



Specific departmental guidelines regarding destructive sampling of botanical specimens for DNA work:

1. Researchers must have made an effort to obtain appropriate material for extraction from other sources.
2. Researchers must have enough experience with the laboratory techniques and the characteristics of their particular taxonomic group to ensure that there is a reasonable probability of successfully extracting useable DNA from the sampled material.
3. Only material in the fragment packets may be used unless specific permission to remove other parts of a specimen is granted by a member of curation staff. A member of curation staff should carry out all such removal.
4. A sample should only be removed when it will not result in the destruction, or significant damage of the only example of an organ on a specimen, and only the minimum amount of material should be used.
5. The removal of a sample should be done in such a way that it does not make the specimen appear to be damaged - chunks should not be cut out in such a way as to give the impression that we are willing to let anyone do the same.
6. Only one or two specimens per taxon may be sampled.
7. A specimen may not be sampled a second time.
8. Sampling is restricted to non-type specimens.
9. Sampling where possible must be only from the most recent collections, i.e. those collected in the last 50 years. Sampling from older material can only be granted by the express permission of a member of curation staff
10. Full data - even if this is negative - resulting from any analysis or examination should be supplied to us or placed as a small label on the herbarium sheet.
11. Any sampled specimen must be clearly annotated with what material was removed, by whom, for what purpose, etc.
12. Sequences must be registered with GenBank/EMBL accession numbers.
13. Acknowledgement of The Natural History Museum must be given in any publication resulting from the sampling, and reprints deposited with the department.