



## 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 ([Karina.Knight@dpaw.wa.gov.au](mailto:Karina.Knight@dpaw.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 Parks and Wildlife Locked Bag 104 Bentley Delivery Centre, WA 6983	The Collections Manager Western Australian Herbarium Keiran McNamara Conservation Science Centre Department of Parks and Wildlife 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"/> <b>Identification<sup>1</sup></b> (tick this section when you require an identification)  Tick this section AND the one below when you require identifications AND you're giving the specimens to the Herbarium)	<input type="checkbox"/> <b>paid</b> (I wish to be invoiced for this)  <input type="checkbox"/> <b>unpaid</b> (I have made a prior arrangement with the Collections Manager)	<b>Purpose of identification</b> (tick as appropriate): <input type="checkbox"/> general identification <input type="checkbox"/> legal requirement <input type="checkbox"/> other (describe)  <b>Please send results by:</b> <input type="checkbox"/> post <input type="checkbox"/> phone <input type="checkbox"/> fax <input type="checkbox"/> email  <b>Please return specimens by (tick as appropriate):</b> <input type="checkbox"/> post <sup>2</sup> <input type="checkbox"/> pickup from Reference Herbarium <input type="checkbox"/> no need to return
<input type="checkbox"/> <b>Lodgement<sup>3</sup></b> (tick this section when you're giving the specimens to the Herbarium)	<input type="checkbox"/> <b>paid<sup>4</sup></b>  <input type="checkbox"/> <b>unpaid</b> (donated)	<b>All specimens retained by the herbarium</b>  <b>If the Herbarium does not wish to retain specimens:</b> <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.**

<sup>1</sup> Specimens sent for identification will be charged at \$20.00 plus GST per specimen, unless prior arrangements have been made to waive the fee

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

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

<sup>4</sup> 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	