

KHD Specimen Freezing Protocol

To help reduce introducing pests to the research cabinets, we freeze the following specimens:

- in cabinet with recent insect activity
- left outside of a cabinet overnight or longer
- returned on loan
- unmounted and ready to be processed (matched with physical label and label information in SEINet) located in Cabinet Staff Collections (4 of 4).

Specimens that match any of the criteria above will need to be placed in the -20°C chest freezer in the main office area.

Step 1: Place about 3" of specimens (mounted or unmounted) in a folder (genus cover).

Step 2: Stack two 3" folders of specimens (mounted or unmounted) on top of each other.

Step 3: Place cardboard on both sides of stack and tie cotton tape (red) around bundle to lightly compress.

Step 4: Place tied bundle into thick, white freezer bag, and repeat so bundle is double wrapped. To make it easier to remove from the freezer, tie cotton tape around freezer bag.

Step 5: Attach a sticky note to wrapped bundle, with your initials and date and contents of bag.

Step 6: Place in -20°C chest freezer.

Step 7: Label white board on the top of the freezer with date, contents, and your initials.

Step 8: Specimens should be in the freezer a minimum of 4 days if the freezer is not opened often. Standard practice is to leave for 7 days.

Step 9: Remove specimens from the freezer after 7 days.

Step 10: Leave specimens in the freezer bags for up to 24 hours to allow to come up to room temperature.

Step 11: File specimens in the appropriate cabinet.

Unmounted specimens ready to be processed – Cabinet A

Mounted specimens left out overnight - Cabinet will depend on where specimens came from. If recently mounted, then put in Cabinet B to be barcoded. If from research collection, then file.

Mounted specimens returned from on loan – If annotated, then place in Cabinet C or imaging. If not annotated, then file or sort alphabetically following KHD Specimen Filing Protocol, page 2 and place in Cabinet D.

If unsure where to put specimens, please ask staff.