DBG Mycology Specimen and Data Workflow

Everything in ***YELLOW*** is a process that mycology volunteers handle. Steps in *blue* are handled by Rick and steps in and ***green*** are handled Stephanie.

Specimen Collected and Brought to Herbarium

Specimen Analyzed and Card Created

Collector, Identifier, or Responsible Party

Do all the normal tasks of describing specimen on a card and providing identification, drying, filling out box label. *Specimen and Card are stored in a single bin box in Cabinet 5 awaiting go-ahead for accessioning.*

Add a yellow label with your name to the bin box.

Transcribe specimen info into spreadsheet.

Collector, Identifier, or Responsible Party

Access the "TEMPLATE_DataFields_Vouchers_Fungi" shortcut from the desktop of a DBG computer.
Rename your file using the naming convention: "*YYYYMMDD*_DBG_*FirstNameLastName*" and save in **Q:/Research/All_Herbaria/CollectionsDataInProgress** and notify Rick when complete

Add this name to the yellow label on the bin box.

Data Reviewed

Data Incomplete. Spreadsheet returned for correction.

Data OK.

Data Uploaded
Bin box label updated.

Accession Specimen

Processing Volunteer

Add specimen to accession book, accession number to card, specimen box, and specimen label, add barcode to specimen box. Update yellow bin box label.

Scan barcode into MycoPortal

Processing Volunteer

Using a DBG computer and barcode reader, use the "Sam Mitchel Herbarium of Fungi (DBG) Specimen Accession Protocol" (shortcut on desktop), access the specimen information on MycoPortal and scan in the DBG Accession barcode. Update yellow bin box label.

Card Needs Annotation? Place in "Annotation/ Corrections" box

Card Annotated

Card Filed

Freeze Specimens

Processing Volunteer

Place labeled bin box in plastic bag and freeze for 48 hours.

Place Card in "To Be Imaged" box on Stephanie's Desk

Card Imaged, Images uploaded, Card placed in "Imaged" box

File Specimens

Processing Volunteer

Has Permanent Collections Bin Box Been Imaged? (Yellow Dot)

Yes

No

Specimen must be imaged before being filed

Place in "To Be Imaged" bin box in Cabinet 40

File specimen in permanent bin box