

POLICY FOR DESTRUCTIVE SAMPLING OF SPECIMENS FROM THE
FLORIDA MUSEUM OF NATURAL HISTORY,
MCGUIRE CENTER FOR LEPIDOPTERA AND BIODIVERSITY

The McGuire Center for Lepidoptera and Biodiversity collection of the Florida Museum of Natural History recognizes the needs of the research community to use specimens in our care. In light of new technology, we must balance the future availability of this valuable biological material with potential yield of information that benefits research and is in the public interest. Therefore, we have established specific guidelines for destructive sampling of museum study specimens that is largely consistent with other ranges at the FLMNH and those of other national museums. This is in addition to our general loan policy for removal of specimens from the McGuire Center for Lepidoptera and Biodiversity at the Florida Museum of Natural History.

Destructive sampling, as defined here, refers to either full-body destructive sampling or partial body destructive sampling. **Full-body destructive sampling** refers to destructive sampling, such as creating a DNA extraction from an entire specimen or a full-body dissection for anatomical purposes. **Partial body destructive sampling** refers to the partial removal of small insect parts, such as genitalia dissections. These insect parts should be preserved with the specimen.

In order to be approved for destructive sampling, please provide: 1) a brief description of the proposed technique(s); 2) justification for the use of FLMNH specimens; 3) explanation why the technique(s) applied or sample(s) requested are appropriate to the question being asked.

Justifications for sampling may include identification to any taxonomic level, the discovery and observation of variable characters at any level, or the application of other research questions and methods as specifically stated.

The curatorial staff will consider each request independently without respect to your outside funding obligations. Novice researchers should demonstrate proficiency with the preparation methods. If approved, we will require a signature by the researcher (and a major advisor in the case of student requests or sponsor for unaffiliated researchers) agreeing to the terms outlined in the *Guidelines and Agreement* form. In addition, we ask that you return usable samples or by-products (e.g. total DNA) either to us, or to our Collection of Genetic Resources (Dr. Pamela Soltis). Similarly, we require the return of dissection slides, anatomical preparations, and any analytical results of environmental contaminants in sufficient curatorial condition to reincorporate easily into the collection. This material will be catalogued in association with the specimens in our collection for future reference. Please submit copies of the research papers, reports, theses, etc. that result from the sampling procedure when it is completed.

GUIDELINES FOR DESTRUCTIVE SAMPLING OF SPECIMENS FROM THE
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1. FULL-BODY DESTRUCTIVE SAMPLING

Full-body destructive sampling refers to destruction of an entire specimen, such as creating a DNA extraction from an entire specimen or a full-body dissection for anatomical purposes. For full-body DNA extractions, materials that remain (wing/genitalia vouchers) that were not used should be returned to the FLMNH MGCL along with the DNA extract.

For both full-body and partial-body destructive sampling, any DNA sequences resulting from the FLMNH MGCL must be deposited in GENBANK or EMBL when the research resulting from the samples is published, and the FLMNH MGCL catalog number should be cited in the GENBANK entry. When dissection or scanning electron microscopy is performed, slides or SEM stubs must be returned. If images are taken or data captured, it is requested the files be sent to the FLMNH MGCL along with the loan, labeled with taxon, FLMNH catalog number and a notation of the type of procedure utilized.

If FLMNH Curators/Collections Managers are not part of the resulting publication as authors, the FLMNH MGCL should be acknowledged in any publication based upon the use of our specimens. Citations should include the appropriate FLMNH catalog number(s). Patenting of products discovered in these specimens (or associated materials) is not allowed without the written consent of the FLMNH MGCL. No commercial/industrial use of the borrowed material will be allowed without the written consent of FLMNH MGCL curatorial staff. Full-body destructive sampling will require the researcher to fill out a loan form listing the type of archival material to be returned to FLMNH for future research purposes.

All requests to remove samples from FLMNH McGuire Center for Lepidoptera and Biodiversity specimens must be made in advance and approved by the curatorial staff.

2. PARTIAL-BODY DESTRUCTIVE SAMPLING

Researchers will be able to remove samples from loaned materials only under specific and pre-approved conditions. FLMNH MGCL staff will not conduct any sampling on behalf of a researcher except under specific pre-approved circumstances. Visiting researchers wishing to perform destructive sampling prior to arranging a loan must consult curatorial staff beforehand.

Samples must be removed in a manner that will not degrade the scientific value of the specimen. The sample must be the smallest that is required by the technique in use. Samples are non-transferable and any unused portions must be returned to the FLMNH MGCL together with the rest of the specimen. Any exceptions must be approved on a case-by-case basis. Collection staff will prepare a loan form listing museum specimens to be borrowed or, if the whole specimen is not borrowed, from which samples have been taken. The list will include the type of sample; the researcher's name; and the type of archival material to be returned to FLMNH for future research purposes. A loan will not be closed until all preparations and unused samples are returned.

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I have read the above destructive analysis regulations and agree to adhere to these policies.

Accepted: _____
Print Name Institutional Affiliation

Signature of Investigator Date

