

### **Vouchering Policy for Purposive Surveys**

1. How much to voucher?

If there isn't very much material i.e. if there are only 1 or 2 bent setas (*T. geniculata*) then it would be best to not remove any material. Instead look in and round the rest of the plot to see if more populations are present and if enough material is present then make a voucher. If a voucher is not collected it's very important to note that on the target species plot card. Often I use the 1 in 20 rule when vouchering a species.

2. Please use the voucher packet provided.

This will help us to keep the data consistent and it will also give us enough information to make each collection a valuable contribution to science. Finally the data on the packet corresponds to the ISMS database forms, which will make data entry easier.

3. You must assign a personal collecting number to each packet.

This can be any numbering system that you are already using but it should be a unique number for each packet. If you don't have a personal numbering system you could develop a system that includes your initials, the year and a number, i.e. JAH00-1 etc. This unique collection number is important because it allows us to communicate about a specific collection.

4. Please fill in the blanks and circle the appropriate fields on each packet. It is important to be sure and put the CVS and S&M plot numbers on each packet.