**Florida International**

**Crustacean Collection**

**Standard Operating Procedure**

**Overview**

The Florida International Crustacean Collection (FICC) houses crustacean specimens wholly preserved in 80% ethyl alcohol, allowing for their use in genetic, genomic, and morphological studies.

The FICC is organized at the Infraorder level and higher loosely by estimates of evolutionary history (Wolfe et al. 2019, De Grave et al. 2009, WORMS).

At lower taxonomic levels (Family, Genus, Species), the FICC is organized alphabetically, starting with Families nested within their respective Order / Suborder / Infraorder. Every unique family present in the FICC receives its own labeled box regardless of how many specimens within the family are present.

Within each family, if **at least 5 individuals** of a genus have been identified, a Genus box is created and labeled with the respective family and genus name to house those individuals. For example, within the Family Notrealiidae, there might exist 3 *Notrealus fakii* and 3 *Notrealus pretendii*. As there are 6 individuals of the genus *Notrealus*, a box should be created and labeled with the family name “Notrealiidae” AND the genus “*Notrealus*” to hold those individuals.

Within each genus, if **at least 5 individuals** of a species have been identified, a Species box is created and labeled with the respective family and species name to house those individuals. For example, within the family Notrealiidae, there might exist 7 *Notrealus fakii* and 7 *Notrealus pretendii*. As there are 7 individuals of each species, two new boxes should be created and labeled with the family name “Notrealiidae” AND the species “*Notrealus fakii*” and “*Notrealus pretendii*” to house the individuals of each species, respectively.

**Adding to the FICC**

**1.** Determine if the Oder / Suborder / Infraorder for your specimen already exists in the FICC.

**A.** If not, create a box with the appropriate label for those taxonomy levels.

If the specimen is identified to family, also include a Family label on the box.

For multiple specimens:

**i)** if at least 5 individuals of the same genus are added, create a Genus box with a Family and Genus label.

**ii)** If at least 5 individuals of the same species are added, create a Species box with a Family and Species label.

**iii)** Do not create an empty box. Potentially, you might create a box with 3 different labels (Order / Suborder / Infraorder, Family, and Genus or Species)

You may need to refer to De Grave et al. 2009to determine the appropriate placement within the FICC of newly created Order / Suborder / Infraorder Boxes

 **B.** If yes, proceed to **2.**

**2.** Determine if the Family box for your specimen already exists in the FICC.

**A.** If not, create a box with the Family label for your specimen. Add your specimen to this box.

 For multiple specimens:

**i)** If at least 5 individuals of the same genus are added, create a Genus box with a Family and Genus label. Add all individuals of that genus to this box.

**ii)** If at least 5 individuals of the same species are added, create a Species box with a Family and Species label. Add all individuals of that species to this box.

Newly created Family boxes should be inserted into the FICC alphabetically to other Families within the same Order / Suborder / Infraorder. Newly created Genus and / or Species boxes should be inserted in the FICC alphabetically within their respective Families

 **B.** If yes, determine if a Genus or Species box already exists.

**i)** If a Genus box already exists, determine how many individuals of the added specimen’s species already exist in the existing Genus box including the newly added specimen(s). If the new individual count is 5 or more, create a Species box with a Family and Species label and transfer those individuals to it.

**ii)** If a species box already exists, add your specimen to that box

**iii)** If neither a Genus or Species box exists, determine if one should be created by counting how many individuals of the added specimen’s genus and species already exist in the existing Family box.

**a)** If the new individual count for the added specimen’s genus is 5 or more, create a new Genus box with Family and Genus labels. Add all individuals of that genus to the new box.

**b)** If the new individual count for the added specimen’s species is 5 or more, create a new Species box with Family and Species labels. Add all individuals of that species to the new box.

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