

# University of Tennessee Herbarium (TENN) Destructive Sampling Policy

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## **Permission:**

A formal written request must be made by the borrowing herbarium to the Herbarium Director or Curator of the fungal herbarium. The request should include the samples that are being requested, the reason they are being requested, and an estimated amount of material that will be needed. Permission must be granted by the Herbarium Director or fungal Curator before material may be removed. We reserve the right to refuse permission for destructive sampling.

Any material in a fragment packet should be sampled first and care must be taken to ensure the integrity of the specimen (i.e. longevity of the specimen balanced with DNA extraction). If for any reason additional material needs to be sampled from the same specimen/s, then permission must be requested from and granted by the Herbarium Director or fungal Curator again.

## **Annotations:**

We request that the researcher label the specimens that were destructively sampled before returning them. Labels should be made on archival paper with archival ink and carefully attached with archival glue. For vascular specimens they should be glued in a clear space, preferably near the bottom of the sheet, for bryophytes and lichens the labels may be placed inside the packet for TENN staff to later glue to the packet, and fungal specimens should have labels placed inside their boxes or packets. Destructive sampling labels should include the researcher's name, institution, the type of material removed, nature of the study, sampling date, and, when available, the publication that the results have been published in. GenBank accession numbers connected to the specimen would also be appreciated on the annotation labels, if possible. Please do not write directly on the original specimen labels or sheets. A formatted Word document for destructive sampling labels can be obtained from the TENN Collections Manager and found on our website.

## **Publications:**

Any publications that result from studies using our collections should acknowledge the University of Tennessee Herbarium; please use the recognized herbarium code TENN. Researchers that use TENN specimens for genetic work are strongly encouraged to submit the DNA sequences to GenBank, or similar platform, and are required to clearly cite the specific herbarium specimens. We request that all GenBank accession numbers be sent to TENN so that they may be added to the online portals with the appropriate specimens. We would appreciate receiving any publications resulting from studies using our collections in either hard-copy or PDF format.