

**UNM HERBARIUM
DESTRUCTIVE SAMPLING POLICY AND AGREEMENT**

The UNM Herbarium acknowledges your request for destructive sampling of herbarium specimens. Please read this policy statement and complete the agreement outlined below.

The UNM Herbarium operates with the goal of balancing preservation considerations of herbarium materials with utilization for scientific research. We will routinely grant permission to sample non-type and non-rare specimens. However, we discourage the destructive sampling of types and specimens of rare taxa, only when absolutely necessary will permission be granted. Decisions concerning destructive sampling of collections are made on a case-by-case basis. UNM does not maintain records on the history of specimen collection or treatment methods. It is the responsibility of the researcher to verify specimen identification.

1. The decision to remove material shall be made with the approval of the curator.
2. Removal of leaf material, pollen, spores or seeds is allowed when there is adequate material available. Care must be taken not to damage the specimens.
3. Material may not be removed from type collections, or from taxa represented in the herbarium by less than 3 collections, except in rare instances, and then only by the curator or collection manager. The amount of material removed should not exceed 3-5% of the leaves, stems, or reproductive parts, at the discretion of the curator.
4. Removal of non-type or non-rare material may be done by the investigator, only with the consent of the curator.
5. Material may not be removed from an herbarium sheet for a second time.
6. Each specimen must be annotated indicating the material removed, the nature of the study, the researcher's name and institutional affiliation, and the date. The UNM Herbarium must be cited in any resulting publications and a copy sent to: UNM Herbarium, Museum of Southwestern Biology, The University of New Mexico, Albuquerque, NM 87131 USA.
7. DNA sequences must be deposited with GenBank and specimens annotated with GenBank accession numbers.
8. An extraction protocol must be submitted, along with an estimate of the amount of material needed, for approval by the curator.

If you agree to accept the materials under the above conditions, please sign below and return this form to the UNM Herbarium, Department of Biology, Museum of Southwestern Biology, The University of New Mexico, Albuquerque, NM 87131 USA. For DNA studies, please enclose an extraction protocol. Upon receipt of confirmation, we will contact you concerning the dispatch of the material.

Accepted: _____
Printed Name of Institution

Research Investigator: _____
Printed Name

Signature

Date