

Collections Procedure

Accessioning

Version: 2.0

1 Procedure statement

The purpose of this procedure is to ensure that staff, research associates, volunteers and visitors of the Collections are aware of the processes they must follow when accessioning specimens. The procedure also covers minimum collection data requirements.

2 Background and context

The Plant Pathology Herbarium and Insect Collection hold authoritatively identified specimens that represent virtually all of the known plant pathogens and insect pests that occur in Queensland. The collections include irreplaceable specimens that are essential for diagnostics and identification, taxonomic and phylogenetic research, continued market access for agricultural products, State legislation (*Biosecurity Act 2014*), plant health management and education.

3 Scope

This procedure applies to Department of Agriculture and Fisheries (DAF) staff working in the Plant Pathology Herbarium and Insect Collection.

4 Abbreviations, acronyms and definitions

Accessioning is the process of assigning specimens a unique number, labelling and entering record information into a Collection Management System.

The **Australian Plant Pest Database (APPD)** is a national, online repository of specimen records of insect pests and plant diseases of Australia's economically and ecologically important plants. The database has over 1.28 million records, with data being sourced from 18 separate plant pest collections. This information supports market access, emergency plant pest management and plant protection research.

The **Atlas of Living Australia (ALA)** is a data aggregator that brings together biodiversity data from many sources and makes it publicly accessible online. The Atlas has over 67 million specimen occurrence records.

The **Biosecurity Act 2014** commenced on 1 July 2016. It replaced a number of separate pieces of legislation that were previously used to manage biosecurity. It provides a consistent, modern, risk-based approach to safeguard our economy and agricultural industries.

Biosecurity Queensland is a business group within the Queensland Government Department of Agriculture and Fisheries that manages and coordinates the Queensland Government's efforts to prevent, respond to, and recover from pests and diseases that threaten the economy, agricultural and tourism industries, environment and way of life.

The **Collection Management System** is the database used to manage and report information about specimens held in the collections. Specimen records are managed by the KE EMu® database.

The **Collections** encompasses the Plant Pathology Herbarium and Insect Collection. Both collections are co-located at the Ecosciences Precinct, Dutton Park, Brisbane, and are managed by Biosecurity Queensland.

The **Department of Agriculture and Fisheries (DAF)** is a Queensland Government department that aims to develop productive and profitable agriculture, fisheries and forestry, while protecting our valuable natural resources.

A **Specimen** is an individual insect (or group of insects), diseased plant part, living culture, or genomic DNA extracted from an organism.

5 Key principles

Accessioning is the process whereby unique numbers are allocated to specimens. Specimens are labelled with this unique number, and associated collection details entered into the KE EMu database.

5.1 General requirements

Specimens must meet certain quality parameters to be considered for accessioning.

- Specimens must be of suitable quality:
 - Adequate size
 - Preserved properly
 - Free of dirt, insect pests and mould
 - Not missing body parts (in the case of insect specimens) necessary for identification
- Specimens must be collected legally (e.g. accompanied by valid collecting permits or quarantine permits if collected in national parks or overseas).

Note: Collection managers will permanently maintain relevant documentation as proof of legal title to specimens.

- Specimens must be accompanied by appropriate collection data (see Section 5.3).
- Specimens should improve the knowledge of particular scientific taxon:
 - New occurrence records for the state of Queensland
 - Extension of host range
 - Extension of geographical range
 - Morphological variation
 - Detection of restricted matter or prohibited matter in Queensland as defined under the *Biosecurity Act 2014*
 - Voucher material to support research and scientific publications.

5.2 Allocation of accession numbers

The allocation of accession numbers is handled differently by the Plant Pathology Herbarium and Insect Collection. Accession numbers are comprised of four components:

1. Institution code – BRIP, QDPC.
2. Prefix – 0, 1, 2, 3 (Insect Collection only).
3. Catalogue number - 12345.
4. Suffix – a, b, c (Plant Pathology Herbarium only).

Plant Pathology Herbarium format:

BRIP [blank] 12345 a

Insect Collection format:

QDPC 0 12345 [blank]

5.2.1 Plant Pathology Herbarium

The allocation of accession numbers in the Plant Pathology Herbarium is managed through the use of an auto-incrementing stamp. Please contact the Collection Manager for further information.

5.2.2 Insect Collection

The allocation of accession numbers in the Insect Collection is managed electronically. An Excel spreadsheet has been setup to allow collection staff to generate an A4 sheet with 400 incrementing numbers. The spreadsheet is located in the following location:

<\\lands\data\DAF\BQ\ESP\PlantBiosec\Entomology\General collection info\Labels\insecollNUM.xls>

5.3 Minimum collection data requirements

Specimens to be accessioned into the Plant Pathology Herbarium and Insect Collection must be accompanied by appropriate collection data. The minimum requirements are:

- collector name
- collection date
- collection location details (i.e. nearest named place, town, state, country)

5.3.1 APPD data standards

Collection managers and collection staff must also keep in mind the Australian Plant Pest Database (APPD) data standards. Before records are published to the APPD portal (appd.ala.org.au) within the Atlas of Living Australia (ALA), they must meet certain standards.

The following fields constitute an APPD data record:

1. Accession number, including collection identifier prefix (i.e. BRIP, QDPC)
2. Pest scientific name: genus, species, infraspecific taxa
3. Pest common name
4. Host scientific name: genus, species, infraspecific taxa
5. Host common name
6. Host substrate (if non-living)
7. Specimen collection location details:
 - a) Nearest named place, town or city
 - b) State and country
 - c) Latitude and longitude (either in decimal degrees or degrees, minutes, seconds)
8. Collection date
9. Collection method
10. Collector name
11. Determiner (person who identified the specimen)
12. Identification method
13. Date of identification
14. Life stage or state
15. Host damage
16. Quality indicator
17. Other information or traits when available
18. Collection type:
 - a) Australian
 - b) Quarantine Interception
 - c) Overseas Collection – including External Australian Territories
 - d) Not Classified

Note:

1. Fields 1, 2, 7, 9, 12, 13 and 18 are mandatory, fields 4, 8 and 14 are highly desirable.
2. It is understood that much of this data may not be recorded or available, depending on the pest organism type.
3. Quarantine interception data is to be included in the APPD and classified under Field 18. Records should be set as 'Not Classified' until they have been validated (i.e. assessed for this particular field).

6 Responsibilities and accountabilities

Curator	Approve the accessioning procedure.
Collection managers	Implement the accessioning procedure. Ensure that Collection staff are made aware of accessioning procedures.
Collection staff	Follow accessioning procedures as directed by Collection managers and the Curator.

7 Source documentation

Not applicable

8 Related and reference documents

Not applicable

Author Name: Dean Beasley
Title: Senior Research Scientist

Contributing author/s Name: Roger Shivas
Title: Principal Plant Pathologist

Endorsed by Name:
Title:

Approved by Name:
Title:

Issue/approval date 23 Feb 2017

Revision history

Version no.	Approval date	Comments
1.0	05/12/2016	
2.0	23/02/2017	