

### *1. Kirkhouse Trust policy on economical use of FTA:*

The Kirkhouse Trust provides FTA technology for its funded projects. However, for the supply to be replenished the Trust has set the following conditions:

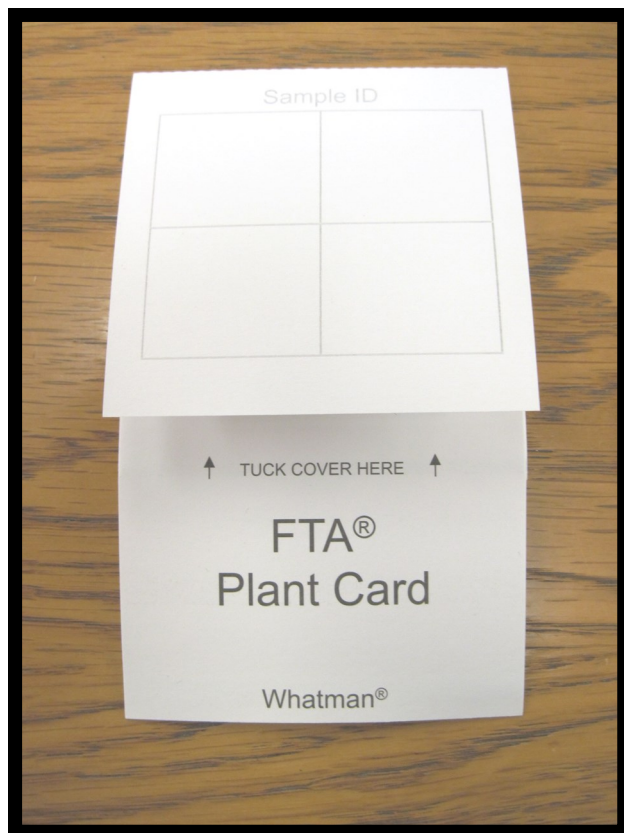
1. FTA cards, FTA solution and the Harris punch/cutting mat must only be used for the projects KT funds and for no other research work without prior approval.
2. FTA Technology is expensive and it is expected that the user will employ it in the most economical way. Staff on the project should be instructed to use the FTA cards economically.
3. Each FTA card has four sample sections, but **each sample section can be further sub-divided**. (Please see page 18 for a visual example).

### *2. Storage of FTA PlantSaver Cards:*

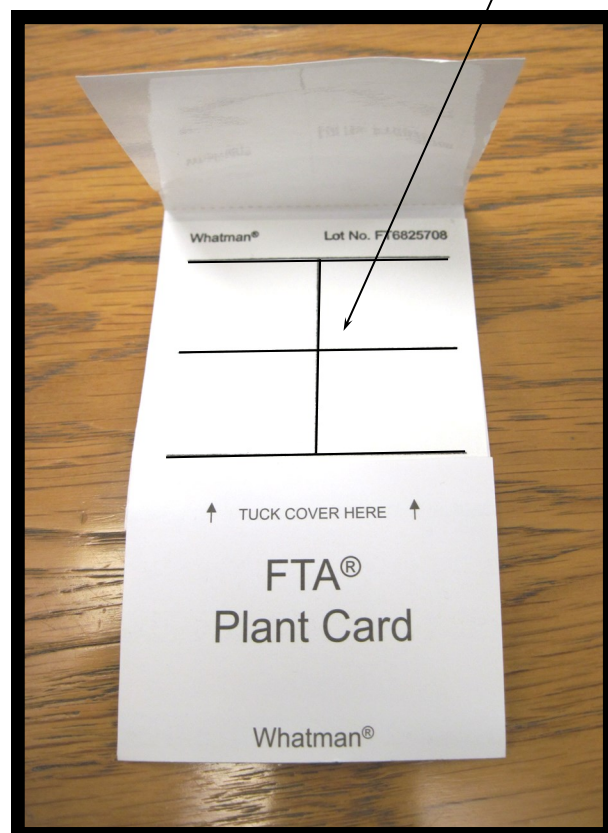
1. Cards must be archived and stored properly. Place a card in a clip-top plastic bag and store in a desiccator containing active desiccant. The desiccant is self-indicating so that it can be renewed when inactive.
2. A regime should be in place with someone formally designated to be responsible to ensure that these instructions are being followed and, in particular, that the desiccant is checked regularly and remains active.
3. FTA Card Protocols can be downloaded at [www.kirkhousetrust.org](http://www.kirkhousetrust.org) Go to 'Resources → Research Resources → Equipment Manuals'.

### 1. Sub-dividing of FTA Cards:

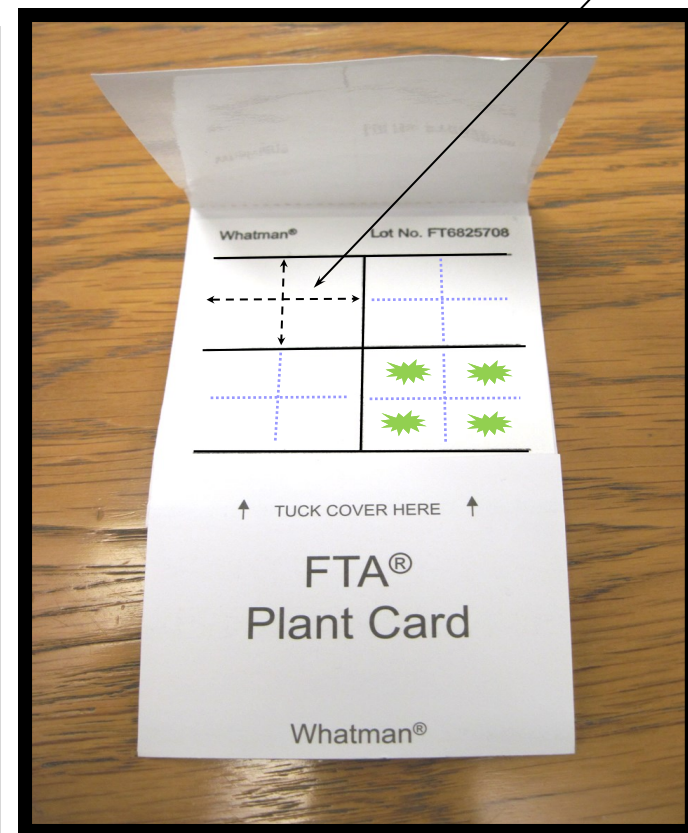
New Card



Mark the new card into four sample areas



Each of the four sample areas should be sub-divided into four to produce a sixteen square grid, use a pencil to draw sub-divisions



This system allows adequate space to accommodate one leaf sample within each square of the newly divided sixteen square grid.  
A box of 100 FTA Plant Cards will allow 1,600 plant samples to be collected.