



## Harvard Forest Sample Archive Submission Form

Date of Request \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Primary Contact Affiliation \_\_\_\_\_

Principal Investigator on Project (name and email) \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

Project Personnel (other folks who can access samples without your permission) \_\_\_\_\_

I have submitted all supporting data and metadata to the electronic archives? Yes No

*If no, we cannot accept materials into the sample archives until the above is completed.*

Project ID (ID associated with online electronic data archives) \_\_\_\_\_

Storage Requirements: (i.e. cold storage, dry storage) \_\_\_\_\_

Will your material fit in one of these standard box sizes (14"x14"x14" or 15"x20"x9 1/2 ") Yes No

If no? What size would you require? \_\_\_\_\_

When can samples be disposed (MM/YYYY) – if no date entered, we will re-visit in 5 years? \_\_\_\_\_

Are there any special disposal requirements? \_\_\_\_\_

Study Site(s) \_\_\_\_\_

Description of Samples (Date of collection, sample type, etc.) Full inventory – can attach spreadsheet

Keywords (for search) \_\_\_\_\_

**Harvard Forest Archive Administration Only**

Archivist \_\_\_\_\_

Date of receipt of materials \_\_\_\_\_

Harvard Forest Sample Archive ID \_\_\_\_\_

Sample Archive Location \_\_\_\_\_

# Harvard Forest Sample Archive Policy

## Submission of Samples:

- Samples will be accepted only from Harvard Forest affiliated researchers who have submitted supporting data and metadata.
- Submissions must be received within one year of project completion.
- Storage requirements (i.e. cold storage, dry storage) must be determined at time of submission.
- Standard box sizes and labeling locations should be used with all items. Exceptions to this policy must go through the archivist for approval.
- Length of storage must be determined at time of submission and/or revisited every 5 years.
- Electronic connection to data and/or document archives databases.
- Disposal of materials will be coordinated with original investigators if not determined at time of submission or by Harvard Forest staff if investigator is no longer available.
- Harvard Forest has the right to refuse submission due to space limitations or non-mission critical materials.
- Materials that Harvard Forest cannot dispose of later due to known hazardous waste will be NOT be accepted.
- Special disposal requirements must be identified at time of submission.
- In some cases, a fee may be charged for storage containers, assistance and/or sampling.

## Use of Samples:

- Use of samples by anyone other than project personnel must be approved in writing by the project PI (Principal Investigator) or the Director.
- Once permission has been granted. Project PI will provide oversight with regards to amounts of materials, # of samples, etc.
- A fee may be charged for staff time to provide samples and help with extraction of materials.
- A recording of use will remain with the record.