LOANS FROM FLAS: DIRECTIONS FOR UNPACKING AND CHECKING IN

- All incoming specimens must first be frozen and thawed in accordance with our fumigation policies.
- Open the box. If you use a sharp blade use care not to slice specimens which may be packed in the top or along the edges.
- Handle the specimens with great care. Do not turn sheets upside down. See our specimen handling guidelines for more information.
- Open the specimen bundles. If a specimen count is marked on the bundle take note of the count. Separate the specimens from the newspapers they are packed in. Count the specimens either as separating from the newspapers or afterwards. Count the specimens again.
- Match the count with the inventory details on the loan invoice.
- Are the specimens annotated? Are the annotations glued on? Make notes about this on the loan invoice.
- Inspect the specimens for damage. Place all loose pieces in the packets on the sheets, but be sure not to mix debris from one sheet to another. Repair specimens as necessary.
- Sort the specimens according to the system in which they are arranged in the collection (see Arrangement of Specimens details). All type specimens should be separated. If instructed, also separate specimens with check marks on the bottom left (computerized collections). These specimens will need computerization.
- Re-usable packing material should be placed in the appropriate storage area. All other packing material should be disposed of in the recycle or trash.