

REQUEST FOR PLANT INFORMATION  
University of Florida Herbarium

Date \_\_\_\_\_

County Extension Agent  
(or Other Person/Specialist Sending Specimens)

\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

Individual Requesting Information

\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

Project title (if identification is for use in a specific research project): \_\_\_\_\_

**Mailing information and specimen preparation: Please see the back of this form for important instructions.**

**Specimen information:** Please provide complete information. This will assist in getting a correct identification.

- **Date of collection:** \_\_\_\_\_ **Frequency** (how many in vicinity?): rare, occasional, frequent, common
- **Cultivated?** Yes or No If cultivated, originally obtained from where? \_\_\_\_\_
- **Flower:** color \_\_\_\_\_; **Fruit:** color \_\_\_\_\_, **Fruit:** size/shape \_\_\_\_\_
- **Habit:** tree, shrub, herb, vine; height \_\_\_\_\_ **Sap:** milky, clear, black, red, yellow or \_\_\_\_\_
- **Habitat** (plant community where found): \_\_\_\_\_
- **Location** where this sample was growing (street address or direction and distance to nearest major landmark, highway, lake, town, etc.): \_\_\_\_\_

**Additional information** about specimen: \_\_\_\_\_

**Information requested** (name, toxicity, etc.): \_\_\_\_\_

Send one form per sample to:

UNIVERSITY OF FLORIDA HERBARIUM  
FLORIDA MUSEUM OF NATURAL HISTORY  
379 DICKINSON HALL  
PO BOX 110575  
GAINESVILLE FL 32611-0575

Phone: 352-392-1721 x212  
SUNCOM: 622-1721 x212  
E-mail: plantid@flmnh.ufl.edu

**Identification.** (Please do not write in this space.)

## PLANT IDENTIFICATION SERVICE

A service supported by the University of Florida, Institute of Food and Agricultural Sciences.

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A number of factors influence our ability to provide an accurate and timely identification. A complete specimen prepared according to our specifications **below** will be more likely to include the characteristics necessary for an efficient identification.

1. **All specimens should be routed through a local county cooperative extension office or another appropriate government agency.**
2. **Do not send more than 5 specimens at a time** unless special arrangement is made. Storage and protection from insects may cause problems that we are not equipped to handle.
3. **Specimens sent in should always be accompanied by IFAS Form 3100/03-2002.**
4. **Please remove all dirt from roots.** Please include the roots of herbaceous plants, when possible.
5. **Each specimen should consist of a stem with attached leaves (and flowers and/or fruits, if present).**
6. **The best method to ship plants** is by **flattening** each specimen between a fold of newsprint (ranging in size from 8½" x 11" to 11" x 16") and, if available, two pieces of cardboard. Please do not crumple up the specimen.
7. **NEVER! NEVER! ENCLOSE PLANTS IN PLASTIC!** Do not send them in a plastic-lined mailer.
8. **Please number each specimen** if more than one plant is involved. These numbers will then be used for reference in our reply to you.
9. **Additional information about the plant is often critical in its identification.** Include whatever comments or facts as to its source (especially whether it is cultivated), time of flowering, flower and/or fruit color, size, aroma, etc., that you think may be useful.
10. **Stand by to send additional material or information**, should it be needed. Interesting specimens are often used to make permanent herbarium specimens, to ease the task of future identification for other people.
11. **Assistance from specialists at other institutions may be required to identify uncommon cultivated plants and specimens in complex plant groups.** These groups may not be well represented in our collection or in our available literature. They may have hundreds to thousands of species and grow in diverse areas of the world. This process can take a long time.
12. **Specimens sent in will NOT be returned**, as this is expensive and time-consuming. Please try to collect two of anything you send so that you can keep one for reference.