

# Transcribing Mycology Field Slip Protocol

Once specimens are dried and boxed, they are ready for the field data to be transcribed from a Field Slip into an Excel Spreadsheet Template. This activity will take place in the Ecology Lab.



## Getting Started

To transcribe specimen field slips you need:

- Dried fungal specimens with their field slips that are in barcoded boxes
- Computer with Excel and logged in to TEAMS
- Barcode Reader
- Data Template Spreadsheet

The desktop computer in the Ecology Lab is a good place to do this task. If working on a laptop computer, sit at the large table in the Ecology Lab.

Retrieve a bin box of specimens to be transcribed from the drying cabinet.

## Download and Save a new Data Template Spreadsheet

1. Open a web browser
2. Go to this web address (it is bookmarked in Chrome on Ecology Desktop)  
[https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE\\_DataFields\\_Vouchers\\_Fungi.xlsx](https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE_DataFields_Vouchers_Fungi.xlsx)
3. Open the file and select File > Save As
4. Select Sites-Denver Botanic Gardens > Documents > Mycology > Field Collections
  - a. Select the appropriate year folder, based on when collections were made
5. Name the file using this pattern. Use underscores and CamelCasing. Do not use spaces.

**YYYYMMDD\_ForayName&Location\_Collector**

YYYYMMDD is the date the foray took place. For example, **20220815** is August 15, 2022.

If the foray took place over several days, use only the year. For example, **2022**.

ForayName can be the name of the foray or the location sampled. For example, **CMSForay\_CubCreek**. If there was no foray name, just the location is great. For example, **IndependencePass**.

Collector is used when all the specimens have the same primary collector. Just the last name is necessary. For example, **Wilson**. If there are 2 primary collectors, it is ok to include 2 names.

For example, **WilsonYousse**.

**Here are several excellent examples of file names:**

20220830\_PikesPeakForay  
2022\_TellurideMushroomFestival  
20221010\_RedFeatherLakes\_Lubow

6. Select Save to save the file

## Transcribe the Data

1. Remove the first specimen to be transcribed from the bin box. Be sure to keep the finished specimens separate from those you have yet to transcribe.
2. In the first column of the spreadsheet, use the barcode reader to record the fieldNumber
  - a. The grey information in Row 2 is meant to assist you in case the field name is unclear or if special instructions are required.
3. Working your way from left to right, carefully record the data from the Field Slip into the corresponding spreadsheet column. Leave blank fields blank. Do your best to interpret abbreviations or short-hand language.




### **PLEASE DO NOT HESITATE TO STOP AND ASK FOR HELP**

4. Using the barcode reader, enter the catalogNumber (DBG-F-#####) in the first column to the right of the red vertical line.
5. Once you reach the red vertical line, all data from the Field Slip and the Barcode should be entered.
6. Save the spreadsheet.
7. Fold and place the field slip inside of the specimen's box.
8. Move on to the next specimen, repeating until finished.

## Completing the Task

1. Once you have finished an entire set of specimens, put them all together in a bin box (or multiple if required)
2. Put the bin box(es) full of transcribed specimens into the Identifying Cabinet.

## EXAMPLE Field Slip and Transcribed Data

Denver Botanic Gardens Sam Mitchell Herbarium of Fungi Foray Name:		Collected By: <u>Andy</u>	Collector #: <u>AWW007</u>
 SAM MITCHELL HERBARIUM OF FUNGI		Plants Nearby: <input checked="" type="checkbox"/> Cottonwood <input type="checkbox"/> Douglas Fir <input type="checkbox"/> Ponderosa Pine <input type="checkbox"/> Lodgepole Pine <input type="checkbox"/> Aspen <input type="checkbox"/> Spruce <input type="checkbox"/> Subalpine Fir <input checked="" type="checkbox"/> Willows <input type="checkbox"/>	Substrate: <input checked="" type="checkbox"/> Grass <input type="checkbox"/> Soil/humus <input checked="" type="checkbox"/> Dead wood <input type="checkbox"/> Living tree <input type="checkbox"/> Dung <input type="checkbox"/> Moss <input type="checkbox"/> Needle Duff <input type="checkbox"/>
Field Number: DBG-123 		Habit: <input type="checkbox"/> Single/Solitary <input checked="" type="checkbox"/> Scattered <input type="checkbox"/> Gregarious <input type="checkbox"/> Clustered/Caespitose <input type="checkbox"/>	
Date: <u>8/15/2022</u> State: <u>CO</u> County: <u>Prowers</u>		Location: <u>Along Wolf Creek, NW of intersection of E Goff and N Main</u>	
Latitude: <u>38.079977</u> Longitude: <u>-102.325699</u>		Notes: <u>Common along bank in damp areas</u> Odor: <u>rotting meat</u> Taste:	
Species: <u>Clathrus ruber</u>		iNaturalist #: <u>24711338</u>	
ID by: <u>Andy</u>		ID date: <u>8/15</u>	
 DBG-123		DENVER BOTANIC GARDENS SAM MITCHELL HERBARIUM OF FUNGI COLORADO MYCOFLORA PROJECT	

	A	B	C	D	E	F	G	H
1	fieldNumber	project/foray title	recordedby	associatedCollectors	recordNumber	eventDate	stateProvince	county
2	Unique barcode value from field slip	Name of event, project, or foray	Primary Collector	Other Collectors   Separate with ;	Collector Number	Collection Date	Full State Name	County Name Only
3	DBG-123	Prowers County Foray	Andrew W. Wilson		AWW007	8/15/2022	Colorado	Prowers
4								

I	J	K	L	M
locality	decimalLatitude	decimalLongitude	plants nearby	substrate
Detailed description of location where specimen was collected				
Along Wolf Creek, northwest of intersection of East Goff and North Main.	38.079977	-102.325699	Cottonwood, willows	Grass, Soil/humus, Dead wood

N	O	P	Q	R
habit	notes	odor	taste	iNaturalist ID
	notes not otherwise captured			8 digit number from iNat
Scattered	common along bank in damp areas	rotting meat		24711338

S	T	U	V	W
catalogNumber	scientificName	identificationQualifier	identifiedBy	dateIdentified
DBG-F-##### barcode	Latin binomial   Only genus OK   var. and subs. OK	Ex: cf., aff. The determiner's expression of uncertainty in their identification.	Person(s) that made taxonomic determination   Separate with ;	Identification Date
DBG-F-000555	Clathrus ruber		Andrew W. Wilson	8/15/2022