

## DESTRUCTIVE SAMPLING: Rules and request form:

In response to yours request for destructive sampling of specimens, we request to read the rules that govern the form and sign of conformity.

1. As a general rule, any material should be separated from the original specimen without the express advance of the herbarium BC Curator. The researcher applicant must sign the authorization, thus assuming all sections of these regulations.
2. Do not allow the removal of material in type specimens or those taxa that are represented by few specimens in the herbarium.
3. If the available material is suitable and later studies are not compromised by the removal of this material, sampled can be done in the minimum amount required (leaves, pollen, spores, etc.). Should be maximized every precaution to not damage the exemplar more than is strictly necessary.
4. Do not allow to take samples in one specimen repeatedly. Exceptions may be considered when the specimen includes additional material for specific purposes, such as DNA extraction, samples pollen, seeds, etc.
5. Specimens sampled should include a label indicating the material used, the nature of the study, researcher name, date of extraction and the institution to which it belongs. In the case of DNA extractions should be included or sent later GenBank or other gene banks access number.
6. In case of DNA extractions are requested to be sent in advance extraction protocol and the estimated amount of material. The request will be reviewed by the Curator and a specialist of molecular techniques Botanical Institute (IBB).
7. The results, both negative and positive, must be reported and sent to the herbarium BC. This means that the researcher has to return to the herbarium any graphic material (such as drawings, photographs or electronic microscope references DNA sequences), reference codes (GenBank or other gene banks access number), microscope (pollen, leaf, spores, etc) or any material derived from samples taken (aliquot of DNA ...). This material will be incorporated into the herbarium BC and will remain available for future studies. Relevant cross-references will be established between the original specimen materials and product studies destructive.
8. To cite and describe specimens in any publication should note the acronym BC and the number of corresponding specimen (for historical herbaria, BC- "historic herbarium" - sheet number).
9. The publications based on herbarium specimens should include thanks to the herbarium. It would also be advisable to send a copy of these publications to the library of the IBB.
10. Herbarium BC does not keep a record of the treatment suffered by specimens preserved and therefore can not guarantee that the material sent is appropriate for the purpose requested.
11. Do not allow, under any circumstances, make commercial use of the material obtained. In any case, the user agrees to comply with current legislation in this regard.
12. Failure by the applicant of any of these requirements specified mean the termination of the authorization of the application as well as the impossibility avails any new requests.

If you accept these terms, please fill in the following details and send this document duplicate to the herbarium curator, Dr. Neus Ibáñez that will returned with proper authorization.

Name .....

Institution ..... Date .....

Signature

Accepted:

BC Curator ..... Date .....