

- CODES -

NOTE: Use combination of **Invertebrates** and **Plants** codes for **weed feeders** and other **phytophages** shipped in or with plant host material (e.g., L in SH, A with FO).

INVERTEBRATES

- A - adults
- M - male
- F - female
- E - eggs
- L - larvae (for holometabola)
- N - nymphs (for heterometabola)
- J - juveniles (for nematodes)
- P - pupae, puparia
- C - cocoons (can also be A in C, or P in C)
- MU - mummies, cadavers
- PH [] - parasitized host - give stage and estimated % parasitized (e.g., PHA, PHL, PHE, etc., 70%)
- H - host

PLANTS

- PL - whole plant
- SD - seeds
- SH - seed heads
- SP - seed pods
- RS - rosette
- FL - flowers
- ST - stems
- RT - roots
- TU - tubers
- FO - foliage
- LV - leaf, leaves

MICROBIAL ORGANISMS - not including nematodes

- MI - cultures or isolates of microbial pathogens, antagonists, and competitors; fungi, bacteria, viruses, rickettsia, protozoa
- DI [] - disease suspects for pathogen diagnosis (e.g., DPL, DFO, etc. - plant and plant parts; DHA, DHE, etc. - invertebrate stages.)

- ROUTING AND COPY DISTRIBUTION -

SHIPPER (shipping facility or explorer)

1. Retain *Shipper (Pending) Copy* (Part 4).
2. Send remaining 3 copies and original cover sheet to quarantine or other receiving facility with material shipped.
3. If AD-941A is used - photocopy for your records and/or request photocopy from receiving facility.

RECEIVER (quarantine or other facility)

1. When Section III is completed, or within 1 year after receipt of shipment - send *Documentation Center Copy* (Part 1) and original cover sheet to - Beneficial Insect Introduction Laboratory, BARC-E, ARS, USDA, Beltsville, MD 20705.
2. Send *Shipper Copy* (Part 2) to shipping facility or explorer.
3. Retain *Receiver/Quarantine Copy* (Part 3) for your records.
4. If AD-941A is used - photocopy for your records, and for shipper if requested.

INSTRUCTIONS

SECTION II - MATERIAL RECEIVED

28. Receipt and emergence record -

- A. **Number received** - Record number of **Organism shipped** (block 2A) received alive or dead, and any live host/prey. Check Est for estimates. Totals should relate to those in block 5.
- B. **Number emerged** - Record numbers that "emerge" from material received (e.g., L or A from the E or L/P shipped; L or A from the PHE/PHP or PL/SH shipped). Give total number of species that emerged. Use this block for running account or use AD-941A or a separate sheet (mark with shipper's file number).

SECTION III - RECEIPT, EMERGENCE, and DETERMINATION

- 31 - 33. • If more than 6 species are obtained from a single shipment, or additional comments are needed, use AD-941A.
- Use block 32 to list other beneficials that will likely not be shipped/consigned from quarantine, and hyperparasites and other miscellaneous species that emerged or were included in the incoming shipment.
- Use block 33 to record final determination of original host/prey; refer to instructions for block 12.
- In column C, give name of person providing identification of the material received with institutional affiliation (use acronym) and date (year) of determination. If identification of this material is based on comparison with specimens identified by another person (e.g., a taxonomist), give that person's name, institutional affiliation (use acronym) and date (year) in parentheses following the determiner of the material received (e.g., L.R. Ertle, BIRL, 198f (P.M. Marsh, SEL, 1979)).
- In column D, check Est for estimates.
- 34. **Remarks** - Include remarks on intended use (e.g., for culture in quarantine, intended final destination, intended host, etc.).
- 35. **Released, shipped, consigned** - Record file numbers *only if material from this shipment was removed from quarantine (shipped/consigned) or field released.*

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to USDA, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250; and the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Biological Shipment Record – Foreign/Overseas Source

To Quarantine Facilities In Contiguous U.S. To Locations Outside Contiguous U.S.

M NC (see files)
 a
 b
 c

Section I – REPORT OF MATERIAL SHIPPED (To be completed by Shipper)

FROM (Facility or Explorer)		2. ORGANISM SHIPPED - A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		3. SHIPPER'S FILE NO.	
		B. Order: Family		4. TYPE OF ORGANISM - explain MI & OT in blk. 18 <input type="checkbox"/> Parasite <input type="checkbox"/> WEed feeder <input type="checkbox"/> PRedator <input type="checkbox"/> POLLinator <input type="checkbox"/> Microbial <input type="checkbox"/> Other	
		C. Determined by (names & affiliations)		7. MATING OBSERVED <input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
DATES & STAGES SHIPPED (see codes)		6. DATES TRANSFORMED TO STAGES SHIPPED (month, day, year)		7. MATING OBSERVED	
TOTAL:					
DATES ORIGINALLY FIELD COLLECTED (m,d,y)		10. LOCATION - Country & Province/State & nearest Town or physical feature			
Shipped directly <input type="checkbox"/> Emerged in Lab <input type="checkbox"/>		12. ORIGINAL HOST/PREY (or other food sources) A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		C. Determined by (name and affiliation)	
LAB CULTURED (F1+) B. Culture Facility (use acronym) - explain in blk. 10		B. Order: Family		D. Specimens retained <input type="checkbox"/> Yes <input type="checkbox"/> No	
		14. LAB HOST/PREY - Gen., sp. (if different from blk. 12)		15. FOOD PLANT/ANIMAL OF HOST/PREY (A. Field (at collection) (B. Lab (when cultured))	
SHIPPED TO		17. INTENDED TARGET HOST/PREY - Gen., sp. (if different from blk. 12)		18. REMARKS	
DATE SHIPPED (m,d,y)		20. REPRESENTATIVE SPECIMENS RETAINED number: <input checked="" type="checkbox"/> Yes		22. SHIPPED VIA	
		21. PACKING/HANDLING <input type="checkbox"/> Usual <input type="checkbox"/> Other (explain in blk. 18)		23. SCREENED OR PACKAGED BY	

Section II – REPORT OF MATERIAL RECEIVED IN QUARANTINE (Or in facility outside contiguous U.S.)

DATE OF RECEIPT (m,d,y)		25. DATE OPENED (m,d,y)		26. CONDITION RECEIVED A. Container B. Contents		27. RECEIVER'S FILE NO.	
28. RECEIPT AND EMERGENCE RECORD (use codes)							
A. Number and Stages Received (block 2)				B. No. & Stages of individuals of each species Emerged Enroute and in Quarantine (alive and dead)			
Alive	Beneficials	Dead	Host/Prey or Parasitized Hosts	Alive or PH Intact	Dead	Parasites Emerged	Notes
							• Hosts/Prey • Beneficials • Other • Emergence • Notes
TOTALS							
	Est		Est		Est		
30. REPORTED OR EXAMINED BY							

Section III – FINAL RECORD OF RECEIPT, EMERGENCE, AND DETERMINATION IN QUARANTINE (Or in facility outside contiguous U.S.)

A. Genus, Species, Subspecies, Author		B. Order: Family		C. Determined by (name, affiliation, & date)		D. Number (stage - use codes)		E. Specimens Retained numbers	
31. BENEFICIAL SPECIES									
		<input checked="" type="checkbox"/> M				Est		Yes	
		<input checked="" type="checkbox"/> M				Est		Yes	
		<input checked="" type="checkbox"/> M				Est		Yes	
32. OTHER SPECIES (including other beneficials)									
		<input type="checkbox"/> M <input type="checkbox"/> NC				Est		Yes	
		<input type="checkbox"/> <input type="checkbox"/>				Est		Yes	
		<input type="checkbox"/> <input type="checkbox"/>				Est		Yes	
33. ORIGINAL HOST/PREY (final determination)									
		<input type="checkbox"/> <input type="checkbox"/>				Est		Yes	
REMARKS					35. RELEASED, SHIPPED, CONSIGNED (enter file numbers) a Yes <input type="checkbox"/> b Yes <input type="checkbox"/> c Yes <input type="checkbox"/>			36. FINAL REPORT BY A. Name B. Date (m,d,y)	

Biological Shipment Record - Foreign/Overseas Source

M NC (see files)
a
b
c

To Quarantine Facilities In Contiguous U.S.
To Locations Outside Contiguous U.S.

Section I - REPORT OF MATERIAL SHIPPED (To be completed by Shipper)

Form containing sections 1-23, including organism details, shipping stages, location, host/prey information, and packing/handling instructions.

Section II - REPORT OF MATERIAL RECEIVED IN QUARANTINE (Or in facility outside contiguous U.S.)

Form containing sections 24-30, including receipt dates, condition received, emergence record table, and receiver information.

Section III - FINAL RECORD OF RECEIPT, EMERGENCE, AND DETERMINATION IN QUARANTINE (Or in facility outside contiguous U.S.)

Form containing sections 31-36, including beneficial species records, other species records, original host/prey determination, and final report details.

Biological Shipment Record – Foreign/Overseas Source

To Quarantine Facilities In Contiguous U.S.

To Locations Outside Contiguous U.S.

37. FINAL DETERMINATION - Gen., sp., subsp., auth.

38. V.S. (see files)
M NC
a a
b b
c c

Section I – REPORT OF MATERIAL SHIPPED (To be completed by Shipper)

FROM (Facility or Explorer)		2. ORGANISM SHIPPED - A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		3. SHIPPER'S FILE NO.	
		B. Order: Family		4. TYPE OF ORGANISM - explain MI & OT in blk. 18 <input type="checkbox"/> Parasite <input type="checkbox"/> WEed feeder <input type="checkbox"/> PRedator <input type="checkbox"/> POLLinator <input type="checkbox"/> Microbial <input type="checkbox"/> OTHER	
		C. Determined by (names & affiliations)			
NOS. & STAGES SHIPPED (see codes)		6. DATES TRANSFERRED TO STAGES SHIPPED (month, day, year)		7. MATING OBSERVED <input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
TOTAL:				8. HOST/PREY/PEST MATERIAL PRESENT <input type="checkbox"/> Beneficial with host/prey <input type="checkbox"/> Host/prey/pest only <input type="checkbox"/> None	
DATES ORIGINALLY FIELD COLLECTED (m,d,y)		10. LOCATION - Country & Province/State & nearest Town or physical feature		11. COLLECTORS	
Shipped directly <input type="checkbox"/> Emerged in Lab <input type="checkbox"/>		12. ORIGINAL HOST/PREY (or other food sources) A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		D. Specimens retained <input type="checkbox"/> Yes <input type="checkbox"/> No	
LAB CULTURED (F1+) B. Culture Facility (use acronym) - explain in blk. 10		C. Determined by (name and affiliation)		E. Stage/part (code) of host/prey attacked	
		B. Order: Family			
SHIPPED TO		14. LAB HOST/PREY - Gen., sp. (if different from blk. 12)		15. FOOD PLANT/ANIMAL OF HOST/PREY A. Field (at collection) B. Lab (when cultured)	
		17. INTENDED TARGET HOST/PREY - Gen., sp. (if different from blk. 12)		18. REMARKS	
DATE SHIPPED (m,d,y)		20. REPRESENTATIVE SPECIMENS RETAINED <input type="checkbox"/> Yes <input type="checkbox"/> No		21. PACKING/HANDLING <input type="checkbox"/> Usual <input type="checkbox"/> Other (explain in blk. 18)	
		number		22. SHIPPED VIA	
				23. SCREENED OR PACKAGED BY	

Section II – REPORT OF MATERIAL RECEIVED IN QUARANTINE (Or in facility outside contiguous U.S.)

DATE OF RECEIPT (m,d,y)		25. DATE OPENED (m,d,y)		26. CONDITION RECEIVED A. Container B. Contents		27. RECEIVER'S FILE NO.	
28. RECEIPT AND EMERGENCE RECORD (use codes)							
A. Number and Stages Received (block 2)				B. No. & Stages of Individuals of each Species Emerged Enroute and In Quarantine (alive and dead)			
Beneficials		Host/Prey or Parasitized Hosts		Parasites Emerged		• Hosts/Prey • Beneficials • Other • Dates of Emergence • Notes	
Alive	Dead	Alive or PH Intact	Dead	or			
TOTALS							
	Est	Est	Est	Est			
REMARKS						30. REPORTED OR EXAMINED BY	

Section III – FINAL RECORD OF RECEIPT, EMERGENCE, AND DETERMINATION IN QUARANTINE (Or in facility outside contiguous U.S.)

A. Genus, Species, Subspecies, Author		B. Order: Family		C. Determined by (name, affiliation, & date)		D. Number (stage - use codes)		E. Specimens Retained numbers	
31. BENEFICIAL SPECIES									
		<input checked="" type="checkbox"/> M				Est		Yes	
		<input checked="" type="checkbox"/> M				Est		Yes	
		<input checked="" type="checkbox"/> M				Est		Yes	
32. OTHER SPECIES (including other beneficials)									
		<input type="checkbox"/> M <input type="checkbox"/> NC				Est		Yes	
		<input type="checkbox"/>				Est		Yes	
		<input type="checkbox"/>				Est		Yes	
33. ORIGINAL HOST/PREY (final determination)									
		<input type="checkbox"/>				Est		Yes	
REMARKS						35. RELEASED, SHIPPED, CONSIGNED (enter file numbers) a <input checked="" type="checkbox"/> Yes b <input checked="" type="checkbox"/> Yes c <input checked="" type="checkbox"/> Yes		36. FINAL REPORT BY A. Name B. Date (m,d,y)	

Biological Shipment Record - Foreign/Overseas Source

<input type="checkbox"/>	<input type="checkbox"/>	a	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c	<input type="checkbox"/>

To Quarantine Facilities In Contiguous U.S. To Locations Outside Contiguous U.S.

Section I - REPORT OF MATERIAL SHIPPED (To be completed by Shipper)

FROM (Facility or Explorer)		2. ORGANISM SHIPPED - A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		3. SHIPPER'S FILE NO.	
VOS. & STAGES SHIPPED (see codes)		B. Order: Family		4. TYPE OF ORGANISM - explain MI & OT in blk. 18	
DATES ORIGINALLY FIELD COLLECTED (m,d,y)		C. Determined by (names & affiliations)		<input type="checkbox"/> Parasite <input type="checkbox"/> WEed feeder <input checked="" type="checkbox"/> Predator <input type="checkbox"/> POLLinator <input type="checkbox"/> Microbial <input type="checkbox"/> Other	
TOTAL		6. DATES TRANSFORMED TO STAGES SHIPPED (month, day, year)			
10. LOCATION - Country & Province/State & nearest Town or physical feature		12. ORIGINAL HOST/PREY (or other food sources) A. Gen., sp., subsp., auth. <input checked="" type="checkbox"/> M		D. Specimens retained <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Shipped directly <input type="checkbox"/> Emerged in Lab <input type="checkbox"/>		B. Order: Family		E. Stage/part (code) of host/prey attacked	
14. LAB HOST/PREY - Gen., sp. (if different from blk. 12)		15. FOOD PLANT/ANIMAL OF HOST/PREY A. Field (at collection)		B. Lab (when cultured)	
17. INTENDED TARGET HOST/PREY - Gen., sp. (if different from blk. 12)		18. REMARKS			
DATE SHIPPED (m,d,y)	20. REPRESENTATIVE SPECIMENS RETAINED <input checked="" type="checkbox"/> Yes	21. PACKING/HANDLING <input type="checkbox"/> Usual <input type="checkbox"/> Other (explain in blk. 18)		22. SHIPPED VIA	23. SCREENED OR PACKAGED BY

Section II - REPORT OF MATERIAL RECEIVED IN QUARANTINE (Or in facility outside contiguous U.S.)

DATE OF RECEIPT (m,d,y)	25. DATE OPENED (m,d,y)	26. CONDITION RECEIVED	A. Container	B. Contents	27. RECEIVER'S FILE NO.
28. RECEIPT AND EMERGENCE RECORD (use codes)					
A. Number and Stages Received (block 2)			B. No. & Stages of Individuals of each Species Emerged Enroute and in Quarantine (alive and dead)		
Beneficials	Host/Prey or Parasitized Hosts	Parasites Emerged	Hosts/Prey	Beneficials	Other
Alive	Dead	Alive or PH Intact	Dead	Emergence	Notes
Est	Est	Est	Est		
30. REPORTED OR EXAMINED BY					

Section III - FINAL RECORD OF RECEIPT, EMERGENCE, AND DETERMINATION IN QUARANTINE (Or in facility outside contiguous U.S.)

A. Genus, Species, Subspecies, Author	B. Order: Family	C. Determined by (name, affiliation, & date)	D. Number (stage - use codes)	E. Specimens Retained
31. BENEFICIAL SPECIES				
			Est	Yes
			Est	Yes
			Est	Yes
32. OTHER SPECIES (including other beneficials)				
			Est	Yes
			Est	
			Est	
33. ORIGINAL HOST/PREY (final determination)				
			Est	Yes
REMARKS		35. RELEASED, SHIPPED, CONSIGNED (enter file numbers)		36. FINAL REPORT BY A. Name
		a Yes <input type="checkbox"/>		B. Date (m,d,y)
		b Yes <input type="checkbox"/>		
		c Yes <input type="checkbox"/>		

SECTION I – MATERIAL SHIPPED – Continued

Block Number

9. **Dates originally field collected** – May refer to collection of parasitized host material and thus may differ from **Dates transformed to stages shipped** (block 6). "Shipped directly" means shipped in stage collected. "Emerged in lab" means that the stage shipped emerged from hosts or other stages originally collected.
10. **Location** – Give as precise collection data, including map coordinates (UTM, MGC, or latitude and longitude), as may be possible. If more than 2 collection sites, use block 18 and/or AD-941A. If *lab cultured*, record name and address of facility, and date the culture was started. If known, give original collection data of the cultured material (*e.g.*, Lab culture, CIBC, Delemont, Switzerland (Origin: Austria, 1982); or Lab culture, Tex. Agr. Expt. Sta., Weslaco (Origin: Unknown, 1978)).
11. **Collectors** – If from other than shipping facility, give their affiliation (use acronym).
12. **Original host/prey** – Blocks A through C – Completion of these blocks may not be possible at the time of shipment. When appropriate, provide updated information to Receiver. Use "12A" also to record pollen or other food source of beneficial species at time of collection. For "12B", only the family name is needed for plants. Refer to instruction "2C" for completion of "12C".
13. **Lab cultured** – Check **Yes** only if cultured in the laboratory for *one or more complete generation(s)*. Give acronym of culture facility and details of culture in block 10.
15. **Food plant/animal of host/prey** – Use common name; if none, use genus name. If more than two food sources, record number or "multiple." Also note if food is other than plant or animal (*e.g.*, dung, decayed material, etc.).
16. **Shipped to** – Full name and address of receiving U.S. or foreign/overseas facility. Include agency designation (*e.g.*, USDA-ARS, DOA-CE, etc.).
18. **Remarks** – Include remarks on intended destination and any instructions for receiver.
22. **Shipped via** – Air freight, airmail, hand-carried, etc. Give name of carrier (*individual or company*) when applicable.

OMB NO. 0518-0013 (EXP. 4/30/93)

SUPPLEMENTAL DATA

- NOTE:**
- Do not fold this sheet over form when writing – carbons will distort entries.
 - If additional copies are needed, photocopy and staple to form.

Shipper's File Number
(From AD-941)

Section I – Additional Shipper Notes
(Identify comments by block number)

- Additional Collections
(Numbers and stages collected – Dates – Site and host/prey details)
- Emergence Records
- Other

Reported by & Date

Section II & III – Additional Receiver/Quarantine Notes

Official (✓)	Other	Additional Species Emerged			Number and Stage	Specimens Retained Yes (✓)
		Genus, species, subspecies, author	Order: Family	Determined by (Name, affiliation & date)		

Reported by & Date