Additional protocol for international samples

The following additional steps will maximize the probability of your sample reaching us safely at the Smithsonian without becoming damaged.

- 1. Follow all steps from the regular protocol until you have your leaves pressed in the cardboard sandwich with the tape securing it.
- 2. Place your cardboard sandwich in a dry room for about week to let the leaves dry out. If you have an oven with a light you can speed up the drying process by putting the whole sandwich in the oven for 2-3 hours with the light on but DO NOT turn the oven on. The temperature must not go above 40°C/104°F as this would damage the leaves.
- 3. Put the whole cardboard sandwich into a freezer that has a temperature below -18°C/0°F; this is standard home freezer temperature. This step is important to ensure eradication of pests. Leave it there for at least a week.
- 4. Remove it from the freezer and label the cardboard sandwich with some additional information. To help with United States customs, please write "Ginkgo biloba pressed leaves, dried and then frozen for a week at <-18°C" clearly on the cardboard (in addition to your iNaturalist user name, and the date and time of the observation (to match the information for the observation on iNaturalist).
- 5. Follow the rest of the regular protocol.

If the country you are sending from requires information on the package contents, please write 'Ginkgo biloba pressed leaves.'

Thank you very much for contributing to science! We very much appreciate the extra effort you have taken to send this internationally.