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:**

<table>
<thead>
<tr>
<th>Accession received from:</th>
<th>Additional Personnel on Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
</tbody>
</table>

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

---

**WHEN:** Inclusive collection dates of materials to be accessioned:

---

**WHAT:**

<table>
<thead>
<tr>
<th>Required* – attach to form</th>
<th>Received?</th>
<th>Permit Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Permits*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Field Notes/Data*</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Data Format:**

- Original field notes
- Copy of notes
- Spread sheet
- Correspondence
- Other

Original field notes given to MVZ Archives (date):

**Counts of Specimens/Parts**

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