

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for this information collection are 0579-0010 and 0104. The time required to complete this information collection is estimated to average .25 hours 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.						This report is authorized by law (7 U.S.C. 147a). While you are not required to respond, your cooperation is needed to make an accurate record of plant pest conditions.			OMB APPROVED 0579-0010 and 0104			
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE				Instructions: Type information requested. Block 1 – assign a number for each collection using your own numbering convention or use the following example by beginning with the year, followed by the collector's initials and the collector's number. Example: 14-JJD-001.				LOT NUMBER		PRIORITY ☐ URGENT ☐ PROMPT ☐ ROUTINE		
SPECIMENS FOR DETERMINATION				Pest Data Section – Complete Blocks 14, 15 and 16. Complete Items 17 and 18 if a trap was used.								
1. COLLECTION NUMBER		2A. DATE - SUBMISSION		2.B. DATE - COLLECTION		3. SUBMITTING AGENCY						
		MONTH	DAY	YEAR	MONTH	DAY	YEAR	☐ State Cooperator ☐ University ☐ APHIS PPQ ☐ Other:				
SUBMITTER AND ORIGIN	4A. NAME OF SUBMITTER			4B. NAME OF COLLECTOR			6. TYPE OF PROPERTY (FARM, RESIDENCE, NURSERY, ETC.)					
	5. ADDRESS OF SUBMITTER						7. NAME AND ADDRESS OF PROPERTY OWNER					
					ZIP		CITY	COUNTY		STATE		
	EMAIL ADDRESS OF SUBMITTER						LATITUDE			LONGITUDE		
PURPOSE	8. REASON FOR IDENTIFICATION ("X" all applicable items)											
	A. ☐ Biological Control (Target Pest Name _____)						E. ☐ Export Certification					
	B. ☐ Damaging Crops/Plants						F. ☐ Targeted Survey (Pest Name _____)					
	C. ☐ Suspected Pest of Regulatory Concern (<i>Explain in REMARKS</i>)						G. ☐ Smuggling Interdiction/Trade Compliance (SITC)					
	D. ☐ Stored Product Pest						H. ☐ Other (<i>Explain in REMARKS</i>)					
9. IF PROMPT OR URGENT IDENTIFICATION IS REQUESTED, PLEASE PROVIDE A BRIEF EXPLANATION UNDER "REMARKS".												
HOST DATA	10. HOST INFORMATION						11. QUANTITY OF HOST					
	NAME OF HOST (<i>Scientific name and name of cultivar if appropriate</i>)						NUMBER OF ACRES/PLANTS			Plant affected (insert figure and indicate)		
										☐ Number: _____ ☐ Percent: _____		
	12. PLANT DISTRIBUTION		13. PLANT PARTS AFFECTED									
	☐ Limited ☐ Scattered ☐ Widespread		☐ Leaves, Upper Surface ☐ Trunk/Bark ☐ Bulbs, Tubers, Corms ☐ Seeds ☐ Leaves, Lower Surface ☐ Branches ☐ Buds ☐ Petiole ☐ Growing Tips ☐ Flowers ☐ Stem ☐ Roots ☐ Fruits or Nuts									
PEST DATA	14. PEST DISTRIBUTION		15. ☐ INSECTS ☐ NEMATODES ☐ MOLLUSKS									
	☐ FEW ☐ COMMON ☐ ABUNDANT ☐ EXTREME		NUMBER SUBMITTED	LARVAE	PUPAE	ADULTS	CAST SKINS	EGGS	NYMPHS	JUVS.	CYSTS	
			ALIVE									
			DEAD									
	16. SAMPLING METHOD			17. TYPE OF TRAP AND LURE				18. TRAP NUMBER				
19. REMARKS								METHOD ☐ MORPHOLOGY ☐ SYMPTOM ☐ CULTURE ☐ SEROLOGICAL ☐ PCR ☐ SEQUENCING				
20. TENTATIVE DETERMINATION						DETERMINED BY		POSITION AND AFFILIATION				
21. FINAL DETERMINATION AND NOTES (NOT FOR FIELD USE)								METHOD ☐ MORPHOLOGY ☐ SYMPTOM ☐ CULTURE ☐ SEROLOGICAL ☐ PCR ☐ SEQUENCING				
PRINT NAME			DISPOSITION OF SPECIMEN/SAMPLE									
			☐ Returned ☐ Retained for Collection/Stored ☐ Destroyed ☐ Transferred to:									
SIGNATURE			DATE			LAB CONFORMATION NUMBER			DATE RECEIVED			

INSTRUCTIONS

Use PPQ Form 391, Specimens for Determination, for domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification).

BLOCK	INSTRUCTIONS
1	1. Assign a number for each collection using your own numbering convention or use the following example by beginning with the year, followed by the collector's initials and the collector's number. EXAMPLE In 2014, Brian K. Long collected his first specimen of the year for determination. His first collection number is 14-BLK-001 2. Enter the collection number
2A-2B	Enter dates
3	Check block to indicate Agency submitting specimens for identification
4A	Enter name of submitter
4B	Enter name of collector
5	Enter address of submitter
6	Enter type of property specimen obtained from (farm, nursery, residence, etc.)
7	Enter name and address of property owner
8A-8H	Check all appropriate blocks
9	Leave Blank
10	Enter scientific name of host, if possible
11	Enter quantity of host and plants affected
12	Check block to indicate distribution of plant
13	Check appropriate blocks to indicate plant parts affected
14	Check block to indicate pest distribution
15	☐ Check appropriate block to indicate type of specimen ☐ Enter number specimens submitted under appropriate column
16	Enter sampling method
17	Enter type of trap and lure
18	Enter trap number
19	Provide a brief explanation if Prompt or URGENT identification is requested
20	Enter a tentative determination and who made it
21	Leave blank

Distribution of PPQ Form 391

Distribute PPQ Form 391 as follows:

1. Send Original along with the sample to your Area Identifier or for national confirmation.
2. Retain and file a copy for your records.