



## Forwarding Specimens to the Western Australian Herbarium

Contact the Collections Manager prior to forwarding specimens to the Herbarium [Karina.Knight@dpaw.wa.gov.au](mailto: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<br>Western Australian Herbarium<br>Department of Parks and Wildlife<br>Locked Bag 104<br>Bentley Delivery Centre, WA 6983 | The Collections Manager<br>Western Australian Herbarium<br>17 Dick Perry Avenue,<br>Kensington, 6152<br><br><i>Contact the Collections Manager to make a prior arrangement for submission 9219 9130 or <a href="mailto:Karina.Knight@dpaw.wa.gov.au">Karina.Knight@dpaw.wa.gov.au</a>:</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"/> <b>Identification<sup>1</sup></b> | <input type="checkbox"/> <b>paid</b> (I wish to be invoiced for this)<br><br><input type="checkbox"/> <b>unpaid</b> (I have made a prior arrangement with the Collections Manager) | <p><b>Purpose of identification</b> (tick as appropriate):</p> <input type="checkbox"/> general identification <input type="checkbox"/> legal requirement <input type="checkbox"/> other (describe) <p><b>Please send results by:</b></p> <input type="checkbox"/> post <input type="checkbox"/> phone <input type="checkbox"/> fax <input type="checkbox"/> email <p><b>Please return specimens by (tick as appropriate):</b></p> <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>      | <input type="checkbox"/> <b>paid<sup>4</sup></b><br><br><input type="checkbox"/> <b>unpaid</b> (donated)   | <p><b>All specimens retained by the herbarium</b></p> <hr/> <p><b>If the Herbarium does not wish to retain specimens:</b></p> <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.