



Preservation and Lodgement of Specimens Reptiles, Frogs, Mammals & Birds

Version 1 March 2009

IMPORTANT!

All specimens submitted to the WA Museum for either identification or accession into the State's collections must be accompanied by a hard copy of the relevant associated data. Specimen submission data sheets are available by contacting staff or online.

Specimens without data will be rejected!

Lodgement

Please be aware that our staff are often not available in the office due to fieldwork and project work. Please do not show up unannounced. Contact must be made the day before with relevant staff to inform us of your intention to submit specimens and a meeting time arranged with staff. Submissions must be made during business hours from 9am to 3pm daily.

Live animals **must not** be submitted on a Friday after 12pm as there may be insufficient time to process them under ethical guidelines.

Live Animals

The WA Museum promotes the ethical treatment of animals. Any live animals not transported in line with the below procedures will be rejected:

Live animals must be submitted to the WA Museum as soon as possible in appropriate transport containers. If you are not able to do so please consider the release or humane euthanasia of the animal.

Small Mammals

- Must be submitted within 48 hours
- Small dasyurids may be transported in calico bags with hiding material and food
- Small rodents are recommended to be transported in durable small pet carriers with hiding material and food
- Keep well ventilated

Frogs

- Must be submitted within 4 days
- Transported in ventilated plastic container with damp towel for moisture

Reptiles

- Must be submitted within 4 days
- Transported in appropriate sized calico bag with substrate for hiding, keep well ventilated and cool
- No more than 2 individuals per bag

Venomous Snakes

- Must be submitted within 4 days
- Transported in calico bag tied with labelled flagging tape, carried inside suitably sized pet carrier or pet pack
- Outside of container and bag to be clearly labelled
- DO NOT HAND TO RECEPTION STAFF

Birds

- No live birds to be submitted, unless at the request of WAM staff.

Other Tips

- Do not use plastic or ziplock bags to transport reptiles or mammals
- No more than one species inside the same container
- Place animals of similar size together, separate large & small individuals
- No more than two specimens of small species (frogs/reptiles only) in the same container

Preservation

Specimens may be submitted fixed or frozen.

Fixed

Specimens either to be fixed in formalin solution* or 100% ethanol.

- Specimens with large muscular or fatty areas need to be injected with formalin, and 'pin-pricked' to allow greater absorption into the tissue.
- Do not store specimens in formalin for long periods of time.
- Include a data tag in heavy HB or 4B pencil on inside of container, plus label with alcohol-proof pen on outside.
- Transport in leak-proof dangerous goods approved containers.
- Do not send via Australian Post or by air.

Detailed information on the preservation of reptiles and frogs in formalin is available by contacting the WA Museum.

* Formalin Solution: 100ml 34.5% formaldehyde diluted to 1L with water.

Frozen

Wrap specimen in newspaper or absorbent paper towel. Double bag inside air-tight plastic bag.

- Please include data inside the bag, as well as a label on the outside of the bag.
- Transport by courier or by hand in esky containing frozen ice blocks.
- Include extra newspaper or towelling to avoid leakage.

Calico bags, containers, eskies and pet packs will not be returned unless requested to hold for collection.

Tissue Preservation

If liquid nitrogen is not available, please preserve tissues in 100% ethanol. We recommend screw-cap vials with O-ring such as Cryovials. Keep vials cool, preferably refrigerated or frozen (-18°C) to avoid evaporation.

Tissue vial should have a field number or specimen number written on card, in pencil, placed inside the vial with the tissue. The number is repeated twice on the outside of the vial and associated further information attached in hardcopy.

Labels & Data

All specimens MUST be submitted with individual data in hard copy.

The container with the specimen should be labelled both on the outside of the bag and data either included inside the bag (frozen) or on a hard copy datasheet.

On the outside of the container include:

Field number**Genus or Species****Number of individuals****Date collected**

Details written (with an Artline pen) on flagging tape and securely tied to the bag works well for external labelling. Writing clear details (with an Artline pen) on the bag is acceptable, however ink smudges can occur leading to confusion. Note that when bags are used again the details can be crossed out – this results in bags with numerous scribbles on them!

Labels placed inside the bag work well on short duration trips. Note that these labels can become soiled or deteriorate, or eaten by rodents. Tie-on or stapled labels are undesirable, as they can be detached. Labels should be on thick card written in 4B, or heavy HB, pencil.

The complete dataset, inside the container or in hard copy accompanying the specimens, must include:

Date/Time**Site/Location****Latitude Longitude (D:M:S)****Collector****Method obtained****Tissue taken**

Any **other relevant collection data**, for example where found, breeding or behaviour notes, or identification notes.

Site/Locality information should include: 1) the state (e.g. "WA"); 2) a **reference to place listed on the Australian gazetteer** (<http://www.ga.gov.au/map/names/>). Please do not use your project locality!

Latitude and Longitude must be submitted in degrees/minutes/seconds.

UTM/AGM/LatDEC LongDEC are NOT acceptable. Please convert your data before submission.

Identifications

Please advise if the specimens are for donation or if identification is required.

Fees


Commercial lodgement of specimens and identification is subject to a fee:

| Item | Cost | Units | Notes |
|--|-------|----------|--|
| <i>General Identification of Specimens</i> | \$85 | Per Hour | Price includes euthanasiation, processing, fixing, preservation and database entry. |
| <i>Difficult Specimen Identification</i> | \$125 | Per Hour | Increased price due to additional time, materials and resources used to obtain identification. |

Please include a purchase order and billing address with your specimen data.

Delivery

- Specimens should be delivered to the Western Australian Museum, Welshpool, after an appointment is made with staff members.
- **Always ask for a receipt for the delivery of your specimens** on the following form, which is available from the reception or a staff member:

| WESTERN AUSTRALIAN MUSEUM | | SPECIMENS SUBMITTED FOR INFORMATION OR IDENTIFICATION | |
|--|--------------------|---|-------------|
|  | | WESTERN AUSTRALIAN MUSEUM LOCKED BAG 49, WELSHPOOL DC, WA 6986 49 KEW STREET, WELSHPOOL, WA 6106 Tel: (08) 9212 3700 Fax: (08) 9212 3882 | |
| | | N° A 6501 | |
| REFER TO | Description | Locality | MUSEUM COPY |
| Name and Address of Owner | | | |
| Tel. | | | |
| Subject to the Museum Regulations printed overleaf. (i) The item/s described on this sheet is/are deposited with the Museum on the understanding and condition that the Museum is not liable for loss or damage for any reason whatsoever. (ii) The Museum's obligations will be discharged by delivering the items described on this sheet to the person who represents the owner's copy of this receipt to the Museum. | | | |
| Signature of Owner or Representative | Receiving Officer: | Information required: | |
| | Date: | | |
| The above item/s was/were returned to me by the Western Australian Museum in a satisfactory condition. | | | |
| Signature of Owner or representative: | Returning Officer: | Date: | |

- A **printed copy of the relevant locality data** should be supplied with the specimens, along with the name, address, telephone and email address of the company representative. An **electronic copy of the spreadsheet** containing the relevant data can be emailed to the Museum.

As we have an unprecedented amount of material to deal with, specimens will be returned without identification if not delivered to above specifications, in particular in relation to:

- 1) Non-conforming ethical transport of live animals;**
- 2) No hard-copy of data presented with specimens; or**
- 3) Unsolicited material**

Please help us to serve you faster by following these simple guidelines!

Prepared by Claire Stevenson & Brad Maryan

Checklist:**Storage and labelling:**

- Specimens in **appropriate transport containers**
- No more than 2 live animals per bag
- Live animals transported in accordance with ethical handling requirements**
- Preserved specimens separated into genus or species
- Specimen containers labelled
- Hard copy of data including locality and contact details included
- Locality label: **coordinates in DD°MM'SS.SS"S DD°MM'SS.SS"E** (not UTM or decimal degrees) and with datum (WGS84 or GDA94)
- Locality site to nearest named (Gazetted) point

Delivery:

- Notified staff of delivery - 24hrs notice required
- Obtained receipt

Contacts:

Postal Address: Locked Bag 49 Kew Street Welshpool WA 6986

Street Address: 49 Kew Street Welshpool WA 6106 (cnr Orrong Rd & Leach Hwy)

Phone: 08 9212 3791

Fax: 08 9212 3882

Brad Maryan: brad.maryan@museum.wa.gov.au (Technical Officer, reptiles, frogs & mammals)

Claire Stevenson: claire.stevenson@museum.wa.gov.au (Technical Officer, birds & mammals)

Ric How: ric.how@museum.wa.gov.au (Senior Curator, Biodiversity & Mammalogy)

Paul Doughty: paul.doughty@museum.wa.gov.au (Curator, Herpetology)

Ron Johnstone: ron.johnstone@museum.wa.gov.au (Curator, Ornithology)

Website:

<http://www.museum.wa.gov.au/collections/natscience/vertebrates/birdsmammals.asp>