

Insect Specimen Processing Protocol

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Specimen Preparation

- Pin specimens using Styrofoam board and place in dryer set on low to begin and accelerate drying process.
- Once removed from dryer they are stored in the top left corner of cabinet B, directly to the left of the Entomology cabinet.

Labels

Occurrence Label

Making the Occurrence Labels

- On SCAN, under “Administration Control Panel”, select Processing Toolbox, then under the Exporter tab, export by Processing Status.
- The processing status for the insects you create Occurrence Labels for should be “Pending Review”.

Introduction Image Loading Crowdsourcing Module OCR Reports Exporter

This download module is designed to aid collection managers in extracting specimen data for import into...

Download Specimen Records

Processing Status: All Records
All Records
Unprocessed
Stage 2
Stage 3
Pending Review
Closed

Additional Filters: EQUALS
EQUALS
EQUALS

Structure: Symbiota Native Darwin Core

Data Extensions: include Determination History
 include Image Records
*Output must be a compressed archive

Compression: Archive Data Package (ZIP file)

File Format: Comma Delimited (CSV) Tab Delimited

Character Set: ISO-8859-1 (western) UTF-8 (unicode)

Download Records

- Within the zipped file that is downloaded, open the CSV title “occurrences”
- Remove all the columns in the document that are not specific to the label being created.
See “DBGA Label Template” to determine significant columns.
- Save the CSV as YYYYMMDD.DBGA.OccurrenceLabels here:
Q:\Research\All Herbaria\Insect Collection\Labels
- Open TEMPLATE.DBGA.label.mailmerge found here:
Q:\Research\All Herbaria\Insect Collection\Labels
- Using **SAVE AS** save the document as YYYYMMDD.DBGA.OccurrenceLabels here:
Q:\Research\All Herbaria\Insect Collection\Labels
- In the new document;
 - a. Select the Mailings tab
 - b. Select Recipients > Use an Existing List
 - c. Browse to the CSV containing the data you would like to use
- Select entire document (Ctrl + A) and change font and size to Arial 3.5
- Select Insert Merge Field and click each data field in the order they appear, from left to right, on the label ***See DBGA Label Template**

- Adjust the spacing and format to match the DBGA Label Template. (Only the first cell has to be manipulated).
- Once finished, select Update Labels to transfer formatting to all the cells.
- For instructions to properly format the latitude, longitude, and date open the document MailMergeToggleCodes found here:

Q:\Research\All Herbaria\Insect Collection\Labels

- Select Preview Results to check the spacing and formatting. If it looks like the DBGA Label Template, select Update Labels.
- Double check to make sure every label is properly formatted, has appropriate spacing, and is appropriately sized.
- Select Finish & Merge>Edit Individual Documents. Select ALL and click OK
- Save the New Word Document over the previous version (YYYYMMDD.DBGA.OccurrenceLabels)
- Print on acid free paper (The paper will have to be cut down to fit in the printer).

Adding Occurrence Labels

- Match the insect with its label using the associated collection tag as a guide.
- Carefully and accurately cut the label out, leaving no space between edge of text and edge of paper.
- Pin to the second level of the pinning wood block (It may be easier to initially pin the label into the Styrofoam and then adjust it to the correct height).
- Place insects with Occurrence Label in the working drawer.
- Change SCAN record's Processing Status to Stage 2 in Database.

Using a microscope, books, the internet, and any other resources available, identify each insect to at least the family level.

Assigning Catalog Number

- Assign a catalog number to each insect that has been identified and enter into the SCAN database. Locate the available Catalog Numbers and QR Codes. Start with the lowest number and work sequentially.
- It works best to assign the numbers in order of where the insects sit in the drawer so they are easier to find when it comes time to add the Taxon and Catalog Number Label.

Making Taxon and Catalog Number Label

- Create a second label in the same manner as the Occurrence Label. The only difference being the different columns associated with the Taxon and Catalog Number Label. ***See “DBGA Label Template”**
- Keep the Collector Number and Collector Name in the CSV, but do not include them in the mail merge. It can be useful later to help determine and match up which specimen goes with which Taxon and Catalog Number Label.
- Carefully and accurately cut out both the QR Code Label and the Taxon and Catalog Number Label. Match up the two associated labels with the specimen. Pin both the labels to the third, lowest level on the wood pinning block. The QR Code Label should be facing down and be in line with the Taxon and Catalog Number Label, which faces up should be on top and the QR Code Label, which faces down should be on the bottom and in line with the Taxon and Catalog Number Label. Careful as to not pin through the QR Code.
- Put completed specimen in matching Order drawer and Family Tray (if applicable).
- Save to “Stage 3” in Database.



A Stage 2 specimen in the Working Drawer with Occurrence Label added.



A Stage 3 specimen (completed) with Taxon and Catalog Number Label and QR Code Label added.