



Department of **Biodiversity,
Conservation and Attractions**

Western Australian Herbarium

Western Australian Herbarium Identification and Incorporation Services

The Western Australian Herbarium (PERTH) provides services to:

- **Identify** plants, with an emphasis on native and naturalised vascular plants, slime moulds, and algae.
- **Incorporate** specimens into the collections of the Western Australian Herbarium (PERTH). Please refer to the [PERTH Acquisition Guidelines](#) before submitting specimens for incorporation.

These services are used by a range of clients including the general public, government agencies, and environmental consultants.

Our ability to provide identifications depends on the quality of the plant material and associated information we receive. For more information on what we require, please refer to the guide [How to Collect Herbarium Specimens](#) and other information on the Herbarium web page (<https://www.dbca.wa.gov.au/science/research-tools-and-repositories/wa-herbarium>). A well-collected and well-prepared specimen is essential for accurate identification.

The Western Australian Herbarium Identification Service does not provide identifications of:

- bulk collections for commercial clients,
- agricultural plant cultivars,
- garden plants (refer to a local nursery or the [Friends of Kings Park](#)),
- wood and timber,
- plant pests and diseases (refer to DPIRD's [MyPestGuide](#)),
- tree roots.

The Western Australian Herbarium Identification Service also does not provide:

- medical advice; however, we will attempt to identify plants suspected of poisonings but recommend contacting the [WA Poisons Information Centre](#),
- advice on weed control or herbicide use,
- general gardening advice,
- recommendations on matters such as the availability of horticultural plants.

Please note that requests for identifications from photographs or digital images alone are discouraged, and will not be guaranteed as to accuracy. We recommend submitting images to [iNaturalistAU](#) or other social media community programs for identification.

For Reference Herbarium freezing services please see the [PERTH Reference Herbarium User Guide](#) and use the provided slips outside the Reference Herbarium – do not complete the submission form attached to this document.

Identification and Incorporation service requests can be either **paid** or **unpaid**.

The Western Australian Herbarium acknowledges the Custodians of the lands and waters from where our collections have been gathered, and pays respect to their Elders past and present.

- ***Paid Identifications*** are prioritized and incur a charge of \$30.00 plus GST per specimen (maximum 30 specimens per submission, unless negotiated). See below for information about the identification of samphires (see below).
- ***Paid Incorporations*** are prioritized and incur a charge of \$30 plus GST per specimen. Paid incorporation is requested for the permanent vouchering of project study records, where specimens are cited in a publication or report, or for-profit activities.
- ***Unpaid Identification*** for up to 12 specimens per year for members of the public. Other requests require prior arrangement with the Collections Manager (herbarium@dbca.wa.gov.au). Please expect some delay in receiving results, dependent on Herbarium staffing capacity.
- ***Unpaid Incorporation*** for up to 12 specimens per year for members of the public. Other requests for unpaid incorporation require prior arrangement with the Collections Manager (herbarium@dbca.wa.gov.au). Acceptance of specimens is at the discretion of the Western Australian Herbarium and may have a significant delay in processing. Please note: the fulfilment of permit/license requirements does not fall into this category.

Please note: the Western Australian Herbarium strongly encourages for-profit consultants and scientific researchers to include costs of incorporation into their budgets to help support the activities and advocate for the importance of Herbarium collections to funding agencies.

At all times, the acceptance and accessioning of specimens into the research collections is at the discretion of the Western Australian Herbarium.

Please contact the Collections Manager prior to submitting identifications of a **forensic or legal nature** that requires Chain of Custody documentation. These specimens must be hand delivered. Please note: the fulfilment of permit/licence requirements does not fall into this category.

General guidelines

All specimen batches submitted for identification must be accompanied by a *Herbarium Submission Request* form (see below), a specimen list, and each specimen identified by a tag or annotation on surrounding folder/packet.

For identification services, please include the following:

- Non-sterile specimens.
- Collection data to assist with identification, for example:
 - field name;
 - generalised locality;
 - habitat (e.g., shrubland, woodland, roadside drain, edge of salt lake);
 - helpful features, such as a description of trunk and bark for eucalypts;
 - good quality images.
- Collection number, to enable provision of an identification.

For incorporation services, please include the following:

- Research-quality specimen.
- Collection data: as printed or handwritten labels accompanying each individual specimen.

- Collection number: a unique number assigned by the collector for each specimen provided on a tag attached to the specimen or written on surrounding papers.
- Evidence of legal collection (e.g., permit/licence number, documented permission).

A standard fee of \$30 plus GST per specimen is generally applied to both identification and incorporation requests. Fee exceptions may include:

- Single identification requests that are straightforward and can be provided on-the-spot.
- Any request for identification or incorporation made by the Western Australian Herbarium.
- New, important, or quality research specimen(s) that the Herbarium has asked for incorporation into the collections.
- Up to 12 specimens per year for members of the public (identification or incorporation).
- Significant scientific study collections.
- Negotiation with, and prior approval from the Herbarium Curator or Collections Manager (herbarium@dbca.wa.gov.au).

Please note: there is no guarantee unpaid identifications or incorporations will be completed in a specified time frame due to varying Herbarium priorities.

Assistance from specialists at other institutions may be required to identify some taxa. This process may delay some identifications and the time required for a response will be largely outside the control of the Western Australian Herbarium.

Please note that identifying sterile specimens to species level is often problematic and the Herbarium may be unable to provide an accurate identification. Specimens submitted for identification that we are unable to identify with accuracy will still incur a fee.

Specialist identification – samphires

‘Samphire’ is the common name for species belonging to two genera in the family Chenopodiaceae: *Tecticornia* (including the former *Halosarcia*, *Pachycornia*, *Sclerostegia*, *Tegicornia*) and *Salicornia* (including the former *Sarcocornia*). These plants are notoriously difficult to identify because of their highly reduced morphology and require special collecting techniques. Please refer to the guide [How to Collect Herbarium Specimens](#) for information on collecting samphires.

All submissions of samphires are forwarded to Dr Kelly Shepherd for specialist identification. Identification of samphires incurs a charge of \$30 plus GST per specimen PLUS \$130 per hour or part thereof for her time.

Specimen preparation checklist

- ☐ The [PERTH Acquisition Guidelines](#) have been reviewed prior to request for incorporation to avoid unnecessary effort and disappointment.
- ☐ Ensure all specimens are fully dried – see [How to Collect Herbarium Specimens](#). Fresh specimens are rarely and only accepted upon prior arrangement.

- ☐ Each specimen is physically separated in newspaper sheets or other appropriate foldering or packaging.
- ☐ Collection data for each specimen is provided as printed or handwritten labels physically with the specimen (cross-check for samples and data).
- ☐ Each specimen is tagged with a Collection Number, or annotated surrounding papers, that matches the specimen record and label.
- ☐ Incorporation requires the submission of collection data in digital format (e.g., MAX, excel spreadsheet, .csv), emailed to herbarium@dbca.wa.gov.au.
- ☐ Submit collecting licence information for each specimen or documented evidence of legal collection (e.g., private property and permissions).
- ☐ For each batch include a completed *Specimen Submission to Western Australian Herbarium* form (see below).
- ☐ For each batch include a specimen list.
- ☐ Provide the most appropriate contact information.

Please note: *Threatened and Priority Flora Report Forms* are not specimen labels and are to be submitted to [Threatened Species and Communities](#) Branch.

Specimen submission

Specimens should be protected in a cardboard or plastic box of suitable size. A small number of specimens can be tied into a bundle between cardboard and safely submitted.

Fresh specimens are rarely and only accepted upon prior arrangement. Fresh plant material must be in a bag large enough to hold the whole specimen and sealed.

Specimens with all required documentation can be delivered to the Western Australian Herbarium by one of three methods:

- Hand-delivery to the Reference Herbarium, Keiran McNamara Conservation Science Centre, M-F 8:00-16:30, except public holidays and scheduled closures. Place on submission trolley outside Reference Herbarium door.
- Australia Post:
 - Western Australian Herbarium
 - Attn: Accessions Officer
 - Department of Biodiversity, Conservation and Attractions
 - Locked Bag 104
 - Bentley Delivery Centre, WA 6983
- Courier:
 - Western Australian Herbarium
 - Attn: Accessions Officer
 - Keiran McNamara Conservation Science Centre
 - Department of Biodiversity, Conservation and Attractions
 - 17 Dick Perry Avenue
 - Kensington, WA 6152

Specimens not incorporated into the collections of the Western Australian Herbarium can be returned to the collector by one of three methods:

- Pick-up within 1 month of notification from shelving within the Reference Herbarium 'Identification pick-up area', Keiran McNamara Conservation Science Centre, Monday-Friday 8:00-16:30, except Public Holidays and scheduled closures;
- Return by Australia Post (\$20 plus GST fee applies); or
- Courier (to be arranged by collector).

Any specimens not returned to the collector will be assessed by Herbarium staff for incorporation, exchange with partner herbaria, or disposed of following quarantine regulations.

Across-the-counter service (dried or fresh specimens)

Where a small number of specimens require identification, assistance may be requested from an Identification Botanist via the Reception Desk at the Keiran McNamara Conservation Science Centre at the Department of Biodiversity, Conservation and Attractions, 17 Dick Perry Avenue, Kensington from 9am to 4pm, Monday to Friday, except Public Holidays and scheduled closures.

Please note: we cannot guarantee the availability of an Identification Botanist, and if unavailable, the specimens must be formally submitted and results forwarded at a later date. To avoid disappointment, an appointment may be requested via email (herbarium@dbca.wa.gov.au).

Further information

Please contact the Collections Manager if assistance is required (herbarium@dbca.wa.gov.au). Electronic versions of forms are available on the Western Australian Herbarium website (<https://www.dbca.wa.gov.au/science/research-tools-and-repositories/wa-herbarium>).

Upon receipt, Herbarium staff will provide a PERTH Accession or Tracking Number for tracking purposes via the contact information provided. Please provide this number with any communications to the Herbarium.



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Specimen Submission to Western Australian Herbarium

Identification and/or Incorporation Service Requests

Client reference:

Date:..... Number of boxes: Number of specimens:.....

Contact name:..... ORCID or Wikidata ID:

Organisation/Institution:

Postal Address:.....

.....

Collecting permit/licence number(s):

Contact Phone No.:..... Email:

Please describe the purpose for specimen collection (e.g., survey of a particular area,
research voucher):

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Please select the service(s) requested:

- ☐ Paid identification only
- ☐ Paid incorporation only
- ☐ Paid identification & incorporation
- ☐ Paid identification & unpaid incorporation
- ☐ Unpaid identification only
- ☐ Unpaid incorporation only
- ☐ Unpaid identification & incorporation

Rationale for unpaid identification and/or incorporation service:

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Purpose of identification	Return of specimens
<input type="checkbox"/> general identification	<input type="checkbox"/> Pickup from Reference Herbarium (free)
<input type="checkbox"/> permit requirement	<input type="checkbox"/> Australia Post (fee incurred)
<input type="checkbox"/> legal requirement (Chain of Custody required)	<input type="checkbox"/> Courier (prior arrangement needed)
<input type="checkbox"/> other (describe):	<input type="checkbox"/> Return not required, please dispose

Invoicing Information (for paid identification, incorporation, shipping)

Purchase order for invoicing or ETJ for internal invoicing:

HERBARIUM USE ONLY:

PERTH Accession #: _____ RECEIPT DATE: ____ / ____ / 20____

The Western Australian Herbarium acknowledges the Custodians of the lands and waters from where our collections have been gathered, and pays respect to their Elders past and present.

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Specimen list for Identification &/or Incorporation

Client reference:

PERTH Accession #:

[illegible]