Accurate diagnoses can only be made if you carefully select and triple package your samples and arrange rapid delivery to avoid deterioration. It is essential to correctly package and mail a sample as soon as possible. Do not send plant samples on a Friday, as they will deteriorate in transit over the weekend. Notify the laboratory prior to sending the samples. They may have specific requirements you will need to follow.

1. Package different samples separately.
2. Label each sample clearly with a waterproof marker.
3. Complete the laboratory submission form. If you do not have a submission form, provide sample details such as:
   - Plant species, variety and age
   - Plant part affected
   - Symptoms observed - what and when
   - Details of chemicals applied
   - Test required (if known)
   - Collection date
   - Location
   - Contact details
4. Place completed, legible submission form, or your details, in a separate plastic bag to keep clean, and place in the tertiary package.
5. Label the secondary package with specific details such as “Suspect Emergency Pest” or “Diagnostic sample”. Do not place this information on the outside of the package.
6. Use express post bags for convenience and speed, however they cannot be used as the third (tertiary) layer.

Samples sent interstate may need additional approval paperwork. Please check with the laboratory or the relevant Government Plant Health Agency in your state.

The Cooperative Research Centre for National Plant Biosecurity is the central coordinating body for plant biosecurity research across all Australian states and territories.

The CRC for National Plant Biosecurity is supported under the Australian Government’s Cooperative Research Centres Program.

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Recognised by the Subcommittee on Plant Health Diagnostic Standards (SPHDS)
All samples should be “triple packaged”, with a primary (1), secondary (2) and tertiary (3) package. Some samples will also need additional treatment such as:

- pre wrapping
- absorbent material e.g. sponge, paper to absorb any liquid escaping.

Package all above ground plant parts separate from roots to avoid contamination of leaves.

Any sample packed in a box or biobottle should have packing material such as scrunched up newspaper to prevent movement.

**Fruit and vegetables, bulbs and corms**

*Pre wrap:* soft or rotted samples in dry paper.
1. Press seal plastic bag or screw cap specimen container
2. Press seal bag or plastic container with absorbent sponge
3. Corrugated cardboard box or biobottle.

**Soil, seed, root material with soil**

1. Press seal plastic bag, no more than half full
2. Press seal plastic bag
3. Padded bag, tough bag, corrugated cardboard box or biobottle.

**Herbaceous material - leaves, seedlings, flowers, soil free root material**

1. Press seal plastic bag
2. Press seal plastic bag
3. Padded bag, tough bag, corrugated cardboard box or biobottle.

*Biobottles are specialised UN3373 compliant screw top containers.*

**Woody branches**

*Pre wrap:* sturdy paper such as newspaper.
1. Press seal plastic bag
2. Press seal plastic bag
3. Padded bag, tough bag, corrugated cardboard box or biobottle.

**Culture plates or tubes**

*Pre wrap:* bubblewrap.
1. Press seal plastic bag
2. Press seal plastic bag
3. Padded bag, tough bag, corrugated cardboard box or biobottle.

**Insects or other samples in liquid**

**Hard bodied insects** (beetles, moths)
Cushion insects in container with tissue paper, NOT cotton wool.
Suspect emergency plant pests (EPPs) must be transported dead.

**Soft bodied insects** (aphids, grubs)
Put specimens in 80% alcohol to preserve shape and colour (>30ml ethanol may require specific packaging as dangerous goods).
1. Screw cap specimen container
2. Press seal bag with absorbent sponge
3. Corrugated cardboard box or biobottle.

**Do not use freezer bags or bags without a press seal.**