

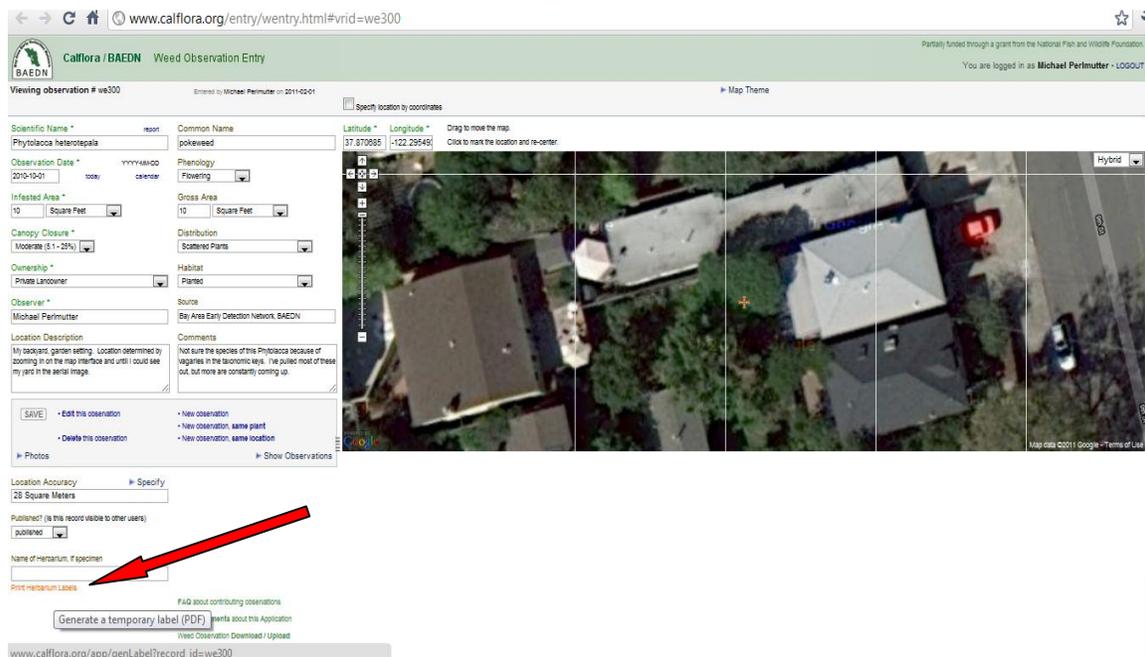


# Cal-IPC & BAEDN: Voucher Collection Guide



- If flowers are large enough, cut one or two open and press flat so the interior/cross-section can be seen. Do the same for fruits. Turn over at least one leaf so the underside will be visible in the final mounting.
- Press carefully. Typically specimens are pressed in folds of newspaper, with the label slipped in with the plant material. The standard plant press is the same size as a standard herbarium sheet (11”x17”). You can make your own plant press or purchase one, see <http://sdplantatlas.org/pdf/files/equipment.pdf> for ideas. How you place the plant in the press will generally be how it will look mounted. If a plant is large, fold it or cut it to fit, keeping branching and general form intact. Note original dimensions and photograph if possible. Plants requiring more than one sheet for proper representation should be noted by labeling the sheets “[1] of [total number of sheets],” “[2] of [total number of sheets],” etc. The herbarium will typically mount the specimen on herbarium sheets
- All records should be entered into the Calflora database to ensure digital preservation of the data. A best guess genus and species label should be assigned for uncertain identifications, along with a note regarding the uncertainty. If you are only confident of the genus, enter this preceded by an asterisk (ex: *\*Petasites*), and if even the genus is not known, report it as “*Unknown*.” In all cases, the record should be edited once the species name is determined by experts.

Figure 1. Calflora interface



- Take copious **notes**, including the following information: **date**; **collector** and **collection number** (the collector’s name and the number of specimens the collector has collected to date—*e.g.*, Andrea Williams’ 1000th specimen would be coded as “A. Williams 1000.”); exact **location** in Lat/Long or UTM (from GPS—if GPS is used, specify datum such as NAD83); elevation; descriptive location (*e.g.* about 1 mile up Coastal Trail from Rodeo Lagoon parking lot, Wolf Ridge, Marin Headlands; do not use “local” nicknames not on any map!); county; **habitat** description (dominant species); **associated species**; characteristics that may be lost in pressing (smells, flower color, habit, stature, bark, branching patterns, etc.); study name and number/plot number if applicable. Some information (elevation, sensitivity, county) may be filled in at the office. **Many**

**specimens are eventually discarded due to a lack of collection information—don't let this happen to yours!**

- Herbarium labels can be created directly from Calflora. After completing and saving the online occurrence record, click the “Print herbarium label” button in the left hand bottom corner of the page to generate the label. Print enough copies for each specimen. All duplicates (parts of the same plant) and individual specimens with multiple sheets should bear the label information.

**Figure 2.** Sample collection label printed from Calflora

<b>Date:</b> 2010-10-01	<b>Collector:</b> Michael Perlmutter	<b>Calflora ID#:</b> we300	<b>Determination:</b>
<i>Phytolacca heterotepala</i>	H. Walter		
Phytolaccaceae	pokeweed		
<b>Coordinates:</b> 37.870685, -122.295493 NAD83			
<b>Location Description:</b> My backyard, garden setting. Location determined by zooming in on the map interface and until I could see my yard in the aerial image.			<b>Det. by:</b>
<b>Comments:</b> Not sure the species of this Phytolacca because of vagaries in the taxonomic keys. I've pulled most of these out, but more are constantly coming up.			<b>Det. date:</b>

*Remember to specify units and give any useful details!*

- Notes and labels should be printed on acid free cotton bond paper and also provided electronically (a spreadsheet can be used to document multiple labels).

Early detection vouchers, as well as unknown non-native plant species, should be mailed or brought to:

Dean G. Kelch  
 Primary Botanist  
 California Department of Food and Agriculture  
 1220 N Street, Room 349  
 Sacramento, CA 95814  
 Tel. (916) 403-6650 Fax (916) 403-6787  
 His email is: [dean.kelch@cdfa.ca.gov](mailto:dean.kelch@cdfa.ca.gov)

**Please include your name, email address, and phone number so that Dean can contact you with the identification determination. Please also request that duplicate specimens be sent to the EDN collection at Jepson Herbarium.**

Alternatively, samples can be brought to the local County Agriculture Commissioner's Office (see <http://www.cdfa.ca.gov/exec/county/countymap/> for locations and hours), where the biologist will assist in identification and/or filling out a Pest Damage Record. Regionally important specimens, or those that cannot be identified by county biologists, will be sent to the California Department of Food and Agriculture's (CDFA) taxonomists for identification and accessioning to the herbaria.