

**CHECKLIST REMINDERS FOR FIELD COLLECTING****Collect**

1. Choose specimens representative of the population.
2. Collect enough material to fill an herbarium sheet or note if a specimen will fill multiple sheets.
3. If only a few individuals are present or a species is known to be rare, consider a partial sample or a photograph unless you have a permit or a compelling reason to collect.
4. Make sure each collection number includes a single taxon.
5. Large or woody specimens should exhibit branching pattern and axillary buds.
6. For woody plants, include a bark sample, photo, or description.
7. Always try to keep compound leaves intact.
8. Heterophylly (different shaped leaves on one plant) should be included.
9. Include flowers and/or fruits, especially as necessary for identification.
10. Describe colors, shapes, and scent in field notes and take photos that will help with 3D features that may be obscured in pressing.
11. Collect all flower morphs. If flowers are unisexual, note monoecy or dioecy.

**Press**

12. Check manual to make sure all structures necessary for ID are collected and visible.
13. Press specimen so that both upper and lower leaf surfaces are visible.
14. Press specimen so that the shape, margins, and size of leaves are evident.
15. If the plant has tubular corollas, include one or more that have been cut lengthwise and spread open.
16. Press specimen so that adaxial and abaxial surfaces of the flowers are displayed, and characters important for identification are visible. Take photos if possible and consider whether collection in alcohol would be of value.
17. When pressing, make sure specimen does not protrude from the fold of newspaper. Tall plants may be bent into a “V,” “N,” or “M” figure.
18. Press bulky and fleshy stems and fruits separately and label so that they can be reunited with the rest of the specimen later. Consider if these should be cut to reduce bulk.

**Record**

19. Label the newsprint with minimal information that will connect to your detailed field notebook.
20. Record in notebook or digital recording device:
  - Collector’s name and a collection number
  - Date of collection (month written out and 4-digit year)
  - Location (e.g., College Woods, Mt. Major)
  - Geography, including municipality, county, state, and country
  - Locality, including distance from intersections or landmarks, and latitude and longitude coordinates or other grid references, such as UTMs
  - Elevation
  - Information about habitat and ecology, such as aspect, slope, soil characteristics, vegetation type, associations with other plants, exposure, disturbance, relative abundance
  - Noteworthy characteristics of the plant itself, such as growth form, below-ground features, plant height, diameter at breast height, diameter of cushion or mound-forming species, leaf texture or color, flower and/or fruit color, distinctive textures or odors of flowers, fruits, or foliage
21. Consider photographs that may help with anything you forgot to record!