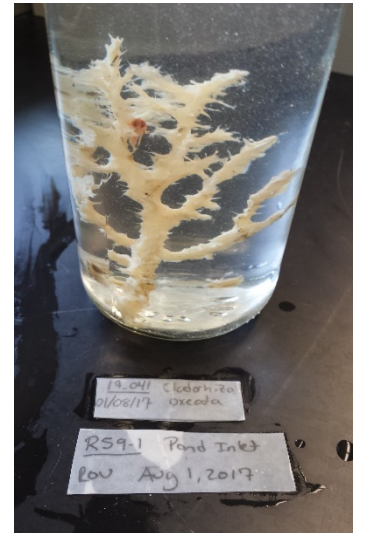


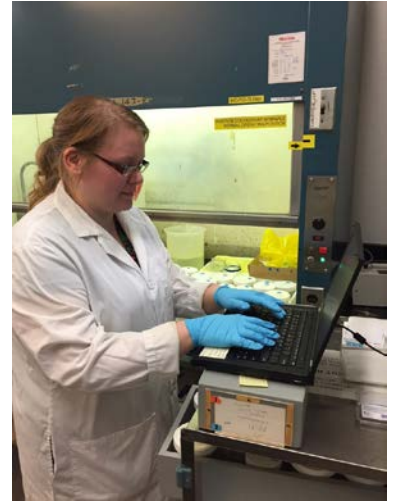
Marine Arctic Invertebrate Digitization Procedures

Canadian Museum of Nature

- Assessment performed to determine the organization the marine invertebrate backlog.
- Quick inventorying and sorting based on preservation status, original sorting, available label data, and available documentation.
- Bring as much material as possible to the “wet” lab.
- Label data for every specimen lot recorded in spreadsheets, or added to pre-existing data provided by the collector.
- Specimens transferred from formaldehyde to ethanol (when required; in special lab), or stabilized (topping up/replacing ethanol), and transferred into standard and/or jars.



- Cross-referencing research data with recorded specimen data and/or to extract supplemental data from provided documentation/published reports.
- Data to be catalogued gets verified, including updating accepted taxonomy in spreadsheets and the institutional database, matching Place authority, etc.
- Acquisition numbers requested from Registration (when required) and catalogue numbers assigned to specimen lots.
- Object and sites records created in spreadsheets and the data undergo final verification.



- Spreadsheets used to create updated labels for processed specimen lots, which are then applied to the vials/jars.
- Labeled samples are being reorganized by taxonomy for easy and efficient organization into the systematic collection.
- The systematic collection is being rearranged as needed to accommodate the addition of new vials/jars.
- Spreadsheets submitted to Database Manager for upload into the institutional database and subsequent upload to GBIF.
- The Invertebrate ACDP team then verifies that the uploaded records are accurate and complete.

