



Department of **Biodiversity,
Conservation and Attractions**

Western Australian Herbarium

Reference Herbarium Freezer Loan Box Guidelines

The Western Australian Herbarium will no longer be providing freezer bags for the Reference Herbarium freezer rotations in an effort to reduce single-use plastics. This helps to bring us in line with the WA Government's current Plastic Action program aimed at eliminating single-use plastics within agencies. Instead, we have sourced boxes for temporary use and reuse within the Reference Herbarium: Ezy Storage 32L water and insect resistant tubs.

All plant materials for study must be frozen prior to entry into the Reference Herbarium. Reference Herbarium freezing services cannot be provided if cardboard boxes are not in suitable plastic wrappings (tear/rip/hole free, secured) or a plastic box to protect specimens from moisture damage. We recommend that regular users of the Reference Herbarium purchase their own supply of similar reusable boxes. Users are welcome to continue to use standard-sized cardboard boxes for Reference Herbarium freezing and use, but boxes and bags will need to be supplied (they will no longer be provided by the Western Australian Herbarium). Unbagged cardboard boxes stored within the Reference Herbarium are left at the risk of the owner and are at risk of water and/or insect damage.

Recommended specifications and source of freezer bags: Natural Poly Bag 910x610x100um LDPE; QIS Packaging (<https://www.qispackaging.com.au/>).

Procedures for the use of Reference Herbarium Freezer Loan Boxes

Please note the following:

- Boxes are for temporary, short-term use only.
- Boxes for loan are retrieved and replaced in the Reference Herbarium storage area in the store room (Figure 1, to the left upon entry to the Reference Herbarium). Please complete the *Reference Herbarium Box Loan Sheet* (Figure 2) found in the store room with the boxes.
- Please add the box number on the *Reference Herbarium Freezer Log Sheet*. This can be found on the clipboard outside the Reference Herbarium.
- Reference Herbarium Freezing boxes **must not be removed** from the KMCS facility

The Western Australian Herbarium acknowledges the Traditional Owners of the lands and waters from where our collections have come, and pays respect to their Elders past, present and emerging.

- Care must be taken with the boxes at all times. Significant damage or loss of boxes may result in the suspension of the loan system.
- The Freezer Loan Boxes remain the property of the Western Australian Herbarium and may be recalled at any time.
- We rely on an honesty system; regular audits of boxes will be undertaken by Herbarium staff.
- Only 20 freezer boxes are available in total. Please do not monopolize boxes.
- Regular users are highly encouraged to purchase their own boxes for use to ensure availability.



Figure 1: The store room in the Reference Herbarium where loan boxes can be retrieved for use.

REFERENCE HERBARIUM BOX LOAN SHEET					OFFICE USE ONLY	
(NB: this is not for visitor sign in - the Visitor Book is located inside Reference Herbarium on side table)					AUDIT	SIGNATURE
DATE IN	NAME	ORGANISATION	EMAIL OR PHONE	BOX NUMBER		
25/02/2022	Skye	DBCA	skye@dbca.wa.gov.au	11		

THIS BOX IS THE PROPERTY OF THE
WESTERN AUSTRALIAN HERBARIUM **BOX 1**

Figure 2: PERTH RH Box loan sheet and the Box numbering.



Figure 3: Example of PERTH loan freezer box labelling.

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PERTH FREEZER LOAN BOX

DATE	CONTACT NAME	BOX NUMBER
CONTACT EMAIL:		ORGANISATION
EMAIL PREFERRED		
COMMENTS:		

Figure 4: Loan box freezer label.

Step by step guide:

- Please, *do not* bring un-frozen specimens into the Reference Herbarium - leave temporarily on external bench while you enter to retrieve a freezer box.
- Collect a box from the store room in the Reference Herbarium (Figure 1). Take note of the box number. Sign the Reference Herbarium Box Loan Sheet (Figure 2) found with the boxes.
- Place specimens to be frozen into the box, attach the lid and clip shut.
- Complete the Freezer Form (Figures 3, 4), noting the box number, and providing *appropriate* contact information (who is receiving the box, not who is dropping it off!).
- Insert the Freezer form into the clear adhesive pocket on the outside of the box ([Plastic Stationery Supplies & Products | Plastics Australia](#))
- Place on the submission trolleys outside the Reference Herbarium.
- Once use of the box is completed, please clean out the box into the yellow quarantine bins; sweep or vacuum out, please.
- Return to the Reference Herbarium box storage area and sign off on the Box Loan Sheet.

Thankyou in advance for helping to reduce plastic use in the Western Australian Herbarium and appropriately caring for the boxes we are providing for your use.