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

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.

IPMDepartment@NYCDOE.onmicrosoft.com
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

Thank you in advance for your assistance.