



PASSIVE TICK SURVEILLANCE SUBMISSION

Collection Site

County _____ City/Town _____ ZIP Code _____

Address or Location Description _____

Site Type: Private Property Public Land Unknown

Tick Host If ticks are found across multiple species and days, please use separate vials, collection bags, and submission forms.

Vertebrate Host				
Human	Pet	Wildlife	Livestock	Other

Common name of host if known: _____

Tick Removal Method * DO NOT STORE TICKS IN DENATURED ALCOHOL (e.g., fuel used in an alcohol burner).*

Was the tick attached to host? Yes No Date of Removal (mm-dd-yyyy): _____

Tick storage medium: Ethyl alcohol Isopropyl alcohol None

Collector Contact Information

Name _____ E-Mail _____

Phone _____

LAB USE ONLY

SPECIES: _____ ID # _____

DETERMINER: _____

DHEC 4365 (03/2023)



PASSIVE TICK SURVEILLANCE SUBMISSION

Collection Site

County _____ City/Town _____ ZIP Code _____

Address or Location Description _____

Site Type: Private Property Public Land Unknown

Tick Host If ticks are found across multiple species and days, please use separate vials, collection bags, and submission forms.

Vertebrate Host				
Human	Pet	Wildlife	Livestock	Other

Common name of host if known: _____

Tick Removal Method *DO NOT STORE TICKS IN DENATURED ALCOHOL (e.g., fuel used in an alcohol burner).*

Was the tick attached to host? Yes No Date of Removal (mm-dd-yyyy): _____

Tick storage medium: Ethyl alcohol Isopropyl alcohol None

Collector Contact Information

Name _____ E-Mail _____

Phone _____

LAB USE ONLY

SPECIES: _____ ID # _____

DETERMINER: _____

DHEC 4365 (03/2023)

Instructions for Passive Tick Surveillance Submission Form (DHEC 4365)

Form Title: Passive Tick Surveillance Submission Form

Purpose: To gather information about a tick collection site, including location, ecoregion, site type, habitat type, collection method utilized, collection dates, and the contact information for the land owner and the collector. Summarized information at the county level is reported to the Centers for Disease Control and Prevention (CDC) yearly. Tick species and disease testing results will be reported to CDC via TickNET, which is a computerized national surveillance system designed to track occurrence of tick species and tick-borne diseases of public health importance, respectively. Data will be used to identify tick vectors and disease infectivity to identify locations for targeting prevention and control efforts.

Who Will Complete This Form: Civilians, Veterinary office personnel, K9 officers, University of SC affiliates, SC DHEC Bureau of Environmental Health Services personnel, livestock owners, and vector control program personnel will complete this form.

Office Mechanics and Filing: The completed form is filed in the Medical Entomology Laboratory at the South Carolina Department of Health and Environmental Control, Bureau of Environmental Health Services, 8500 Farrow Rd, Columbia, SC 29203, as well as the offices of the State Veterinarian and the University of SC Laboratory of Vector-Borne and Zoonotic Diseases.

Collection Site

1. **County:** name of the county in which the collection site resides
2. **City/Town:** name of the city or town in which the collection site resides
3. **Site Name:** unique descriptive site name for the location, such as a subdivision name, city district name, state or local park name, swamp or creek name, etc.
4. **Address or Location Description:** physical address for the collection site, or if no physical address exists, provide detailed directions with distances from nearby road intersections on the back of the form [for example, "River Rd (SR33), 1.4 mi NNW of Charleston Hwy (US17)" or "NW corner of Lawton Dr and Carlisle St"]
5. **Site Type:** site type that best describes the location (choose only one):
 - a. *Private Property* – land owned and controlled by an individual
 - b. *Public Land* – land owned and controlled by a government, such as state and national parks, wildlife preserves, national forests and roadsides
 - c. *Unknown* - the ownership of a location is unable to be identified

Tick Host

6. **Vertebrate Host:** organism on which the tick was found crawling or attached
 - a. *Human*
 - b. *Pet*- dog, cat, rabbit, ferret
 - c. *Wildlife*- squirrel, mouse, deer, raccoon, opossum
 - d. *Livestock*- cow, pig, sheep, goat, chicken, turkey
 - e. *Other*- any other animal that does not fit the above categories

Tick Removal Method

7. Where ticks are collected directly off wildlife, pets, or humans. Information should be completed about whether the tick was attached and blood feeding or just crawling on the host.
8. **Date of removal:**
 - a. **Date:** date on which the tick was found and collection occurred (formatted mm-dd-yyyy)
9. **Tick Storage Medium:** Indicate how the tick samples were stored from the time they were collected through the shipping process
 - a. *Ethyl alcohol*
 - b. *Isopropyl alcohol*
 - c. *None*- tick is stored in an empty vial or plastic container

Collector contact information

1. Enter the contact information for the tick collector(s). Include name, e-mail address, and phone number.

Office Mechanics and Filing: The completed form shall be retained one year after entry into an electronic database or incorporation into a master database, whichever is later, under the Input/Source Documents retention schedule, 14097.