<*insert herbarium name and acronym>*

<print on institution letterhead>

Australian Biosecurity Guidelines

Herbarium material entering Australia is subject to inspection by the Australian Department of Agriculture, Water and the Environment (DAWE) for biosecurity risks.

All herbarium specimens sent to <insert herbarium name and acronym> must be fully processed (dried and labelled), documented, packaged and labeled in accordance with the following instructions.

<insert herbarium acronym> will provide the relevant documents when we request a loan. Please contact <insert herbarium general email address> to request current biosecurity documents before sending a loan or sending exchange or donation.

**Instructions:**

1. **Postage:** please send parcels via **normal post (i.e. trackable mail), not courier.** If you need to use a courier, please contact <general email address> for advice.

Inform <insert herbarium acronym> via email <insert general email> when the parcel(s) have been dispatched.

1. **Address:** use the following address for parcels:

<insert herbarium name and acronym>

<insert herbarium address>

CITES: <insert herbarium CITES registration number>

1. **Biosecurity documentation:** Enclose one copy of each of the following documents in an envelope (or clear pocket) on the **outside of each parcel** and **a second copy inside the parcel**:
2. completed Biosecurity Declaration (printed on institutional letterhead)
3. Loan/exchange paperwork
4. itemised taxon list (e.g. copy of loan list).

**NOTE: Insert relevant loan or donation/exchange reference number at top of each page of the itemised taxon list.**

NOTE: if your institution is importing knowingly infected specimens, and/or [pathogenic](https://bicon.agriculture.gov.au/BiconWeb4.0/ViewElement/Element/GlossaryItem?elementPk=848201&caseElementPk=1353121&linkedTermId=536175) organisms an Australian Import Permit will be required.

1. a copy of the Australian Import Permit (when required)

**Note:** Australian Import Permit no. <insert herbarium permit number> expires on <insert expiry date>. After this date, please contact <insert herbarium acronym> to obtain our new import permit.

Please ensure that the specimens are wrapped separately from the documents.

1. **Biosecurity Parcel Label**

Print the provided ‘ATTENTION BIOSECURITY HERBARIUM SPECIMENS’ label on yellow paper (if possible) and attach one to the outside of each parcel.

1. **Loan/exchange documentation**

Please ensure that the loan/exchange/donation paperwork clearly states what the material is (e.g. research loan being sent to <insert herbarium acronym>, return of material borrowed from <insert herbarium acronym>, etc.).

Please direct any queries to < insert general email> or <insert Collection Manager/Curator telephone number(s)>

Thank you for your co-operation.