

How to Examine a Sample Multnomah County

Arthropods (Insect, Spider, Etc.)

- **Transfer specimen into a petri dish**
 - Petri dishes are in the cabinet above the microscope
 - Secure lid with 2 small pieces of tape placed on opposite edges of the dish
- **Inspect the specimen in this sequence:**
 - The naked eye
 - The 10X loupe
 - The microscope
- **If the specimen is moving too rapidly to easily examine**, place it in the freezer in the small refrigerator for about 15 minutes
- **After identification is complete, keep intact specimens**; they will be preserved for either the MG Office Insect Collection or for a Teaching Collection
 - Secure in rigid container (Petri dishes and vials are in the cabinet above the microscope.)
 - Label with the date and client's name
 - Place labeled sample in designated box
- **If the sample is to be held for another shift to ID:**
 - Secure in a rigid, clear container
 - Label with the date and client's name
 - Fill out a yellow Insect Referral
 - Place sample and referral form in referral box. (To preserve a specimen over a weekend or holiday, place in refrigerator. Don't freeze spiders and caterpillars.)
 - Whenever possible, attach Insect Referral to container
- **If the arthropod is discarded**, retain the Petri dish, clean it, and return it to the cabinet above the microscope.

Plant and/or plant parts

- **Inspect the specimen in this sequence:**
 - The naked eye
 - The 10X loupe
 - The microscope
- **After identification/diagnosis is complete**, label the sample as an FYI (For Your Information) to serve as a teaching example for other MGs
- **If the sample is to be held for another shift to ID:**
 - Enclose it in a clear container. (Small bags are in the cabinet above the microscope)
 - Label with the date and client's name
 - Fill out the top two sections of the appropriate Referral:
 1. Plant for ID Only = blue
 2. Plant Problem = green
 - Whenever possible, attach Referral to the plastic bag