



RSA-POM Herbarium

Destructive Sampling Policy & Procedures

The policy and procedures outlined below are intended to help us balance the preservation of herbarium specimens with their utilization for scientific research. The removal of plant material from RSA-POM specimens for genetic/morphological/anatomical studies will be permitted only to an extent that ensures no significant reduction in the overall quality of the specimen. Requests for removal of material from herbarium specimens should be addressed to the Curator. Decisions concerning destructive sampling will be made on a case-by-case basis. Each sheet will be assessed individually and approved by the Curator if sufficient material is available and sampling will not compromise the integrity of the specimen. The RSA-POM Herbarium maintains no records on the history or treatment of the collections and materials are supplied with no warranty of any kind. Samples are not provided for research with potential commercial applications.

Absolutely no material may be removed without prior consent of the Curator. Permission for removal of material, when given, is contingent upon adherence to the following guidelines:

1. The investigator must have made a diligent and good faith effort to obtain appropriate material from other sources (e.g., field collections, horticultural sources, other herbaria, etc.).
2. The investigator must have enough experience with laboratory techniques and knowledge of their group to assure a reasonable probability of success with extracting usable DNA from sampled material.
3. Material may not be removed from TYPE collections, designated historical specimens (i.e., from collections made before 1900), or taxa represented in the herbarium by less than three collections. Only rare circumstances may warrant exception, and the Curator will then carry out sampling.
4. Approval will only be granted when there is adequate material and good cause for sampling. Material in packets, when present, should be the first choice for sampling. Any dissection of plant parts likewise requires the permission of the Curator.
5. Specimens approved for sampling must be handled with care and impacted as minimally as possible. Only the minimum amount of material needed may be taken. For molecular studies, sampling requests should indicate on the request form the amount of material needed, and in general, should never exceed 1 cm² or 20 mg.
6. If a specimen is already on loan and destructive sampling is requested, a digital image of the specimen with label, showing area to be sampled, is to be sent to the Curator for approval.
7. Each specimen sampled must be annotated with reference to what material was removed, by whom, for what purpose, the project, institution, date, and ideally, any resulting publication.
8. DNA sequences generated from sampling must be registered in GenBank or EMBL and cite the RSA-POM specimen as a voucher.
9. The RSA-POM Herbarium must be acknowledged in any publication in which data derived from any sample are used. A reprint of the paper(s) should be provided to the Herbarium.
10. Surplus or unused material should be placed in the fragment packet, located on the herbarium sheet.
11. Any given specimen may not be sampled a second time for the same study.

California Botanic Garden

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If you agree to this policy, please complete this destructive sampling form. Provide a separate list of each specimen you wish to sample. Send form and specimen list to:

Mare Nazaire, Curator, California Botanic Garden Herbarium 1500 North College Avenue, Claremont, CA 91711-3157; or as an email attachment to mnazaire@calbg.org

RSA-POM Herbarium Destructive Sampling Form

Date: _____

Institution Name and Acronym: _____

Printed Name: _____ Email: _____

Name of Advisor (for students): _____

Mailing address (if shipping material): _____

Project Title: _____

Brief Description of the Project: _____

Nature of Sampling (anatomy, pollen, leaf (DNA), etc.): _____

Quantity of Sample Requested (include units, e.g., mg, cm²): _____

I certify that I have read and understand the policy and guidelines as outlined in the destructive sampling policy and agree that I will conform to all regulations of the RSA-POM Herbarium.

Signature of Researcher/Student: _____

On a separate sheet provide the following information for each specimen requested for sampling:

Family Name, Taxon Name, Collector & Number, Collection Date, Barcode and/or Accession Number

Loan Number: _____

[Loan # assigned by RSA-POM]

Permission granted: _____

[Curator of RSA-POM]

[Date]

Exceptions: _____