

Early Detection Vouchering

Photos will replace physical herbarium vouchers. Specimens only need to be submitted when a new occurrence of an NR 40 Prohibited species is observed or if there is an unusual specimen of an NR 40 Restricted Species. The regional DNR AIS coordinator will determine whether the specimen that is submitted is adequate for vouchering and ensure that vouchers are prepared and submitted. When vouchers are needed, use the following guidance.

Macrophytes

Background

- Per 1995 Senate Bill 160, plant vouchers must be submitted to the University of Wisconsin-Madison Wisconsin State Herbarium.



StateHerbariumDesignation.pdf

- As long as one voucher is provided to the WI State Herbarium, additional vouchers may also be submitted to the University of Wisconsin-Stevens Point Freckmann Herbarium or other herbaria.
- Invasive plant vouchers are only required for NR 40 Prohibited Species, although they can be submitted for rare species and other projects.

Preparation

- Preparing plant vouchers includes pressing, drying, and labelling specimens:
 - Overview from University of Florida:
<https://www.floridamuseum.ufl.edu/herbarium/voucher.htm>
 - Pressing: p. 25-26 in the aquatic plant monitoring protocol:
<http://www.uwsp.edu/cnr-ap/UWEXLakes/Documents/ecology/Aquatic%20Plants/PI-Protocol-2010.pdf>
 - Drying: <http://www.uwgb.edu/biodiversity/herbarium/voucher.asp>
 - Background on labels:
<https://www.uwgb.edu/biodiversity/herbarium/herbariumLabel01.htm>.
 - For the Wisconsin State Herbarium, complete the attached spreadsheet and paper clip a temporary label to the herbarium paper with the vouchered plant.
 - For the Freckmann Herbarium, complete the attached voucher label on acid-free herbarium paper. Paperclip the label to the herbarium paper with the vouchered plant.

These protocols will undergo internal DNR review in fall/winter 2021 & external review in winter/spring 2022. If you have major comments, please contact maureen.ferry@wisconsin.gov.



WIS_Label_Spreads
heet_2019_blank.xls



WIS_Label_Spreads
heet_example.xlsx



Freckmann_blank_l
abel.docx



Freckmann_exampl
e_label.docx



AIS specimen
tracking.xlsx

- Coordinate with regional staff to compile all plant vouchers. Each region should compile the list of vouchers on the “AIS specimen tracking.xlsx” spreadsheet.
- Once the plant vouchers are prepared and the tracking spreadsheet is complete, coordinate with regional staff to compile all voucher specimens and tracking sheets in one package.
- Submit macrophyte vouchers and tracking sheets to the Wisconsin State Herbarium at UW Madison (Table 1). Additional voucher specimens and tracking sheets may also be sent to the Freckmann Herbarium at UW-Stevens Point (Table 1).
- Email tracking sheets to the AIS Monitoring Lead (Maureen Ferry).

Table 1 Contact information for herbariums.

<p>Dr. Robert Freckmann Robert Freckmann Herbarium University of Wisconsin – Stevens Point 800 Reserve Street TNR 304 Stevens Point, WI 54481 rfreckma@uwsp.edu 715-346-4248</p>	<p>Mary Ann Feist Collections Manager/Senior Academic Curator Wisconsin State Herbarium Department of Botany 430 Lincoln Dr. University of Wisconsin-Madison Madison, WI 53706 mfeist@wisc.edu (608) 890-1427 / (608) 262-2792</p>
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Invertebrates

1. Vouchers are only required for prohibited or rare species.
2. Non-denatured ethanol is preferred as it is safer and tracking sheets must be completed and submitted when the tax-free Industrial Alcohol User Permit from the Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau permit is used.
3. This completed form must be sent to central office every June 30 and December 31 (Maureen.Ferry@wisconsin.gov).



tracking sheet.docx



tax-free ethanol
storage, labeling, anc

4. Preserve with 70-95% ethanol in a ratio of 4 parts ethanol and 1-part sample.
5. Place all samples of the same species from the same location in a same jar.

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6. Include internal and external labels on all samples. Internal labels can be on Rite in the Rain paper with a #2 pencil. External labels can be on Rite in the Rain paper or a heavy card stock with a #2 pencil. Do not use sharpies, pen or wax pencils - ethanol used to preserve the samples will wash the label off.
7. Label sample jar with WBIC, waterbody name, county, sample date, sample type (snails, spiny water flea or zebra mussel) and collector.



Blank Labels.docx

8. Staff shipping samples that are preserved in ethanol MUST complete hazardous shipping training (<http://intranet.dnr.state.wi.us/int/es/science/ls/Shipping/Training/>). Samples shipped in ethanol should be enclosed in a Ziploc bag and stored vertically to prevent leakage. Place bottles in Ziploc facing same direction so that labels can be easily read when box is opened, and bag is lifted. Samples that contain ethanol must attach a label identifying the appropriate ethanol label.



blank%ethanol.pdf



70%ethanol.pdf

9. Ship samples in a Styrofoam insert to protect contents (<http://www.thermosafe.com/>). If you want shipping containers returned after samples are analyzed, please complete the flip card return label (Ziploc envelope) that is supplied with the container. Ship the samples via SpeedDee, FedEx, Dunham or USPS.



Shipping EtOH.pdf



USPS ethanol.pdf

10. Be sure all bottles are labeled properly.
11. Ship specimens and tracking sheet to the UW Zoological Museum (Table 2).
12. Email tracking sheets to the AIS Monitoring Lead (Maureen Ferry).

Table 2 Contact information for the Wisconsin Zoological Museum.

Laura A. Monahan Curator of Collections University of Wisconsin Zoological Museum L.E. Noland Zoology Building 250 North Mills Street Madison, WI 53706 lmonahan2@wisc.edu
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(608) 890-1790

Website: <http://zoology.wisc.edu/uwzm>

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