

## **NYC DEPARTMENT OF EDUCATION BED BUG SUBMISSION FORM**

**You must electronically submit a picture of the bed bug along with the specimen data sheet to the DOE Pest Management Unit for identification: Please email them to:**

**[IPMDepartment@NYCDOE.onmicrosoft.com](mailto:IPMDepartment@NYCDOE.onmicrosoft.com)**

**We will no longer accept mailed specimens.**

### **Submitting digital images of the specimen by email**

**1. You may photograph either live or dead insects. Do not photograph moving insects as doing so will create blurred details. Active specimens can be slowed down by placing them in a freezer for a few minutes before taking pictures.**

**2. The images must be focused, sharp and detailed. Most digital cameras have limited ability to reproduce clear close-up images of small subjects, though if yours has a “Macro” setting, use it to take a close-up photograph. Use judgment on specimens and your camera’s photography capabilities. If the images are blurry or lack sufficient quality, we may not be able to identify the specimen.**

**3. Complete the Bed Bug Identification Submission Form. Attach both the submission form and good picture of specimen to the email.**

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## BED BUG IDENTIFICATION SUBMISSION FORM

On enter date here, a presumed bed bug was found (choose one):

- \_\_\_\_\_ On a person
- \_\_\_\_\_ On a person's belongings
- \_\_\_\_\_ On furniture/wall within a room

- Room Number: \_\_\_\_\_
- School number (e.g., PS 80): \_\_\_\_\_
- School Building Code (see Custodian for assistance): \_\_\_\_\_
- ATS Code (See Principal): \_\_\_\_\_
- SchoolFood Code: \_\_\_\_\_
- School Address: \_\_\_\_\_
- Borough of School: \_\_\_\_\_
- School Geographical District: \_\_\_\_\_
- School Principal (Name): \_\_\_\_\_
- School Principal Phone #: \_\_\_\_\_
- School Principal e-mail: \_\_\_\_\_
- Custodian's Phone #: \_\_\_\_\_
- Custodian's e-mail address: \_\_\_\_\_

Additional comments:

Please complete this form and attach it with a very good image of the suspected bed bug.

Email address is:

[IPMDepartment@NYCDOE.onmicrosoft.com](mailto:IPMDepartment@NYCDOE.onmicrosoft.com)

Thank you in advance for your assistance.