



QUEENSLAND GOVERNMENT

# Botanical specimen – submission sheet

## Botanical Specimen for Identification

Complete this form (one for **each** specimen) & send with specimen/s to:

Biodiversity Information and Advisory Service  
 Queensland Herbarium, Department of Environment and Science  
 Brisbane Botanic Gardens Mt Coot-tha  
 Mt Coot-tha Road, TOOWONG QLD 4066  
[Queensland.herbarium@qld.gov.au](mailto:Queensland.herbarium@qld.gov.au) Ph: 3199 7699

Office Use Only	
Date received	
Identification no.	
Date of despatch	
Botanist Det / Conf Date and sign	

<b>Name:</b>		<b>Company / Department:</b>	
<b>Postal Address:</b>			
			<b>Postcode:</b>
<b>Email:</b>		<b>Contact phone:</b>	
<b>Purpose:</b> <input type="checkbox"/> commercial (e.g. consultant) <input type="checkbox"/> weed spotter network <input type="checkbox"/> other (specify)			
<b>Send results by:</b> <input type="checkbox"/> email <input type="checkbox"/> post		<b>Information required:</b>	

**Label Information – please fill out below for each specimen submitted.**

Specimens may be retained for scientific study and accurate data is critical for this purpose.

<b>Collector full name:</b>			
<b>Specimen No. / Code</b>			<b>Date of collection:</b> /    /
<b>Suggested name</b> (botanical or common name if known)			
<b>Location</b> (e.g. road name, distance & direction from nearest town or landmark)			
<b>Datum</b> GDA2020/ GDA94 / WGS84	<b>GPS Coordinates</b> DD MM SS.SS preferred	<b>Latitude</b> ° S	<b>Longitude</b> ° E
<b>Or UTM Coordinates:</b>	<b>Zone:</b>	<b>Easting:</b>	<b>Northing:</b>
<b>Source of Coordinates:</b> <input type="checkbox"/> GPS <input type="checkbox"/> Map <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify)			
<b>Habitat description</b> (vegetation type and geology e.g. Eucalyptus crebra woodland with shrub understorey on shallow gritty sand over granite)			
<b>Description of plant</b> (e.g. Form, height, flower colour, fruit colour, bark)			
<b>Collecting information</b> (e.g. abundance, evidence of fire, associated taxa, host/substrate)		<input type="checkbox"/> Natural <input type="checkbox"/> Cultivated <input type="checkbox"/> Weed <input type="checkbox"/> Unsure	<input type="checkbox"/> Fertile <input type="checkbox"/> Flowers <input type="checkbox"/> Buds <input type="checkbox"/> Fruit (seeds)
<b>Other Information</b> (e.g. misc notes, voucher, project, associated material spirit/silica)		<b>Landholder permission to collect &amp;/or permit:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specimens and data submitted to the Queensland Herbarium will be considered to be in the public domain excepting specific locality data relating to certain sensitive species. Queensland Herbarium will only use the personal information submitted in this form to assist with processing enquiries and specimens. For more information on privacy <a href="https://www.des.qld.gov.au/legal/privacy/">https://www.des.qld.gov.au/legal/privacy/</a>		<b>Signature</b>	
		<b>Date</b> /            /	

**Please attach** relevant permit or permission documents e.g. permit, letter of permission, email correspondence.

**For more information** Ph: 07 3199 7699, email [Queensland.Herbarium@qld.gov.au](mailto:Queensland.Herbarium@qld.gov.au) or visit [www.qld.gov.au/herbarium](http://www.qld.gov.au/herbarium)