

MANDATORY GUIDELINES FOR COLLECTING, PROCESSING AND SHIPPING
FUNGAL TAXA GROUPS
For Fiscal Year 2005 and beyond

Process for collecting, processing and shipping fungi:

1. Photograph fresh specimens (*in situ* is preferred, but in the lab/office acceptable). Digital photos are preferred, but developed film/slides are acceptable. Hard-copy photographs/slides and field tags should be in a bag attached to or within the bag containing the specimen. Electronic photo files should be on suitable media, preferably a CD, grouped into folders by taxa group. The filenames for the photos should be the same as the collection numbers of the specimens that they depict, with “tie-breaker” numbers if there are multiple photos (e.g. RH05-01a, RH05-01b, etc.) for the same specimen. The collection number should be written legibly on a piece of paper and photographed along with the specimen. When assigning a personal collecting number to each specimen, it can be any numbering system you choose; but, it should be a **unique number** for each specimen. You could develop a system that includes your initials, the year and a number.
2. For each specimen collected, fill out a Fungi Field Tag (to be filled out in the field) and a Fungi Description Form (part of the information must be gathered in the field, but other information can be documented once you are back in the office). Determine which fungal taxa group [Cortinarius, Gilled Basidiomycetes, Corals, Non-Gilled Basidiomycetes (Clublike, Chanterelle, tooth, jelly, Boletes, Polypores), Epigeous Ascomycetes, and Sequestrates] to which the specimen belongs. For all specimens collected at the same site and of the same fungal taxa group, fill out one Site Form. If more than one fungal taxa group is collected at the same site, fill out a separate Site Form for that fungal taxa group. Be sure to assign a unique collection number to each specimen.
3. **Thoroughly** dry specimens using a food dehydrator prior to shipping.
4. Divide dried specimens into fungal taxa groups (Cortinarius, Gilled Basidiomycetes, Corals, Non-Gilled Basidiomycetes, Epigeous Ascomycetes, and Sequestrates).
 - a. Place the associated field tag, Fungi Description Form and photographs in a separate container (e.g. box, Ziploc type bag) with the specimen. For specimens of the same fungal taxa group and collected at the same site, group these individual containers in a larger box/bag with the associated site form. Please note on the Site Form all the collection numbers of the specimens associated with that site, in order by collection number.
 - b. If specimens are of the same fungal taxa group but from different sites, segregate by site within the shipping container.

- c. If specimens are from more than one fungal taxa group, yet you would like to ship in the same container, be sure you clearly identify and separate these specimens from other fungal taxa groups.
5. Enter data into the provided Fungi Collection Tracking Excel spreadsheet. Copy the spreadsheet onto a floppy disk/CD.
6. Ship all fungi specimens to: Interagency Inventory Coordinator
USDA Forest Service, Natural Resources
P.O. Box 3623
Portland, OR 97208-3623
or
Interagency Inventory Coordinator
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208-2965

Checklist of Products to be submitted with each dried specimen:

- Photographs of fresh specimens – either on CD or developed film/slides
- Fungi field tags – hard copy
- Species Site Form - hard copy
- Fungi Description Form – hard copy
- Tracking Excel spreadsheet – electronic copy (provided by RO/OSO)

Note: So long as Fungal Taxa Groups are packaged as discrete units, they may be boxed together for shipping in whatever way is most convenient for the shipper, and exposes the specimens to the least physical damage. In the shipping box they should be packed tightly enough not to shift or bounce around, yet loose enough not to crush them into something that looks like a breakfast cereal (MycoFlakes?).