

**HERBARIUM PACIFICUM (BISH) DESTRUCTIVE SAMPLING AGREEMENT
POLICY STATEMENT AND AUTHORIZATION FORM**

Requests for loan of material from the *Herbarium Pacificum* for destructive sampling (including but not limited to SEM studies, tissue studies through dissections or removal, DNA and other molecular studies, destructive morphological studies, etc.) follow the loan policies of the Bishop Museum with additional protocol specified below.

The collections of the *Herbarium Pacificum* are maintained with the goal of balancing preservation of the integrity of herbarium specimens with use for scientific research. While every effort will be made to accommodate researchers' requests, decisions concerning requests for destructive sampling of collections are made on a case-by-case basis.

No material may be removed from specimens without prior consent of the Collections Manager or an appropriate member of the curatorial staff. Permission for removal of material is contingent upon adherence to the destructive sampling policy.

Please read this policy statement carefully, complete the agreement and attach it to your request.

I- Requests for destructive analysis must include:

1. A summary of the research, which must include:

- a. Objectives of the project and its potential scientific value.
- b. Sources of material and justification for why samples are needed from the Bishop Museum collection.
- c. Availability of material from wild populations or captive sources.
- d. Nature of material needed, including sampling site and technique, number of samples per taxon and geographic locality (include BISH catalog numbers if known).
- e. Qualifications of the investigator(s) to perform the laboratory work.

2. A curriculum vitae which includes a full list of publications and reprints of published research using the techniques to be applied.

3. Loans are not made to graduate students. Such loans will be made only to the student's major professor or qualified supervising staff member of that institution. If the primary investigator is a graduate student, we require that the analysis be conducted under the direction and close supervision of someone with a strong and successful history of genetic analysis. Submit a letter from such an advisor supporting the research, corroborating the need for museum material, and stating his/her full involvement in the project. This letter is to be accompanied by the advisor's curriculum vitae and reprints of published research involving the analysis technique to be applied in the current project.

II- Material **may not** be removed from type collections, historical collections, or from taxa that are represented in the herbarium by less than three (3) collections, except in rare instances, and then only by an appropriate staff member.

III- Material **may not** be removed from a herbarium sheet for a second time if the nature of the study is the same (i.e., pollen material for SEM, leaf material for DNA analysis, etc.).

IV- Leaf material, pollen, spores, etc. may be removed from specimens only when there is adequate material available. Damage to the specimen must be avoided. Wherever possible, samples should be taken from pieces in fragment packets and from obscured portions of specimens.

V- Each specimen must be annotated with a label indicating the material removed, the nature of the study, the researcher's name and institutional affiliation, and the date. The *Herbarium Pacificum* (BISH) should be cited in any resulting publication, a copy of which should be sent to the Collections Manager.

VI- Depending on the purpose of the material removed, the researcher must return to BISH the following: a duplicate permanent pollen, spore, or leaf slide, SEM photograph, etc. Such material will be housed in the herbarium in a suitable place, cross-referenced to the specimen from which it was removed, and made accessible to other researchers as requested. Unused extraction and amplification products may be requested to be returned to Bishop Museum; any genetic material or products remaining after investigation should be retained by the investigator's institution or returned the Bishop Museum for archiving.

VII-Any DNA sequence data derived from these specimens should be deposited in GenBank (<http://www.ncbi.nlm.nih.gov/Genbank/index.html>). The accession numbers should be provided to the *Herbarium Pacificum* and/or included on the annotation. Ensure that any sequences are accompanied by the appropriate BISH catalog number.

VIII-For large or complicated requests of material, researchers will be encouraged to come to the *Herbarium Pacificum*, using their own funds, and select specimens for sampling themselves (except in those cases listed above where only BISH staff members are allowed to select specimens). Specimens will be selected and set aside by the researcher; removal of material will be made with supervision and approval of appropriate staff. Not only does this reduce the work required of the curatorial staff, but it allows the investigator to make more precise selections based on specimen age, material in packets, etc.

IX- The *Herbarium Pacificum* maintains no records on the history of specimen collection or treatment methods; materials are supplied with no warranty of any kind.

I have read the above destructive analysis regulations and agree to adhere to these policies.

Printed Name of Research Investigator

Signature

Date

Printed Name of Institution

For graduate students:

Printed name of Major Advisor or supervising Staff Member

Signature

Date

Printed Name of Institution

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