



Harvard Forest Sample Archive Submission Form

Date 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 (## x ## x ##) 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 from HF affiliated researchers only 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 HF staff if investigator is no longer available.
- HF has the right to refuse submission due to space limitations or non-mission critical materials
- Materials that we 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