

Accession Donation Form
MVZ Expeditions

Accn No: _____ **Rec'd Date:** _____
Accepted by Staff Curator: _____



Use this form for accessions of MVZ field expeditions. Researchers should work with the appropriate Staff Curator on how to group their materials for accessioning. Donors are **required** to organize their own specimens, media, permits, and data. Donors must give **all** materials and data to the Staff Curator at least **three months prior** to accessioning. At that time, donors should inform the Staff Curator if catalog numbers are needed for publications and/or GenBank. Researchers should cite usage of MVZ specimens by their catalog number, not by field numbers.

WHO:

Accession received from:	Additional Personnel on Trip:
1.	1.
2.	2.
3.	3.

WHERE: General location where specimens was collected (country, state, counties):

WHEN: Inclusive collection dates of materials to be accessioned:

WHAT: NOTE – First two boxes to be completed by Staff Curator. Counts of specimens/parts to be completed by researcher/donor.

Required* – attach to form	Received?			Received?	
	Yes	No	Other	Yes	No
Permits*	<input type="checkbox"/>	<input type="checkbox"/>	Photos	<input type="checkbox"/>	<input type="checkbox"/>
Field Notes/Data*	<input type="checkbox"/>	<input type="checkbox"/>	Audio	<input type="checkbox"/>	<input type="checkbox"/>

Permit Numbers	
_____	_____
_____	_____
_____	_____

Data Format:
 Original field notes Copy of notes Spreadsheet Correspondence Other
 Original field notes given to MVZ Archives (date): _____

Counts of Specimens/Parts	Herps	Mammals	Birds	Part Location
Total # individual animals - required				
Whole animals (frozen)				
Whole animals (fluid)				
Body/carcasses – mammals/birds (fluid)				
Skins				
Skulls (separate from skeleton)				
Post-cranial skeletons				
Complete skeletons				
Tissue vials (frozen)				
Tissue vials (RNALater)				
Tissue vials (ETOH or other buffer)				
Eggs/Nests				
Other (syrinx, stomach contents, venom, parasites, etc.)				