



Organization for Tropical Studies

LAS CRUCES BIOLOGICAL STATION LUIS DIEGO GOMEZ HERBARIUM (HLDG)

FIELD COLLECTING AND SPECIMEN ACCEPTANCE POLICIES

1. Las Cruces encourages the collection of plants for academic purposes (courses or research). All course coordinators or researchers should receive prior approval from the station for collecting specimens. In addition, a valid collecting permit issued by MINAE is also required. A copy of the latter permit, in addition to your station registration form, should be handed in upon arrival at Las Cruces.
2. If you plan on taking specimens out of the country, please note that you will need a separate export permit from MINAE, or your specimens will be confiscated at the airport. A copy of your export permit should also be left at the station.
3. Avoid destructive sampling! Do not collect non-reproductive material unless necessary, and collect only what you will really use.
4. All Las Cruces research projects are required to leave a set of duplicates of the collected specimens for the herbarium. We also request that you leave a photocopy of your field notebook with the notes taken for the collected specimens for their registry (digital information for the herbarium database).
5. Duplicates should be deposited once fully processed, i.e., dried, in newspaper with the collector's name and collection number, and with a fully completed label if possible (see below for examples of labels).
6. To identify specimens please use the Plant Database platform (www.archive.tropicalstudies.org/plantdatabase). If you need access to the physical collections, please request permission from the herbarium curator.
7. If you collect specimens within the limits of the station, please use the official name: LAS CRUCES BIOLOGICAL STATION (see example below). Given the numerous habitats at Las Cruces, please also indicate what type of forest you were in, and the closest trail. If your collections are outside the limits of the station, ask the herbarium curator or the resident biologist to determine an appropriate location name.
8. Specimens to be deposited in the Las Cruces herbarium should have the following label details, required for the uploading of information into the digital database:

- (a) Name of the project
 - (b) Geographic location (district, county, and province)
 - (c) Indicate if a sample to preserve DNA and a sample for the fruits and seeds collection were taken
 - (d) Family, *Species* and Authority (this can be checked using the Tropicos platform (www.tropicos.org))
 - (e) Who identifies the sample, and the date when the identification was done
 - (f) Amount of duplicates and number of parts of the sample
 - (g) Geographic coordinates (latitude and longitude in degrees, minutes and seconds, preferably taken with a GPS -if you need one, contact the resident biologist)
 - (h) Elevation (in meters)
 - (i) Location within the forests of the station or a description of the habitat (forest type and a short description of microhabitat)
 - (j) Description of species: habit, size, flower or fruit color, local abundance and particular details that might be lost when the specimen is dried. Common name, if known
 - (k) Collector's name and collector's number
 - (l) Date of collection (use the month name in letters to avoid confusion with numerical format)
 - (m) Accompanying person (s)
9. If you are also taking photographs of specimens in the field and would like to collaborate with the database of OTS, please leave a copy of images with the herbarium curator, along with your name and associated collector's number. Of value are photographs that demonstrate habit, flowers, fruit, and any other diagnostic features. All photographs should have a contrasting backdrop (e.g., a dark sheet) and a standard scale (such as a ruler) to indicate size.
10. If you need to borrow collecting equipment, please ask the herbarium administrator.
11. The Luis Diego Gómez Herbarium (HLDG) reserves the right to accept or decline donated specimens for inclusion in the database.

EXAMPLES OF COLLECTION LABELS USED IN THE LUIS DIEGO GOMEZ HERBARIUM (HLDG)

Plantas de Costa Rica (a)

Provincia: Puntarenas **Cantón:** Coto Brus **Distrito:** San Vito (b)
ADN: Si **F/S:** No (c)

Primulaceae

Clavija biborrana Oerst. (d)

Det: Federico Oviedo-Brenes, 22/set/2015 (e) # dupl= 2 (f)
part= 1

8° 47' 02.2" N -82° 57' 42.2" W (g) 1190 m. (h)

Estación Biológica Las Cruces. En el Sendero Jungla, circuito largo. Terreno con pendiente de 30%, muy húmedo, cerca de una quebrada, sotobosque denso, dosel con mucha cobertura. (i)

Arbusto de 1,5 m. Hojas con el pecíolo hasta 8 cm. Lámina angostamente elíptica de 10-23 X 3,5-7 cm., glabra en ambas caras. Inflorescencias racemosas axilares. Flores unisexuales, anaranjadas, 4-meras. **Nombre**

Común: Viborrana. (j)

Federico Oviedo-Brenes, 3284 (k) 17 mar 2015 (l)
Acompañante: Jeffrey Flores (m)

Herbario Luis Diego Gómez (HLDG), Estación Biológica Las Cruces

Plantas de Costa Rica (a)

Provincia: Puntarenas **Cantón:** Coto Brus **Distrito:** Sabalito (b)
ADN: Si **F/S:** Si (c)

Asteraceae

Critonia billbergiana (Beurl.) R.M. King & H. Rob. (d)

Det: Federico Oviedo-Brenes, 23/jun/2015 (e) # dupl= 3 (f)
part= 1

8° 57' 08.1" N -82° 50' 06" W (g) 1552 m. (h)

Finca Las Alturas de Cotón. Sendero al Cerro Echandi, entre los postes marcadores 5-6. (i)

Bejuco leñoso, tallos colgantes, glabros. Hojas opuestas plinervadas, lámina elíptica de 5,5-10,5 X 2,5-4,5 cm. Inflorescencias paniculadas terminales, densas. Brácteas involucrales en serries de 10. Aquenios de 4 mm, glabros. (j)

Federico Oviedo-Brenes, 3104 (k) 25 nov 2014 (l)
Acompañante: Rodolfo Quirós (m)

Herbario Luis Diego Gómez (HLDG), Estación Biológica Las Cruces