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.



- 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: <u>https://www.floridamuseum.ufl.edu/herbarium/voucher.htm</u>
 - Pressing: p. 25-26 in the aquatic plant monitoring protocol: <u>http://www.uwsp.edu/cnr-ap/UWEXLakes/Documents/ecology/Aquatic%20Plants/PI-Protocol-2010.pdf</u>
 - Drying: <u>http://www.uwgb.edu/biodiversity/herbarium/voucher.asp</u>
 - Background on labels: <u>https://www.uwgb.edu/biodiversity/herbarium/herbariumLabel01.htm</u>.
 - 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.



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.

abel.docx

- 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).

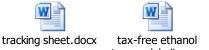
Table 1 Contact information for herbariums.

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

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).



storage, labeling, and

- 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 <u>MUST</u> complete hazardous shipping training (<u>http://intranet.dnr.state.wi.us/int/es/science/ls/Shipping/Training/</u>). 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.



 Ship samples in a Styrofoam insert to protect contents (<u>http://www.thermosafe.com/</u>). 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 SpeeDee, FedEx, Dunham or USPS.



- 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 Imonahan2@wisc.edu

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(608) 890-1790

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

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