



FISHTRACE WP5 PROTOCOL

Working proposal prepared by IMAR-MMF

There will be 4 official FishTrace reference collection centres: MNHN, NRM, TFMC and MMF. Each Museum shall designate a Curator responsible for these collections (MNHN: Guy Duhamel; NRM: Sven Kullander; TFMC: Fátima Hernández and MMF: Manuel Biscoito).

In each Museum there will be four FishTrace reference collections:

- 1) Voucher specimens
- 2) Muscle tissues
- 3) Otoliths
- 4) DNA samples.

After sampling (according to particular protocol) the resulting collections shall be permanently stored in each FishTrace reference collection centre, according to the following protocol:

1 – Building up (during FishTrace)

- All specimens (voucher, tissue, otoliths and DNA samples) must be labelled in accordance to FishTrace WP2 protocol prior to incorporation in the respective reference collection.
- Optionally, each specimen shall get an additional registering number and label according to particular procedures of each Museum.
- Each voucher specimen shall be preserved in 70% ethanol whenever possible.
- Tissue samples shall be preserved in 95% ethanol in a dark cool place.
- Otoliths shall be stored dry (each side separate).
- DNA samples shall be kept frozen at -20°C .
- Photographs – 1 CD

2 – Long-term preservation conditions (During and post-FishTrace)

- All four Museums agree to incorporate the FishTrace collections in their own ones and therefore keep them well preserved *ad infinitum*.
- In case one of the four Museums is in need to dispose its FishTrace collections, the other three must be contacted in order to determine the final destination of the collections in question.

- 3 – Availability, exchange, loans and gifts (During and post-FishTrace)
- All Museums agree to make FishTrace collections fully available for the use of the FishTrace consortium, during the project. After the end of FishTrace, each Museum's policy applies to FishTrace collections. The Consortium will retain exclusive rights over the samples for one year after the end of FishTrace
 - Genetically validated voucher specimens and related samples (otoliths and tissues) shall remain available to members of FishTrace consortium on loan. Precautions should be taken in order to avoid damage or loss of specimens during transport.
 - Specimens 4 and 5 (see WP2 protocol) can be exchanged, loaned or donated to any FishTrace Museum, upon request.
 - During FishTrace project, the following loan conditions apply:
 - a) Loans are made between members of FishTrace consortium.
 - b) Requests shall be directed the respective Curator (Form?)
 - c) Specimens on loan must be accompanied by an Invoice (see Invoice of Specimens)
 - d) Loans are made for periods of 3 or 6 months, renewable upon request.
 - e) Loans cannot be refused to members of the FishTrace consortium. Loans to third party institutions should only be granted under exceptional conditions, after authorization of the FishTrace Coordinator and assuring the agreement of the partners. In any case, FishTrace specimens/samples must not be loaned to private/profit/commercial individuals or institutions.
 - f) The borrower is responsible for the good preservation conditions of the specimens received on loan and cannot change preservation medium without prior consent of the curator of the collection (loaner).
 - g) Dissecting, clearing and staining, cutting or any other intrusive/damaging procedure cannot be done without prior consent of the curator of the collection (loaner).
 - h) The borrower cannot transfer specimens on loan to any other individuals or institutions without prior consent of the curator of the collection (loaner). In this case a new loan contract must be done.
 - i) Each Curator shall decide the best way to send a loan (e.g. courier, air mail, by hand, etc.).