

American Museum
of **Natural History**

Department of Invertebrate Paleontology
Destructive Sampling and Specimen Preparation Form

This form must be completed by researchers requesting destructive sampling, preparation, molding, casting, or whitening of specimens for research purposes.

Applicants must read and agree to the Terms and Conditions before submission. Student requests must be submitted by their academic advisor.

Forms must be returned to Museum Specialist Peter Daly (pdaly@amnh.org) at least four weeks before the specimens are required.

Requester			
Name			
Position			
Institution			
Department			
Address			
Institutional email		Phone	

For use by (e.g. student or postdoctoral researcher, if applicable)			
Name			
Program			
Institution			
Department			
Address			
Institutional email		Phone	

1. Research proposal

Please provide a brief outline of your research project, including duration and expected outcomes. Please explain the purpose of the sampling, preparation, molding, casting or whitening you wish to carry out, and why specimens at AMNH are essential to the study.

[illegible]

2. Specimens

Please list the specimens you hope to sample, prepare, mold, cast or whiten as part of this request. If there are more than 10 specimens, please use the continuation sheet or attach an excel spreadsheet. **Please note, you may only request specimens that have individual AMNH catalog numbers.** If you require additional numbers, please contact Peter Daly (pdaly@amnh.org) before submitting this form.

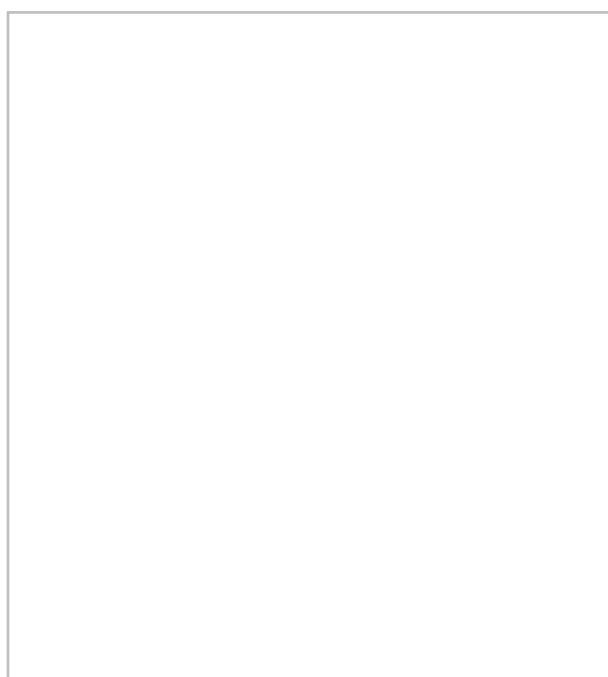
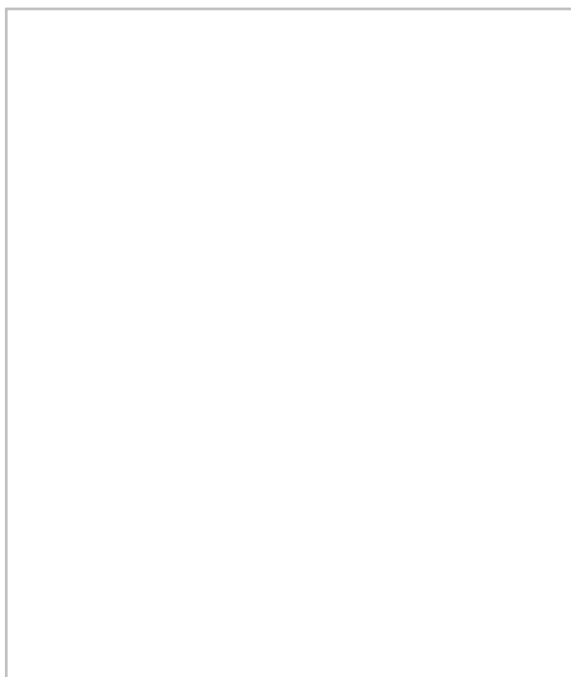
AMNH catalog number	Taxon	Locality and stratigraphy (in brief)

3. Materials and methods

Please describe your proposed procedure and the materials you intend to use. Will the specimens be chemically altered as a result of this method? Why are less intrusive methods, if available, insufficient for this work?

4. Extent of sampling (if applicable)

Please describe the number, size/weight, and location of samples you propose to take from each specimen. **Please include before and after photographs of specimens you have sampled using the same method.** Please attach photos on an additional sheet if required.



American Museum of Natural History

5. Experience with proposed procedure

Please provide details of who will be carrying out the procedure and provide evidence of their competence with the methodology.

6. Ancient DNA extraction (if applicable)

If the sampling includes ancient DNA extraction, please describe where and when the sequence data will be deposited.

By signing this form, I agree to abide by the terms and conditions, and any additional terms and conditions that may be specified by the Curator-in-Charge.

Signed (applicant)

Date

AMNH use only

Approved

☐

Not approved

☐

Remarks

Signed by Curator-in-Charge

Date

Terms and Conditions

1. The choice of specimens and their use will be under the guidance of the Curator-in-Charge.
2. If approval is granted for destructive sampling, the smallest possible sample will be taken from the least intrusive site and causing the least damage to the specimen.
3. If approval is granted, the applicant will be informed of the decision and any restrictions imposed in writing. Examples of possible restrictions include the scope of the material to be sampled, molded, cast, coated or prepared; methods of evaluation; and standards for processing and documentation.
4. Any changes to the procedure, including but not limited to changes to the materials and methods specified, the person undertaking the procedure, or how the sample is used, must be approved in writing by the Curator-in-Charge before the procedure takes place. Any proposed changes deemed significant by the Curator-in-Charge will require a new form to be completed and submitted for approval.
5. Unless agreed otherwise, the applicant will be responsible for all costs associated with the procedure and resulting analyses.
6. All unused portions of the original specimens, any samples taken, and their derivatives (e.g. SEM stubs, thin sections), remain the property of the American Museum of Natural History.
7. If the procedure has been carried out off-site, all specimens, samples and derivatives must be returned by the end of the loan period or another previously approved date, unless it has been agreed in advance that they can be retained by the applicant.
8. All copyright and reproduction rights of molds and casts made from AMNH specimen remain with the American Museum of Natural History. Secondary creation of casts (e.g. by creating a mold from a cast) and/or 3D scanning a cast is prohibited without prior written permission from the American Museum of Natural History.
9. The applicant is responsible for ensuring that all samples and derivatives are marked clearly with the AMNH catalog number and fully cross-referenced with the original specimens before returning to the American Museum of Natural History.
10. Any ancient DNA sequences derived from museum specimens should be submitted to the designated repository within the agreed timeframe.
11. The applicant must credit the museum in all publications resulting from this work and will provide the museum with copies of all publications and notifications of database deposits.
12. Failure to comply with these terms and conditions and any other requirements agreed in advance by the Curator-in-Charge will be reported to the Science Division Chair and the Dean of Science for Collections and may be grounds for denying new requests and other sanctions.

13. Additional terms and conditions specified by the Curator-in-Charge (if applicable)

Destructive Sampling and Specimen Preparation Form (continued)

Page #___ Use this sheet for additional specimens

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