



Department of **Biodiversity,
Conservation and Attractions**

Western Australian Herbarium

Western Australian Herbarium Identification and Incorporation Services

The Western Australian Herbarium (PERTH) provides services to:

- **Identify** plants, with an emphasis on native and naturalised flowering plants, slime moulds, and algae.
- **Incorporate** specimens into the collections of the Western Australian Herbarium (PERTH). Please refer to the PERTH [Herbarium Acquisition Guidelines](#) before submitting specimens for incorporation.

These services are used by a range of clients including the general public, government agencies, and environmental consultants.

Our ability to provide identifications depends on the quality of the plant material and associated information we receive. For more information on what we require, please refer to the guide [How to Collect Herbarium Specimens](#) which is available on the Herbarium's home page (<https://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium>). A well-collected and well-prepared specimen is essential for accurate identification.

The Western Australian Herbarium Identification Service does not provide identifications of:

- bulk collections for commercial clients,
- agricultural plant cultivars,
- garden plants (refer to a local nursery or the Kings Park Identification Service),
- wood and timber,
- plant pests and diseases (refer to DPIRD's [MyPestGuide](#)),
- tree roots.

The Western Australian Herbarium Identification Service also does not provide:

- medical advice; however, we will attempt to identify plants suspected of poisonings,
- advice on weed control or herbicide use,
- general gardening advice,
- recommendations on matters such as the availability of horticultural plants.

Please note that identifications from photographs or digital images alone are discouraged. We recommend submitting images to [iNaturalistAU](#) or other social media community programs for ID.

For Reference Herbarium freezing services please see the [Reference Herbarium User Guide](#) and use the provided slips outside the Reference Herbarium – do not complete the submission form attached to this document.

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

Identification and Incorporation service requests can be either **paid** or **unpaid**.

- ***Paid Identifications*** are prioritized and incur a charge of \$25.00 plus GST per specimen (maximum 30 specimens, unless negotiated). See below for information about the identification of samphires.
- ***Paid Incorporations*** are prioritized. Incorporation is required for the permanent vouchering of project study records and incurs a charge of \$25 plus GST per specimen.
- ***Unpaid Identification*** for up to 12 specimens per year for members of the public. Other requests require prior arrangement with the Collections Manager (herbarium@dbca.wa.gov.au). Please expect some delay in receiving results, dependent on Herbarium staffing capacity.
- ***Unpaid Incorporation*** of specimens is at the discretion of the Western Australian Herbarium and may have a significant delay in processing.

Contact the Collections Manager prior to submitting identifications of a **forensic or legal nature** that requires Chain of Custody documentation. These specimens must be hand delivered. Please note: the fulfilment of permit requirements does not fall into this category.

General guidelines

All specimen batches submitted for identification must be accompanied by a *Herbarium Submission Request* form (see below), a specimen list, and each specimen identified by a tag or annotation on surrounding folder/packet.

Include the following information:

- Collecting details: as printed or handwritten labels accompanying each individual specimen.
- Collection number: a unique collecting number for each specimen provided on a tag attached to the specimen.
- Evidence of legal collection for specimens to be incorporated.

A standard fee of \$25 plus GST per specimen is generally applied to identification requests. A maximum of thirty (30) specimens is allowable per paid submission, unless previously negotiated.

Fee exceptions include:

- Single identification requests that are straightforward and can be provided on-the-spot.
- New, important, or quality specimen(s) that the Herbarium wishes to incorporate into the collections.
- Up to 12 specimens per year for members of the public.
- Prior approval from the Herbarium Curator or Collections Manager (herbarium@dbca.wa.gov.au).

Please note: there is no guarantee unpaid identifications will be completed in a specified time frame due to Herbarium priorities.

Assistance from specialists at other institutions may be required to identify some taxa. This process may delay some identifications and the time required for a response will be largely outside our control.

Please note that identifying sterile specimens to species level is often problematic and the Herbarium may be unable to provide an accurate identification. Specimens submitted for identification that we are unable to identify with accuracy will still incur a fee.

Specialist identification – samphires

‘Samphire’ is the common name for species belonging to two genera in the family Chenopodiaceae: *Tecticornia* (including the former *Halosarcia*, *Pachycornia*, *Sclerostegia*, *Tegicornia*) and *Salicornia* (including the former *Sarcocornia*). These plants are notoriously difficult to identify because of their highly reduced morphology and require special collecting techniques. Please refer to the guide [How to Collect Herbarium Specimens](#) for information on collecting samphires.

All submissions of samphires are forwarded to Dr Kelly Shepherd for specialist identification. Identification of samphires incurs a charge of \$25 plus GST per specimen PLUS \$130 per hour or part thereof for her time.

Specimen Preparation Checklist

- The PERTH [Herbarium Acquisition Guidelines](#) have been reviewed prior to request for incorporation to avoid unnecessary effort and disappointment.
- Ensure all specimens are fully dried – see [How to Collect Herbarium Specimens](#). Fresh specimens are rarely and only accepted upon prior arrangement.
- Each specimen is physically separated in newspaper sheets or other appropriate foldering.
- Collecting details for each specimen are provided as printed or handwritten labels physically with the specimen.
- Each specimen is tagged with a Collection Number that matches the specimen record and label.
- Incorporation requires the submission of collecting information in digital format (e.g., MAX, excel spreadsheet), emailed to herbarium@dbca.wa.gov.au.
- Submit collecting licence information for each specimen or documented evidence of legal collection.
- For each batch include a completed *Specimen Submission to Western Australian Herbarium* form.
- For each batch include a specimen list.
- Provide the most appropriate contact information.

Please note: *Threatened and Priority Flora Report Forms* are not collecting labels and are to be submitted to [Threatened Species and Communities](#) Branch.

Specimen submission

The specimens should be protected in a cardboard or plastic box of suitable size. A small number of specimens can be tied into a bundle between cardboard and safely submitted.

Fresh specimens are rarely and only accepted upon prior arrangement. Fresh plant material must be in a bag large enough to hold the whole specimen and sealed.

Specimens with all required documentation can be delivered to the Western Australian Herbarium by three methods:

- Hand-delivery to the Reference Herbarium, Keiran McNamara Conservation Science Centre, M-F 8:00-16:30, except public holidays and scheduled closures. Place on submission trolley outside door.
- Australia Post:
 - Western Australian Herbarium
 - Attn: Accessions Officer
 - Department of Biodiversity, Conservation and Attractions
 - Locked Bag 104
 - Bentley Delivery Centre, WA 6983
- Courier:
 - Western Australian Herbarium
 - Attn: Accessions Officer
 - Keiran McNamara Conservation Science Centre
 - Department of Biodiversity, Conservation and Attractions
 - 17 Dick Perry Avenue
 - Kensington, WA 6152

Specimens not incorporated into the collections of the Western Australian Herbarium can be returned to the collector by three methods:

- Pick-up within 1 month of notification from shelving within the Reference Herbarium 'Identification pick-up area', Keiran McNamara Conservation Science Centre, Monday-Friday 8:00-16:30, except Public Holidays and scheduled closures;
- Return by Australia Post (\$20 plus GST fee applies); or
- Courier (to be arranged by collector).

Any specimens not returned to the collector will be assessed by Herbarium staff for incorporation, exchange with partner herbaria, or disposed of following quarantine regulations.

Across-the-Counter Service (dried or fresh specimens)

Where a small number of specimens require identification, assistance may be requested from an Identification Botanist via the Reception Desk at the Keiran McNamara Conservation Science Centre at the Department of Biodiversity, Conservation and Attractions, 17 Dick Perry Avenue, Kensington from 9am to 4pm, Monday to Friday, except Public Holidays and scheduled closures.

Please note: we cannot guarantee the availability of an Identification Botanist, and if unavailable, the specimens must be formally submitted and results forwarded at a later date. To avoid disappointment, an appointment may be requested via email (herbarium@dbca.wa.gov.au).

Further information

Please contact the Collections Manager if assistance is required (herbarium@dbca.wa.gov.au). Electronic versions of forms are available on the Western Australian Herbarium website (<https://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium>).

Upon receipt, Herbarium staff will provide a PERTH Accession Number for tracking purposes via the contact information provided. Please provide this number with any communications to the Herbarium.

Specimen Submission to the Western Australian Herbarium
Identification and/or incorporation requests

Date: _____ Number of boxes: _____ Number of specimens: _____

Contact name:

Organisation:

Postal Address:

Postcode:

Scientific collecting licence number(s):

Contact Phone No.:

Email:

Your reference code:

Preferred communication method:

post phone email

Please describe the purpose for specimen collection (e.g., survey of a particular area, research voucher):

Please select the following:

Identification

- paid
- unpaid
- not requested

Incorporation

- paid
- unpaid
- not requested

Purpose of identification

- general identification
- permit requirement
- legal requirement (Chain of Custody required)
- other (describe):

Return of specimens

- Pickup from Reference Herbarium
- Australia Post (fee)
- Courier (prior arrangement needed)
- Return not required

Invoicing Information (for paid identification, incorporation, shipping)

Purchase order for invoicing or ETJ for internal invoicing:

HERBARIUM USE ONLY:

PERTH Accession #: _____ RECEIPT DATE: ____/____/____

