



Department of **Biodiversity,  
Conservation and Attractions**

**Western Australian Herbarium**

## Submission of specimens to the Western Australian Herbarium

This information is for the submission of specimens for:

- **Identification** requests using the Herbarium Identification Service
- **Incorporation** into the collections of the Western Australian Herbarium (PERTH) –please refer to the PERTH [Herbarium Acquisition Guidelines](#) before submission

For Reference Herbarium freezing services please see the [Reference Herbarium User Guide](#).

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.

**Paid Incorporations** are prioritized, and 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](mailto:herbarium@dbca.wa.gov.au)).

**Unpaid Incorporation** of specimens is at the discretion of the Western Australian Herbarium.

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

- Australia Post:

Western Australian Herbarium  
Attn: Collections Manager  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
Bentley Delivery Centre, WA 6983

- Courier:

Western Australian Herbarium  
Attn: Collections Manager  
Keiran McNamara Conservation Science Centre  
Department of Biodiversity, Conservation and Attractions  
17 Dick Perry Avenue  
Kensington, WA 6151

- 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 trolley outside the door.

*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.*

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

- Pick-up within 1 (one) month of notification from the Reference Herbarium 'Identification pick-up area', Keiran McNamara Conservation Science Centre, M-F 8:00-16:30, except public holidays and scheduled closures;
- Return by Australia Post (standard postage and handling rates (minimum \$10 plus GST) apply); 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.

Please contact the Collections Manager prior to submitting specimens if the service required is of forensic nature or for legal proceedings as Chain of Custody is required. Please note: the fulfilment of permit requirements does not fall into this category.

### 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](mailto: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

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

Please contact the Collections Manager if assistance is required. Electronic versions of forms are available at <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.

**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:

OFFICE USE ONLY:

PERTH Accession #: \_\_\_\_\_ RECEIPT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

