

## **REQUEST FOR DESTRUCTIVE SAMPLING OF SPECIMENS BELONGING TO THE U.S. NATIONAL HERBARIUM (US)**

Only with prior approval from a Curator in the Department of Botany of the Smithsonian Institution or the Collections Manager of the U.S. National Herbarium (US) may material be dissected or removed from any herbarium specimen belonging to US. If you agree to the stipulated conditions, please sign this [form](#) and mail it to US (Rusty Russell, U.S. National Herbarium, Smithsonian Institution, MRC 166, P.O. Box 37012, Washington, DC 20013-7012, U.S.A.) along with your sampling proposal. You will receive back a copy either granting or denying permission to remove samples for destructive analysis from US herbarium specimens.

When requesting to sample herbarium sheets:

1. Describe briefly your project and state the purpose for which the sample will be taken;
2. Describe the technique(s) to be used on the samples;
3. Describe how you have successfully used this technique (or techniques) before on fresh or dried material;
4. State the amount of material (weight and area) required from one specimen;
5. State the number of samples required; and
6. State the criteria you will use to select specimens for sampling.

I understand that permission is NOT routinely granted for dissection or removal of material from:

- type specimens,
- specimens collected prior to 1900 or other historical collections,
- taxa which are known to be endangered or extinct, or
- taxa represented at US by fewer than 5 collections, or taxa represented by fewer than 5 specimens included in a loan from US.

[Permission for the above is only granted under rare and compelling circumstances, with review and approval of ~~the~~ Collections Advisory Committee, and removal of samples only by a designated US staff member.]

I understand that if authorization is granted for sampling general herbarium collections, EXCLUDING those mentioned above, then:

1. Material found in the pockets should be considered first for sampling.
2. Samples may be removed from a specimen for a specific analysis only by me (i.e., the researcher whose signature appears on this form) and I agree to share my preparations with other investigators (specimens are not to be sampled if there is evidence that they have been sampled before). For DNA analysis, I will provide documentation that the sequences will be deposited with GenBank.

3. Sampling will only be done where ample material is available on the specimen, and such sampling will not diminish the scientific value of the specimen. When specifically requested and authorized, pollen, fruit or seeds will be removed judiciously, and pollen will not be removed from more than one flower per sheet. Leaf samples for DNA analysis will not exceed one square centimeter per sheet.
4. If permanent glass slides for light microscopy are made, the Smithsonian reserves the right to request that a duplicate slide be deposited at US. The slide label must include the taxon name and author, collector and collector's number, geographic origin of the sampled specimen, and the US sheet (not barcode) number.
5. For scanning electron microscope studies (SEM and/or TEM), a photograph will be deposited at US (this can be paper-clipped to the herbarium sheet upon return), which will be labeled with the magnification and, on the back, with the same data as in 4. above.
6. I will affix an annotation label to the sampled herbarium sheets, which includes my name and institutional affiliation, the date of removal of material from the specimen, and the purpose of such removal (e.g., DNA extraction, anatomical study, palynological study, etc.).
7. I will place in the fragment pocket on the herbarium sheet any specimen part that may have become detached.

I understand and agree to the conditions and restrictions as stated.

I further submit that the analysis of these samples is intended for academic research only, and is not for commercial purposes.

[Institution and address, requesting permission.]

Researcher name/title (please print)

Signature of researcher

Date

Advisor or host name/title (please print)

Signature of advisor or host [if student  
or visitor]

Date

**For Smithsonian Institution use only**

We have reviewed the request and [grant] [deny] permission for the sampling of  
herbarium specimens, with the restrictions stated above.

Signature

Date

Representative of the Smithsonian Institution,

U.S. National Herbarium

Rev. 2/2008