



# Organization for Tropical Studies

## COLLECTING POLICY FOR THE LUIS DIEGO GÓMEZ HERBARIUM (HLDG) LAS CRUCES BIOLOGICAL STATION

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 for the region issued by MINAET 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 MINAET, 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 for the herbarium. We also request that you leave a photocopy of your field notebook with the notes taken for collected specimens. Duplicates should be deposited once fully processed *i.e.*, dried, in newspaper with your name and collection number, and with a fully completed label (see below for examples).
5. To identify specimens please use the digital herbarium ([www.ots.ac.cr/herbarium](http://www.ots.ac.cr/herbarium)). If you need to access the physical collections please request permission from the herbarium administrator.
6. If you collect specimens within the limits of the station, please indicate this in your label – 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 administrator or GIS lab manager to determine an appropriate location name.
7. Specimens to be deposited in the Las Cruces herbarium should have the following label details to facilitate the uploading of information into the digital database:
  - Geographic location [district (if possible), county, and province].
  - Family, Species and Authority.
  - Geographic coordinates preferably taken with a GPS (latitude and longitude in degrees, minutes and seconds). If you do not have a GPS, you can borrow one from the station – ask the GIS lab manager.
  - Elevation (in meters).
  - Habitat (forest type and a short description of microhabitat).
  - Description of species (habit, size, height, flower or fruit color etc – pay particular attention to details that might be lost when the specimen is dried).
  - Name of collector(s).
  - Collection number.
  - Date (please note month in letters to avoid confusion with numerical format).

8. If you are also taking photographs of specimens in the field and would like to collaborate with the Digital Flora of Las Cruces, please leave a copy of images with the herbarium administrator, along with your name and associated herbarium specimen number (if applicable). 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.
9. If you need to borrow collecting equipment, please ask the herbarium administrator.
10. The Luis Diego Gómez Herbarium (HLDG) reserves the right to accept or decline donated specimens for inclusion in the database.

### Plants of Costa Rica

**Province** Puntarenas                      **County** Coto Brus

Arecaceae

*Bactris glandulosa*                      Oerst.

N 8° 47' 33.2" W 82° 58' 4.7"                      1095 m

Las Cruces Biological Station. In advanced secondary forest, near forest edge with Melissa's Meadow.

Small palm to 3 m. Trunk with profuse prickles 2-3 cm long. Leaves densely pubescent on underside.

R. A. Zahawi                      332                      22 April 2007  
& F. Oviedo

### Plants of Costa Rica

**Province** Puntarenas                      **County** Coto Brus

Rubiaceae

*Psychotria pubescens*                      Sw.

N 8° 47' 03" W 82° 56' 19"                      1150 m

Approximately 0.5 km southeast of Los Angeles in a small forest fragment. In advanced secondary forest near edge that is adjacent to pasture.

Shrub 2 - 3 m, stems square in X-section, flowers white with green fruit (immature) - stipules 4/node.

R. A. Zahawi                      471                      13 June 2007  
& F. Oviedo