**Checklist for Plant Collection and Identification**

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| # | Collection Project |
| 1. | Plant Collection Quality |
|  | Appropriate permits for collection |
|  | Fruits/flowers present |
|  | Vegetative material present and reflects variation in field |
|  | Below ground rooting material present (if appropriate) |
|  | Soil removed from specimen |
|  | Single species collected/pressed |
|  | Pressed to fit herbarium sheet (including space for label, accession etc.) |
|  | Care taken to display key features (flowers and leaves from all sides) |
|  | Label included with specimen |
| 2. | Detailed Notes on Plant Identification (See example; turned in via Word Doc) |
|  | All methods used for identification are clearly identified (minimum of 3) |
|  | Herbarium specimen used for verification |
|  | Correct family |
|  | Key characters for family identification noted |
|  | Correct genus |
|  | Key characters for genus identification noted |
|  | Correct specific epithet |
|  | Key characters for species identification noted |
|  | Subspecies, variety or form noted (if applicable) |
|  | Correct authority |
|  | Any close relatives that could be part of a misidentification discussed along with distinguishing characteristics. |
|  | Name reflects taxonomy adopted by the course (check with instructor). |
|  | Common name present |
| 3. | iNaturalist Entry and Labels (*italics indicate field name in iNaturalist*) |
|  | Species name (*What did you see?)* |
|  | Collection date (*When did you see it?)* |
|  | Location (*Where were you?)* |
|  | Exact co-ordinates of field site (Latitude/Longitude; sync. with photos and autofill) |
|  | Description of plant in the field (*Description*) |
|  | *Collector* (*Associated Collector* if applicable) |
|  | Collection number (*Collector Field Number*) |
|  | *Locality Description* |
|  | Detailed description of actual field site (*Habitat*) |
|  | *Associated species* |
|  | 3 informative images of plan *in situ*; associated with iNaturalist entry |
|  | Tagged with herbarium code |

Connecting Students to Citizen Science and Curated Collections www.collectionseducation.org