



Western Australian Herbarium

Identification Service

The Western Australian Herbarium provides a service to identify plants with an emphasis on native and naturalised flowering plants, bryophytes, lichens, 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://dpaw.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

All specimen consignments must be accompanied by a *Forwarding Specimens to the Herbarium* sheet, attached below. Please fill out all parts of the form. Include the following information for each specimen provided:

- Collecting Details - as printed or handwritten labels inserted into each specimen's news-sheet
- Specimen number - using a collecting/reference number that matches the specimen information provided.

A standard fee of \$20 plus GST per specimen is generally applied to identifications other than simple on-the-spot ones. Specimens can 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 a backlog for free identifications and paid identifications are attended to first.

Assistance from specialists at other institutions may be required to identify some species. This process may hold up some identifications and the time required for a response is 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 to retain some specimens for scientific research and incorporation in the collection.

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'. Specimens will be available for pickup for a period of two weeks, after which time they may be discarded.

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)

The Identification Service is provided at the Keiran McNamara Conservation Science Centre at the Department of Parks and Wildlife, 17 Dick Perry Avenue, Kensington and is open for across-the-counter service 9am to 4pm, Monday to Friday. For further information please phone the Collections Manager, 9219 9130.

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 Reception. However, if on-the-spot identification is not possible the specimens must be formally submitted and results forwarded at a later date.

If repeat requests for small numbers of identifications are made by one person or organisation they will be encouraged to submit specimens as one batch.

For larger batches of specimens (five or more) please contact the Collections Manager (9219 9130) to arrange a time for submission and to discuss a time frame for completion of the job.

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

Mailed in service (dried specimens only)

Contact the Collections Manager to make a prior arrangement for submission. Requests to return specimens by mail will be invoiced with a handling and postage fee.

Forwarding Specimens to the Western Australian Herbarium

Contact the Collections Manager prior to forwarding specimens to the Herbarium Karina.Knight@dpaw.wa.gov.au or 92199130.

Make sure that all specimens are fully dried before forwarding them to the Herbarium, paying particular attention to succulents and plants with fleshy leaves or flowers. Packing and forwarding moist specimens will probably result in mould.

Please include the collecting details for all specimens with the batch, as printed or handwritten labels inserted into each specimen's news-sheets, and electronically recorded information (e.g. a MAX file) on CD (with the specimens tagged using numbers that match the specimen records).

Please note: Threatened and Priority Flora Report Forms alone do not suffice as a herbarium specimen label as it's 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) along with the forwarding sheet in the consignment.

Forward batches of specimens to the Herbarium:

by post	by hand
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 17 Dick Perry Avenue, Kensington, 6152 <i>Contact the Collections Manager to make a prior arrangement for submission 9219 9130 or Karina.Knight@dpaw.wa.gov.au:</i>

If a batch contains a number of specimens they 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.

Please attach the form at the end of this document with each batch.

Forwarding specimens to the Western Australian Herbarium Form

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

Your name/organisation: _____ **Accession #**
(office use only)

Phone, fax: _____

Email: _____

Scientific collecting licence number for each collector for this batch: _____

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 e.g., identification only, lodgement only or identification and lodgement, funding is being provided or not, etc):

<input type="checkbox"/> Identification¹	<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	<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 \$20.00 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.