

Voucher Data	Explanation	Pre-defined	Example	Is it obligatory to provide this?
Counter	Virtual record counter.	yes	"1"	Must not be changed.
Collector's No	The number given to this record or specimen in the field, which can differ from the Voucher_ID.	no	"RA 12345";"s.n."	if unknown or not given = "s.n."
Voucher ID	A unique identifier or code for this individual record or specimen (can be the same as "fieldnumber"). For example, a number from your own collection database.	no	"B 10 0209765"	Yes
Former Collection	Place of former voucher deposit as indicated on the label.	no	"EX Royal Botanic Gardens, Kew"	No
Basis of Record	The type of record.	yes	"HumanObservation"; "LivingSpecimen"; "PreservedSpecimen"	Yes
Kind of Unit	The kind of unit or preparation.	no	"herbarium sheet"; "lot sample"	No
Permission	Sample collection in accordance with national and international aspects.	yes	"Available"; "Not required"	Yes
Permission Number	Internal permission registration number. Remo	no	PRN2018-008	Yes
Publish Data and Multimedia	specimen data should be visible via internet, GBIF, GGBN	yes	"Yes"; "No"	Yes
Blocked for Loan	specimens, tissue and DNA must not be lo	yes	Yes; "No"	Yes
Blocked until	data shall not be published and material not be	no	"2019-12-31"	No
Accession Number	Usual in living collections.	no	"213-09-98-10"	No
Sex	Sex of specimen	yes	"Female"; "Male"; "Unknown"	No
Life Stage	Life stage of specimen	no	"juvenile"; "adult"; "larva"	No
Life Form	Life form of specimen	no	"Aufwuchs"; "Plankton"	No
Preparation Type		no	"dried", "alcohol 96%"	No
Preparation Staff	Person and/or institution responsible for or effecting the preparation.	no		No
Preparation Date	Date when preparation was made	no	"2010-05-23"	No
Voucher Notes	Additional voucher information	no	"Lot number xy"; "Same population as voucher ID xy"	No
Voucher Reference				No
Associations	Explanation	Pre-defined	Example	Is it obligatory to provide this?
Associated Collection (1-3)	Deposit of associated voucher. An Associated voucher can be e.g. duplum, living, culture strain, seeds etc.; Associated voucher can be deposited in the same collection as voucher!	no	"BGBM"; "AWI"	Yes
Associated Voucher ID (1-3)	Voucher ID of associated voucher.	no	"B 10 0209766"	Yes
Relation (1-3)	Description of the relation between your main voucher and this associated voucher.	no	"same in situ individual"; "B 10 0209766 offspring of B 10 0209765"	Yes
Gathering	Explanation	Pre-defined	Example	Is it obligatory to provide this?
Expedition/Title Label	Name of expedition or organised field trip. Title of label.	no	"Siberia 2007"; "Fauna of Bavaria"	No
Collectors	The full name of the recorder/collector.	no	"Dürbye, T., Vogt, R. & Oberprieler, Ch."	Yes
Collection Date from	YYYY-MM-DD; exact date or span	yes	if month and year known only type "2008-04-01"	Yes
Collection Date to	YYYY-MM-DD; exact date or span	yes	if month and year known only type "2008-04-30"	Yes
Collection Date (other format)	Raw label data of Collection Date.	no	"Apr. 2008"	No
Collection Method	Method used to make the collection/observation	no	"bat detector"	No
Collection Notes		no		No
Taxonomy Data	Explanation	Pre-defined	Example	Is it obligatory to provide this?
Phylum	Name of taxon	no	"Arthropoda"	No
Class	Name of taxon	no	"Insecta"	No
Order	Name of taxon	no	"Lepidoptera"	No
Family	Name of taxon	no	"Pyralidae"	Yes
Subfamily	Name of taxon	no	"Pyraustinae"	No
Qualifier	A term to qualify the identification	no	"cf.", "aff."	No
Qualifier belongs to	Defines the qualifier's position	yes	"Genus"	No
Genus	Name of taxon	no	"Nomophila"	Yes
Subgenus	Name of taxon	no		No
Specific Epithet	Name of taxon; n.b.: In case of an unresolved species pair or group, enter the species names in alphabetic order, separated with a slash.	no	"alpestris/oreina"	Yes
Rank		yes	"subsp."; "var."	No
Infraspecific Epithet	Name of taxon	no	"oreina"	No
NameAddendum	A free-text suffix added to the taxon identified	no	"sensu lato"	No
Author in parenthesis		no	"L." in e.g. (L.) DC.	Yes
Year in parenthesis		no	"1758" in e.g. (Linnaeus, 1758)	Yes
Author		no	"DC." in e.g. (L.) DC.	Yes
Year		no	"1758" in e.g. Linnaeus, 1758	Yes
Primary Accession Name	Primary identification by specimen deposit.	no	"Abies sp."	No
Kind of Identification Identifier	The person that identified this specimen.	yes	"det."; "confirm."; "rev."	Yes
		no	"T.Raus"	Yes

<b>Identification Date</b>	<b>Date of identification</b>	yes	"10/2009"	Yes
Identification Notes	Additional information concerning identification.	no	"white petals";"Pieris spec. N123"	No
Identification Reference Type			"isotype";"lectotype"	No
<b>Geography Data</b>	<b>Explanation</b>	<b>Pre-defined</b>	<b>Example</b>	<b>Is it obligatory to provide this?</b>
Ocean	The English name of the ocean of the locality.	yes	"Atlantic Ocean"	No
Sea	The English name of the sea of the locality.	yes	"North Sea"	Yes if marine
Continent	The English name of the continent of the locality.	yes	"Europe"	No
Biogeographic Regions	The English name of the biogeographic region.	yes	"Alpine";"Steppic"	No
Country	The English name of the country of the locality.	yes	"France"	Yes if non-marine
State/Province/Greater Area	Region's name.	no	"Saxony"	Yes if non-marine
Locality	The full description of the locality, indicating important nearby topographic landmarks.	no	"Near Dresden along B176"	Yes if non-marine
Locality ID	A unique code for this locality.	no	"Spree-A1"	No
Slope		yes	"Rolling 11-20%"	No
Prevalent Aspect		yes	"N-E";"E"	No
Geodetic datum	Reference from which measurements are made.	no	"WGS 84"	No
Accuracy Statement Coordinates	Accuracy Statement of Coordinates.	no		No
Error distance in m		no	"5000"	No
Longitude	The longitude as given by the GPS or as recorded from a map in decimal degrees.	no	"7,55"	Yes
Latitude	The latitude as given by the GPS or as recorded from a map in decimal degrees.	no	"-44"	Yes
Longitude To	If it is a longitude span, the longitude as given by the GPS or as recorded from a map in decimal degrees.	no	"9,44687777"	No
Latitude To	If it is a latitude span, the latitude as given by the GPS or as recorded from a map in decimal degrees.	no	"-43,39876666"	No
Geocode Method	The equipment used incl. brand names and/or source used to record the georeference (coordinates).	yes	"Google Earth";"GPS"	Yes
Longitude other format	If Longitude given in other format.	no	"53°56'11"E"	No
Latitude other format	If Latitude given in other format.	no	"11°52,73N"	No
Altitude Accuracy	Accuracy Statement of Altitude.	no	"50"	No
Altitude Value from	Exact value accepted.	no	"300"	No
Altitude Value to	Exact value accepted.	no	"400"	No
Altitude Unit	Unit of Altitude.	no	"m";"ft."	Yes
Raw Data Altitude	Raw label data of Altitude.	no		No
Altitude Method	Method of Altitude measurement.	yes	"Altimeter";"GPS"	Yes
Depth Accuracy	Accuracy Statement of Depth.	no	"20"	No
Depth Value from	Exact value accepted. Refers to water or soil surface.	no	"2"	No
Depth Value to	Exact value accepted. Refers to water or soil surface.	no	"10"	No
Depth Unit	Unit of Depth.	no	"m"	No
Raw Data Depth	Raw label data of Depth.	no	"lot"	No
Depth Method	Method of Depth measurement.	yes		Yes
<b>Ecology Data</b>	<b>Explanation</b>	<b>Pre-defined</b>	<b>Example</b>	<b>Is it obligatory to provide this?</b>
Habitat aspects	Relevant remarks on the dominant habitat(s) of the locality.	no	"Lime stone ridge, humid, no vegetation apart from some bryophytes and lichens."	No
Role of identified object	Ecological role of identified object	no	host;parasite;substrate	No
Value 1-10		no		
Unit 1-10		no		
Parameter 1-10		no		
Method 1-10		no		
<b>Multimedia Data</b>	<b>Explanation</b>	<b>Pre-defined</b>	<b>Example</b>	<b>Is it obligatory to provide this?</b>
Context	Content of Multimedia.	no	"habitat"	Yes
Created Date	Date the multimedia object was created	no	"2007-12-24"	Yes
Creator	Person who has taken the image or multimedia item.	no	"T.Dürbye"	Yes
Path and File Name	Complete path and file name of the multimedia item.	no	"/siberia_2007/5685.tif"	Yes
Format	Format of multimedia item.	no	"jpg";"avi"	Yes
Comment	Comments or notes to this image.	no	"voucher on top left before collecting"	Yes
<b>DNA and Tissue Data</b>	<b>Explanation</b>	<b>Pre-defined</b>	<b>Example</b>	<b>Is it obligatory to provide this?</b>
Tissue type	Type of tissue.	no	"leg";"bloom";"complete organism"	Yes
Tissue ID	A unique identifier or code for this individual tissue sample.	no	"B GT 0004356"	Yes
Tissue Availability	Tissue deposited in a tissue bank or used up?	yes	"Deposited in Tissue Bank";"Tissue Used up"	Yes

Preservation	yes	"silica gel";"herbarium sheet";"seed specimen (dried)";"fresh";"fresh (degraded)";"herbarium sheet (field-preserved in 70% alcohol)";"unknown"	Yes
Relation Tissue/DNA to Voucher	preservation type of tissue Relation between DNA/Tissue and voucher specimen. yes	"Same individual";"Same in situ population"	Yes
DNA Sample ID	A unique identifier or code for this individual DNA sample. no	"DB 1234"	Yes
Labcode	Additional lab or project numbers used for the DNA or tissue sample, if applicable. In case of multiple numbers please separate them with "," no		No
Method	DNA isolation kit (company/product name) or extraction protocol. no	"DNeasy Qiagen"	Yes; if unknown = "Unknown"
Staff	Person who extracted DNA. no	"A.Schories"	Yes; if unknown = "Unknown"
Date	Date of DNA extraction;YYYY-MM-DD yes	"2010-04-01";"2008-12-00"	Yes
Volume in µl	DNA volume when deposited. no	"20"	No
Concentration	Concentration of DNA. no	"103,8"	No
Concentration Unit	Unit of concentration. no	"ng/µl"	No
Ratio of Absorbance 280/260	no	"2,4"	No
Ratio of Absorbance 260/230	no	"1,9"	No
Quality Check Method	Method used to check DNA quality no	Fragment Analyser	No
Blocked for delivery	Select "Yes" if DNA sample shall not be searchable or available via the DNA Bank Network's webportal. Select "No" if DNA sample can be ordered. yes	"Yes";"No"	Yes
Blocked until date	Sample data will be visible via web portal but can not be ordered until two years or less from today. If time span should be extended please contact the DNA Bank Network; Exact Date needed! YYYY-MM-DD yes	"2012-10-28"	No
BOLD process ID	URL to BOLD process ID will be generated automatically later. no	"FBPIS368-10"	No
BOLD Locus	no		No
GenBank Accession Number 1-10	Ten columns to enter GenBank entries. URLs to GenBank/EMBL will be generated automatically later. Please contact the DNA Bank Network if you'd like to add more than 10 entries. no	"AG167545";"EF87624"	No
Locus 1-10	Ten columns to enter Loci of GenBank entries no	"CO1"	No
Molecular Publications	Please contact the DNA Bank Network or send us an excel file with Paper citation and relevant GenBank entries. no		No