**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 you material fit in one of these standard box sizes (14"x14"x14" or 15"x20"x9 ½")   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) ____________________________________________________________

<table>
<thead>
<tr>
<th><strong>Harvard Forest Archive Administration Only</strong></th>
<th>Archivist _________________</th>
</tr>
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<tbody>
<tr>
<td>Date of receipt of materials ___________________</td>
<td></td>
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<tr>
<td>Harvard Forest Sample Archive ID ______________</td>
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<tr>
<td>Sample Archive Location _______________________</td>
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Revised: March 7, 2019
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.