



Department of **Biodiversity,
Conservation and Attractions**
Western Australian Herbarium

Western Australian Herbarium Identification Service

The Western Australian Herbarium provides a service to identify plants, with an emphasis on native and naturalised flowering plants, slime moulds and algae. The service is 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 at <http://dbca.wa.gov.au/plants-and-animals/wa-herbarium>. Well-collected and well-prepared specimens are essential and are more likely to result in an accurate identification.

The Identification Service does not provide:

- identifications of bulk collections for commercial clients; however we will verify important or difficult identifications
- medical advice; however, we will attempt to identify plants suspected of poisonings
- identifications of agricultural plant cultivars
- identifications of garden plants (refer to a local nursery or the Kings Park Identification Service)
- identifications of wood and timber
- identifications of plant pests and diseases
- identifications of tree roots
- advice on weed control or herbicide use
- general gardening advice
- recommendations on matters such as to the availability of horticultural plants.

General guidelines

Contact the Collections Manager if you have not previously forwarded specimens for identification, or require further assistance. The Collections Manager may be contacted by email herbarium@dbca.wa.gov.au, or phone, 9219 9130.

All specimen batches must be accompanied by a *Forwarding Specimens to the Herbarium* form and a list of the contents.

Include the following information for each specimen provided:

- Collecting Details - as printed or handwritten labels inserted into each specimen's news-sheet
- Specimen number –a unique collecting number per specimen (tagged to each specimen), that matches the specimen information provided.

A standard fee of \$25 plus GST per specimen is generally applied to identifications, other than those that are straightforward and can be provided on-the-spot, which do not incur a fee. Specimens can also be submitted to a fee free service; however there is no guarantee the identifications will be done in a specified time frame as there is generally a backlog for free identifications and paid identifications take priority.

To discuss a time frame for the completion of a batch contact the Collections Manager.

Assistance from specialists at other institutions may be required to identify some species. 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 we are unable to identify will still incur a charge.

The Herbarium may request some specimens be lodged for scientific research and incorporation in the collection.

Contact the Collections Manager prior to forwarding identifications of a forensic or legal nature.

Dried specimens must be either in a box or tied between cardboard. Fresh plant material must be in a bag large enough to hold the whole specimen and sealed.

Once identifications of a batch are completed and the results have been forwarded, specimens being returned will be ready for pickup from the Reference Herbarium in the area labelled 'Identification pick-up area', unless previously requested to be returned by post or courier.

The Reference Herbarium at the Keiran McNamara Conservation Science Centre (KMCSC) is available as a self-help Identification Service between 8am and 5pm, Monday to Friday.

Across-the-Counter Service (dried or fresh specimens) – public ID service.

The Identification Service is provided at the Keiran McNamara Conservation Science Centre at the Department of Biodiversity, Conservation and Attractions, 17 Dick Perry Avenue, Kensington and is open for across-the-counter service from 9am to 4pm, Monday to Friday. For further information please contact the Collections Manager. Please note that we cannot guarantee the availability of an identification botanist and to avoid disappointment it is best to arrange an appointment through the Collections Manager.

Where a small number of specimens require identification, this can often be done on the spot by one of our identification botanists, if available. Ask for assistance at the KMCSA Reception Desk. However, if an on-the-spot identification is not possible the specimens must be formally submitted and results forwarded at a later date.

Delivering specimens to the Service (dried specimens only)

Specimens may be hand delivered to a drop box at the Keiran McNamara Conservation Science Centre Reception Desk between 9am to 4pm, Monday to Friday. For posted and couriered lodgements please refer to the address on the *Forwarding Specimens to the Herbarium* form for mailing/courier details. Requests to return specimens by mail will incur a handling and postage fee.

Forwarding Specimens to the Western Australian Herbarium

Contact the Collections Manager if assistance is required or if you have not previously forwarded specimens to the Herbarium. The Collections Manager can be contacted by email (herbarium@dbca.wa.gov.au) or phone (9219 9130).

Ensure all specimens are fully dried before forwarding them to the Herbarium, unless dropping off fresh specimens across the counter, paying particular attention to succulents and plants with fleshy leaves or flowers. Packing and forwarding moist specimens will probably result in mould and the specimens will be unsuitable for identification or lodgement.

Please include the collecting details for all specimens with the batch, as printed or handwritten labels inserted into each specimen's news-sheet, and the specimens tagged with numbers that match the specimen records. In the case of lodgements, also provide the electronically recorded collecting details.

Please note: Threatened and Priority Flora Report Forms alone do not suffice as collecting details as they are designed to provide information on a population rather than on an individual specimen.

In addition, please include a list of the contents of the batch (name of specimen, collector, collector's number, and in the case of a lodgement the reason for lodgement per specimen e.g. range extension) – refer to the example template below.

Forward batches of specimens to the Herbarium:

by post	by hand or courier
The Collections Manager Western Australian Herbarium Department of Biodiversity, Conservation and Attractions Locked Bag 104 Bentley Delivery Centre, WA 6983	The Collections Manager Western Australian Herbarium Keiran McNamara Conservation Science Centre Department of Biodiversity, Conservation and Attractions 17 Dick Perry Avenue, Kensington, 6152

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

For each batch please provide a completed *Forwarding Specimens to the Herbarium* form along with a list of the contents.

Forwarding specimens to the Western Australian Herbarium Form

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

Your name and organisation: _____ Herbarium Accession #: _____

Your phone no. and email address: _____ Your reference code: _____
(if applicable)

Scientific collecting licence number for each collector for this batch: (in the case where there is more than one collector in a batch add the licence numbers to the list of contents provided with the batch instead):

Why the specimens were collected (e.g. survey of a particular area, Regional Herbarium):

These specimens are being sent to the Herbarium for (tick as appropriate, tick all parts of a section)

<input type="checkbox"/> Identification¹ <i>(tick this section when you require an identification)</i> Tick this section AND the one below when you require identifications AND you're giving the specimens to the Herbarium)	<input type="checkbox"/> paid (I wish to be invoiced for this) <input type="checkbox"/> unpaid (I have made a prior arrangement with the Collections Manager)	Purpose of identification (tick as appropriate): <input type="checkbox"/> general identification <input type="checkbox"/> legal requirement <input type="checkbox"/> other (describe) Please send results by: <input type="checkbox"/> post <input type="checkbox"/> phone <input type="checkbox"/> fax <input type="checkbox"/> email Please return specimens by (tick as appropriate): <input type="checkbox"/> post ² <input type="checkbox"/> pickup from Reference Herbarium <input type="checkbox"/> no need to return
<input type="checkbox"/> Lodgement³ <i>(tick this section when you're giving the specimens to the Herbarium)</i>	<input type="checkbox"/> paid⁴ <input type="checkbox"/> unpaid (donated)	All specimens retained by the herbarium If the Herbarium does not wish to retain specimens: <input type="checkbox"/> discard them <input type="checkbox"/> return them to me by post <input type="checkbox"/> pick up from Reference Herbarium

Your postal address (if required)

Name of business, address, purchase order (if required) for invoicing or ETJ for internal invoicing (if required):

Please provide further relevant information or comment overleaf.

¹ Specimens sent for identification will be charged at \$25.00 plus GST per specimen, unless prior arrangements have been made to waive the fee

² Specimens posted will be charged at Australia Post rates; couriers to be arranged by the client

³ Specimens donated to the Herbarium will be retained or discarded at the Herbarium's discretion.

⁴ Paid vouchers are specimens sent to the Herbarium for permanent vouchering of project study records. Specimens lodged as paid vouchers will attract lodgement fee of \$25 + GST per specimen, unless prior arrangements have been made to waive the fee.

List of specimens forwarded with this batch (example template)

Your Reference Code:

Field/taxon name	Collector's name	Collector's unique collecting #	Collector's licence #	Reason for lodgement (only use when lodging specimens)
<i>Acacia insolita</i>	Joe Bloggs	234	SW0222	Range extension
Acacia hairy	Joe Bloggs	235	SW0222	