



Museum of Natural Science

COLLECTION OF GENETIC RESOURCES
POLICY AND APPLICATION PROTOCOL FOR TISSUE GRANTS, 2022

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Curators of Associated Collections:

Herpetology, Christopher Austin, ccaustin@lsu.edu

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The Collection of Genetic Resources (CGR) at the Louisiana State University Museum of Natural Science (LSUMNS) consists of preserved tissues and tissue extracts from birds, amphibians, reptiles, mammals, and fishes. Most material archived in the GRC is accompanied by vouchers in the LSUMNS specimen collections. The CGR is a centralized repository, and we encourage its use by the international research community.

Procedure for making a request:

Tissue grant applications usually proceed in two steps.

1. Researchers should examine specimen holdings on *VertNet* (<http://portal.vertnet.org/p/louisiana-state-university-museum-of-natural-science>). For additional information regarding holdings, contact Donna Dittmann.
2. Researchers should send sample requests via email (preferable) or regular mail to Donna Dittmann, or the curator of the appropriate collection listed above. Requests from graduate students should be co-signed by their advisor, who will assume responsibility for use of the samples. If the tissue request is approved, then the researcher will receive a Letter of Agreement, which shall be signed before samples are cleared for shipping.

A tissue request should be sent on institutional letterhead and contain a brief statement concerning the research project and provide the following information:

1. A title, objectives, and timeframe of the project.
2. Researcher's effort to collect samples and contribution to the study.
3. Material requested from other sources necessary to augment researcher's sampling (including LSUMNS).
3. Method(s) of analysis that will involve requested tissues.
4. Outcome of past projects supported by tissue grants from the LSUMNS.
5. A list of requested LSUMNS specimens by taxon and including catalog numbers. Depending on the needs of the project, also indicate specific localities.
6. The amount of tissue/extract required and preferred preservation for shipment (e.g., frozen on dry ice, suspended in 95% EtOH, or in buffer).

Shipping:

- Depending on the size of the tissue grant, the LSUMNS may require the grantee to send cryovials.
- Researchers are responsible for shipping costs of tissue samples if sent by carrier (e.g., UPS, FedEx) Although the U. S. Postal Service (USPS) is currently not irradiating packages (to our knowledge), there is the risk that any USPS shipment could be irradiated. We recommend the use of a mail carrier that does not irradiate shipments. For any carrier other than USPS, please include name and current account number.

Export:

Foreign researchers are responsible for any costs incurred to ship material out of the US. USFWS charges an inspection fee for any export that contains protected species such as Migratory Birds, Threatened or Endangered Species, or species listed in CITES Appendices. LSU will not accept a wire transfer for payment of fees; payment needs to be by credit card or check. Please also note that LSUMNS will only ship CITES-listed taxa to institutions with a Certificate of Scientific Exchange.

Permits

Requests for tissues must be accompanied by copies of all requisite permits.

Destructive sampling

Requests for destructive sampling of voucher specimens should additionally justify why fresh tissue cannot be collected. Please note that LSUMNS does not destructively sample vouchers for the convenience of a researcher. Justification for destructive sampling may include that the taxon is rare or endangered, it is impossible to collect based on locality, or the project has a temporal aspect that requires historical material.

Citation guidelines

One of the best ways to keep our collections funded and operational is to have proper metrics on their importance for the scientific community. To keep track of publications using LSUMNS material, we require that studies using our specimens to acknowledge the collection accordingly to the following guidelines:

1. We request authors to include a sentence acknowledging the LSUMNS collections and any other scientific collection on the “Acknowledgments” section, including the invoice number provided with your loan. For example: “*We thank the Collection of Genetic Resources of the Louisiana State University Museum of Natural Science for loaning tissue samples under their care (LSUMNS invoice 12273)*”
2. Please provide the correct abbreviation, LSUMNS (Louisiana State University Museum of Natural Science), when referring to the collection across the text. LSUMZ should be used only to refer to voucher numbers..
3. If possible, include the full name of the collection and the number of specimens described in the invoice on your Material and Methods section.
4. Please include the LSUMNS voucher number and associated metadata on a table on the main body of the manuscript or as supplementary data.
5. The LSUMNS voucher number, and ideally it’s metadata, should be included with DNA and RNA data submitted to genetic data bases (i.e. NCBI).

