

Processing shipments of specimens for NEON at CMNH

E-mail alert sent by sender, as package(s) shipped with tracking

Package(s) received and acknowledged by e-mail; package flash-frozen for at least 48 hours (2 days); package re-warmed and opened; shipping contents list removed from outside of package and filed with manifest found just inside lid of package.

Manifest annotated at top of first page with “Package opened date and time”, e.g., “Package opened 14 April 2014 11:05 am”

Packages imaged as opened (remember to note 1 of 3, 2 of 3, 3 of 3 etc.)

Specimens removed in order of unique identifier number, checked-off on manifest with comment on condition if damaged or otherwise problematic. Specimens transferred to unit trays, keeping Site Characterization material separate from regular survey specimens. Errors on shipping manifests resolved and noted on the manifests (by technician).

Damaged specimens including fragments handled/contained using vials, pin vials, papers, re-pinning, pointing, and adhesives according to CMNH standards for specimen repair and renovation including labels registering actions taken.

Specimen data in NEON format entered by administrator (Rawlins) on spreadsheets (after manifest issues resolved); SC and regular survey specimens kept separate.

Specimens in trays given to expert (Davidson) who determines sex, identifies using nomenclature of Bousquet 2012 catalog, affixes determination label onto all specimens, and enters above data (sex, ID, etc.) into NEON-formatted spreadsheet. Datasheet checked and completed by administrator (Rawlins); then file is formatted to explicit NEON specifications; named according to NEON standards; and filed with NEON using BOX software.

All SC specimens sorted by Domain of source site, a shipping manifest produced, specimens packed with manifest, and shipped with tracking to addresses provided by NEON. Regular survey specimens to be returned segregated, annotated in database, and shipped with SC specimens above, or separately as necessary. Remaining specimens remain in CMNH archive until end of season, when noted in databased, formally accessioned, accession label affixed, and curated into main CMNH collection by taxon.

General policies must be strictly observed and include: **1)** not removing any labels from specimens, and **2)** not adding any additional labels to specimens except for **a)** determination labels: **b)** Carnegie Museum Accession labels for non-SC specimens; and **c)** in rare instances, label or labels explaining damage, uncertainty, specimen-specific information, and other information not involving data of collection event (time and place). CMNH invoices NEON for work completed before return shipments, following explicit NEON invoicing protocol.