



HUMBOLDT STATE UNIVERSITY

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VERTEBRATE MUSEUM
TISSUE SAMPLING APPLICATION

Researchers requesting a tissue sample from the Humboldt State University Vertebrate Museum's (HSUVM hereafter) tissue collection must complete this form in order for project evaluation. The following criteria must be met prior to approval for any sampling to occur:

1. Requests for tissue sampling will be evaluated by the curatorial staff based on the following criteria.
 - a. Scientific value of the project
 - b. Feasibility of the project
 - c. Qualifications of the researchers
 - d. Evidence of laboratory facilities to analyze samples
 - e. Approval of original collector (if necessary)
 - f. Quantity of sample requested
 - g. Justification for need of these particular samples

Terms and Conditions of Loans:

Following completion of the project any remaining sample must be returned to the HSU Vertebrate Museum. Samples are loaned to an individual from the requestor's institution for 12 months, and will remain open until the following details are provided:

1. Return on any unused sample, or written notification that all samples were consumed in analysis.
2. A spreadsheet listing HSU specimen numbers and any resulting GenBank accession numbers, or online databases of other types of resulting data.
3. Copies of resulting publications

SECTION I: Acknowledgement of terms of use

Have you read and agree to all terms detailed in Appendix I?

YES NO

SECTION II: Researcher Information

Requester:

Name and Title:

Education:

Professional Mailing Address:

Email:

Phone:

Advisor/Sponsor:

Name and Title:

Education:

Professional Mailing Address:

Email:

Phone:

Collaborators:

- | | |
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| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Lab where analysis will be performed:

Name and Title:

Professional Mailing Address:

Email:

Phone:

SECTION III: Research Questions and Specimens

Purpose and scientific merit of proposed study. What is your question, and specifically, how will the requested specimens fit into your research? Where do you anticipate on publishing your results?

Specimens requested. Please list the numbers of the HSU Vertebrate Museum collection you are requesting to sample by catalog number if available. Alternatively, a separate excel spreadsheet can accompany your request if more than 10 specimens are requested. Sampling priority will be given if requestors have previously visited the collection and assessed the specimens of interest for their suitability for sampling.

Permits. Are you requesting samples listed under CITES, ESA, MMPA or that are subject to other restrictions? If yes, provide details.

YES NO

Details:

International Shipping. Will you need to have samples shipped internationally? If yes, provide details.

YES NO

Details:

Prior Requests. Have you or any member of your research team received permission to destructively sample HSU VM samples at any time in the past?

YES

NO

If yes, please provide an update on the status of the research including published results and final disposition of unused samples/extracts. Per loan terms all unused samples are to be returned to the HSU VM following project completion.

Details:

SECTION IV: Methods

Sampling methods. Discuss the tissue type desired (bone, hair, dried skin etc.), your reasons for this type of tissue, methods for extracting the sample (biopsy punch, scalpel etc.) and some size of the desired samples and justification for the number of requested samples.

Lab methods. Discuss the lab protocols giving specific justification for the number of samples and the quantities of tissue desired. Explain your experience and competence with those protocols. Include any relevant publications demonstrating success using the same techniques, sample types and quantities.

Appendix I. Terms and Conditions for Tissue Sampling, HSU Vertebrate Museum

Approval of loan applications will take place by a committee/curator and evaluate the scientific merit of the proposal, destructive nature of the request, and the value of the specimen(s) in question. The final decision for granting sampling approval is at the discretion of the committee/curator.

Tissue sampling approvals are made under the following conditions:

- Samples are only to be used for purposes specifically outlined in the loan application description of research. Samples may not be used for any additional research projects without additional written approval by the HSU Vertebrate Museum curator.
- No part of the product can be loaned or gifted to another researcher or institution without written permission by the HSU Vertebrate Museum curator.
- Any remaining material is to be returned to the HSU Vertebrate Museum following completion of the approved project. If no sample remains a written statement is required acknowledging the complete consumption of the sample(s).
- Samples of endangered, threatened, species of special concern or marine species may require additional permissions based on associated permits for each specimen. In order to obtain permission for these samples approval will be discussed with the appropriate permit holder(s).
- No commercial use of the sample can be made without prior approval. This included licensing, patenting based on samples or byproducts, or any information derived without approval from the HSU Vertebrate Museum
- Copies of all publications must be sent (hard copy or electronically) to the curator or collection manager of the Vertebrate Museum. If no publications will result then acknowledgement of the inconclusive nature or lack of data from the sampled specimens is required.
- DNA sequences recovered from approved research must be deposited in GenBank or equivalent and made publicly available following publication of the research.
- Specific stipulations may be placed on an individual loan depending on the details of that particular loan.
- Loans are considered closed when remaining samples are returned, publications are received, or acknowledgements of shortcomings as detailed above. Loans are for a period of 12 months unless otherwise specified.
- If loan terms are violated researchers will not be permitted to receive additional loans until the above requirements are fulfilled.

