

**MVZ Accession Donation Form
Permitted Researchers/Expeditions**

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

Use this form for accessions of field expeditions or collections of material by permitted researchers. 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. Contact Staff Curator for GenBank format.

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	
_____	_____
_____	_____
_____	_____
_____	_____

<p>Data Format:</p> <p>Original field notes <input type="checkbox"/> Copy of notes <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Correspondence <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Original field notes given to MVZ Archives (date):</p>
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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.)				