



Government of **Western Australia**  
Department of **Parks and Wildlife**  
**Western Australian Herbarium**

## **Quarantine guidelines: when sending herbarium material from the eastern states to the Western Australian Herbarium (PERTH)**

Western Australia has strict laws governing what can be brought into the state. Herbarium material is subject to regulation and inspection by the Department of Food and Agriculture biosecurity agency (<https://www.agric.wa.gov.au/biosecurity-quarantine/biosecurity/plant-biosecurity>) to ensure that parcels are free of quarantine risks such as exotic pests and diseases.

To facilitate the smooth and safe transit of herbarium material through Quarantine WA all herbarium material sent to PERTH must be packaged and labelled in accordance with the instructions outlined in the *Quarantine guidelines* (pages 2 & 3) and associated documentation *Quarantine declaration* (page 4) and *parcel labels* (page 5).

Collections Manager: Karina Knight, [Karina.Knight@dpaw.wa.gov.au](mailto:Karina.Knight@dpaw.wa.gov.au), (08) 9219 9130 or [herbarium@dpaw.wa.gov.au](mailto:herbarium@dpaw.wa.gov.au)



Government of **Western Australia**  
Department of **Parks and Wildlife**  
**Western Australian Herbarium**

## **QUARANTINE GUIDELINES**

### **for sending herbarium material from the eastern states to the Western Australian Herbarium (PERTH)**

Herbarium material entering Western Australia is subject to inspection by Quarantine WA.

All herbarium material must be packaged and labeled in accordance with the instructions below.

### **PACKAGING AND LABELING**

The following measures will help to facilitate the safe and smooth passage of herbarium material through the inspection process:

#### **1. Secure your packaging**

All plant material must be boxed, sealed and wrapped in paper to prevent spillage of plant material or escape of any insects.

#### **2. Ensure that you use the correct address for parcels:**

Western Australian Herbarium (PERTH)  
Department of Parks and Wildlife  
Locked Bag 104  
Bentley Delivery Centre  
Bentley WA 6983  
AUSTRALIA

#### **3. Enclose the following documents in an envelope fixed to the outside of each box:**

- completed Quarantine Declaration (printed on institutional letterhead)
- itemised taxon list (specimens identified to family, genus and species). If plant material is not named to species level, it is to be identified by a barcode or unique identifier which identifies each specimen to at least family level.

A second copy of these documents must be included inside the box, with the usual loan/exchange documentation.

#### 4. Labeling

Label the outside of the box with the following information printed on fluorescent yellow paper (or similar):

**ATTENTION QUARANTINE**

Fully processed herbarium specimens for scientific research

Western Australian Herbarium (PERTH)

Contact: (08) 9219 9130

Documentation enclosed in envelope.

No commercial value

**The package must not be opened without first contacting the Western Australian Herbarium**

#### 5. Annotate the box (consignments from eastern states Herbaria only)

Annotate the front corner of each box per consignment with the following information:

- a) your institution's acronym and
- b) the box number (e.g. 1 of 2, indicating the number of boxes in a consignment) and
- c) indicate the contents in one of the following ways:
  - I. In the case where a loan is being returned to PERTH – the **PERTH loan number**
  - II. In the case where a loan is being forwarded to PERTH – **your loan number** and the requested **family or genus**
  - III. In the case where duplicates are being forwarded - **Duplicate exchange**

Forward to PERTH under separate cover material that must not be frozen, i.e. do not include in with normal consignments. Annotate the box not only with the information requested above in Point 5, but also add **NOT TO BE FROZEN** and the **reason** for this (e.g. Algae, wet collection).

Please direct any queries to [Karina.Knight@dpaw.wa.gov.au](mailto:Karina.Knight@dpaw.wa.gov.au), (08)9219 9130

Thank-you for your co-operation

## QUARANTINE DECLARATION

### TO ACCOMPANY HERBARIUM SPECIMENS BEING SENT FROM THE EASTERN STATES TO THE WESTERN AUSTRALIAN HERBARIUM (PERTH)

This declaration is a **Quarantine WA** requirement.

**Please print this declaration on institutional letterhead.** To obtain an electronic copy of the declaration, please contact Karina.Knight@dpaw.wa.gov.au.

The enclosed plant specimens are **fully processed herbarium specimens for scientific research**. These specimens are (please tick):

- being returned to the Western Australian Herbarium (PERTH). They have been on loan to <insert herbarium name and acronym> (further details below) for scientific research.

OR

- being sent on loan to the Western Australian Herbarium (PERTH) for the purposes of scientific research

OR

- being sent as an exchange/donation, to be incorporated into the Western Australian Herbarium (PERTH)

Prior to packaging, the specimens were free from live insects and excess soil. The specimens are not pathogenic on plants and are not knowingly infected with potentially viable pathogenic micro-organisms.

A list of taxa is attached. This consignment (please tick):

- does not contain** pathogenic organisms which are not permitted organisms under the *Western Australian Organism list*. **No Import Permit required.**

OR

- contains pathogenic organisms and import has been approved and a permit issued. **Import Permit No.** <insert permit number provided by PERTH>.

Signed:

Name:

Position:

Institution:

Contact Phone Number:

Date:

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