



# 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 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 resulting from such utilization. While the value of specimens for these kinds of research is understood, the quality of the collection is undoubtedly impacted.

**Absolutely no material may be removed without prior consent of the Herbarium Curator or the Herbarium Collections Manager.**

You must fill out the destructive sampling form, and each sheet you wish to sample must be approved individually and listed. Decisions will be made on a case-by-case basis, one herbarium specimen at a time.

When destructive sampling is approved, the following guidelines must be strictly followed:

1. There is no sampling of the TYPE collection. (The rarest of circumstances may warrant exception, and the Herbarium Curator and/or Herbarium Collections Manager will then carry out sampling.)
2. 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.
3. Whenever material is removed, specimens must be annotated with reference to the sample taken, its purpose, the project, institution, researcher, date, and ideally, any resulting publication.
4. DNA sequences generated from the sampling must be deposited in GenBank or EMBL and cite the RSA-POM specimen as a voucher.
5. The RSA-POM herbarium must be acknowledged in any publication resulted from the data generated from the sampling. A reprint of the paper(s) should be provided to the Herbarium.
6. Surplus material should be placed in the fragment packet, located on the herbarium sheet.
7. Other avenues of acquisition should be explored before a request for destructive sampling is submitted.
8. Any given specimen may not be sampled a second time for the same study.

Please work closely with the herbarium staff any time you are considering the use of herbarium specimens in your studies.

**RSA-POM specimens on loan to another institution are subject to the same criteria listed above, however, supervision and consent may be entrusted to the senior curatorial staff of the borrowing institution, at the discretion of the Herbarium Curator and/or Herbarium Collections Manager.**



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## RSA-POM Herbarium Destructive Sampling Form

Date \_\_\_\_\_

Permission is granted to \_\_\_\_\_ for destructive sampling of RSA-POM Herbarium specimen sheet(s) using material from fragment packets whenever possible, for use in project entitled \_\_\_\_\_

Please Circle material to be sampled: Leaf Pollen Flower Other (specify): \_\_\_\_\_

Accession Number(s): \_\_\_\_\_

Vouchers will be cross-referenced with the specimen database if appropriate, and annotation labels will be affixed to the specimen(s) describing the nature of the study and any resulting publication/presentation.

Other notes: \_\_\_\_\_

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Herbarium Representative & Title

\_\_\_\_\_  
Date

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Cut out annotations and apply to sheets samples are taken from

<b><u>Rancho Santa Ana Botanic Garden</u></b>
Destructively sampled for:
Researcher & Institution:
Sampled tissue of:
Date:

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