



RANCHO SANTA ANA BOTANIC GARDEN

1500 N. College Avenue, Claremont, CA 91711-3157 • Phone 909-625-8767 • Fax 909-626-7670
www.RSABG.org

Destructive Sampling Policy for RSA-POM Herbarium

The policy outlined below is intended to help us balance the preservation of herbarium specimens with their utilization for scientific research. The removal of plant fragments 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. While the value of specimens for these kinds of research is understood, the quality of the collection is undoubtedly impacted. Decisions concerning destructive sampling will be made on a case-by-case basis. Each sheet will be assessed individually and approved if sufficient material is available and sampling will not compromise the integrity of the specimen.

Requests for removal of samples from herbarium specimens should be addressed to the Herbarium Curator or Collections Manager. Please read this policy statement, complete the agreement outlined below, and include a list of specimens to be sampled.

Absolutely no material may be removed without prior consent of the Herbarium Curator or Collections Manager. Permission for removal for 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., filed collections, horticultural sources, other herbaria, etc.) before requesting permission to sample from the Garden's collection.
2. Material may not be removed from TYPE collections, from designated historical specimens (i.e., from collections made before 1900), or from taxa represented in the herbarium by less than three collections. Only the rarest of circumstances may warrant exception, and the Herbarium Curator and/or Herbarium Collections Manager will then carry out sampling.
3. Specimens approved for sampling must be handled with care and impacted as minimally as possible. Approval will only be granted when there is adequate material and good cause for sampling.
4. Whenever material is removed, specimens must be annotated with reference to what material was removed, by whom, for what purpose, the project, institution, date, and ideally, any resulting publication.
5. DNA sequences generated from the sampling must be deposited in GenBank or EMBL and cite the RSA-POM specimen as a voucher.
6. 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.
7. Surplus material should be placed in the fragment packet, located on the herbarium sheet.
8. Any given specimen may not be sampled a second time for the same study.

If you agree to sample the materials under the above conditions, please fill out a copy of this destructive sampling form and a separate list of each sheet you wish to sample. Return form and list to Mare Nazaire, Administrative Curator, Rancho Santa Ana Botanic Garden Herbarium, 1500 North College Avenue, Claremont, CA 91711-3157; or as an email attachment to mnazaire@rsabg.org.



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RSA-POM Herbarium Destructive Sampling Form

Date _____

Institution Name and Acronym _____

Printed Name of Researcher _____

Email/Other Contact Information _____

Project Title: _____

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

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

Signature of Researcher _____

Please provide the following information for each specimen to be sampled on a separate list:

Family Name, Taxon Name, Collector & Number, Collection Date, Specimen Accession Number

Send completed form and specimen list to:

Mare Nazaire, Administrative Curator

1500 North College Avenue

Claremont, CA 91711

Fax: 909-626-7670

Email: mnazaire@rsabg.org

Loan Number: _____

[Loan # assigned by RSA-POM]

Permission granted: _____

[for Administrative Curator of RSA-POM, Date]