completed form to: Plant Health Diagnostic Service - Entomology, Block 8 , NSW Department of Primary Industries and Regional Development, Elizabeth Macarthur Agricultural Institute, Private Bag 4008, Narellan, NSW 2567			
OFFICE USE ONLY			
SMW Submitter Code		New customer?	
SAP ByDesign Customer ID		Date	
Billing Account Code		Initial	
LAB USE ONLY			
QA	D	M	IMPORT EXPORT NOTIFIABLE EXOTIC SURVEILLANCE OTHER:
	Total samples received:		Sample Condition:

Privacy notice: Information collected will not be given to any other third party except where required by law. All information provided will be held by the DPIRD Biosecurity and Food Safety branch of NSW Department of Primary Industries and Regional Development and will be managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998. Please read the [privacy statement](#) for information about how the NSW Department of Primary Industries and Regional Development manages your personal information.