

## HOW TO SUBMIT A TICK FOR TESTING

### WHAT INFORMATION SHOULD BE SUBMITTED WITH THE TICK?

The top part of the [Tick Submission Form](#) should be completely filled out and packaged along with your tick. Please read the entire form carefully to ensure you are providing the proper information. Print clearly.

### HOW SHOULD TICKS BE PREPARED FOR SENDING?

#### Preparing the tick:

- **Do not place the tick on tape.**
- Ticks should be placed in a crush-proof container, but if one is not available a sealed plastic bag will suffice.
- Do not package the tick in glass or in other fragile containers.
- Do not package the tick with any objects.
- Tiny nymphal ticks may be easily handled with a cotton ball or cotton pad.
- Do not place the tick in any solution. This includes substances like water and alcohol. All ticks should be submitted dry.

#### Preparing the envelope:

- The crush-proof container housing the tick should be tightly sealed and packaged in a padded envelope.
- If a padded envelope is not available, a small sheet of bubble wrap can be added to a regular envelope to help protect the tick from being damaged.
- Clearly mark the envelope "TICK" and have the mail carrier hand stamp/sort.

### WHERE SHOULD TICK SAMPLES BE SENT?

Greenwich Department of Health Laboratory  
101 Field Point Road  
Greenwich, CT 06830

Samples may also be dropped off in-person at the Laboratory located at the above address on the ground floor.

Please enclose payment (see [Laboratory Fee schedule](#)). Checks are made out to "Town of Greenwich"

### HOW ARE RESULTS COMMUNICATED?

Results are communicated via e-mail. Be sure that you clearly print your email address on the submission form. Any questions? Call us at 203-622-7843.