

Texas Archeological Research Laboratory
**Researcher Guidelines for Access to the Human Remains Collection for
Study and Sampling**

1. Access to the human remains/skeletal collection is only permitted during TARL's normal business hours (Monday through Friday, 8am – 5pm) and will be subject to staff availability.
2. If the collection being requested is a Federally-owned collection, permission for destructive analysis also must come from the controlling Federal agency. It is the responsibility of TARL to contact the owning federal agency for permission prior to any work being completed. For culturally identifiable materials that fall under the Native American Graves Protection and Repatriation Act, permission must be obtained from the affiliated Native American tribe. Therefore researchers should allow for this process in the project timeline when requesting permission for access to such encumbered collections.
3. No alteration, sampling, modification or testing of objects is permitted without prior written authorization in the form of a signed TARL *Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis* form. Under no circumstances is testing permitted in the absence of this agreement, including on the basis of verbal discussions with any staff member, curator, or administrator.
4. TARL staff will assemble the approved requested remains/material to be examined and/or sampled in a designated place; researchers are limited to the materials they originally requested. Last minute requests will not be accommodated. TARL reserves the right to charge the researcher for staff time in cases of large sample sizes or for instances where incomplete or poor documentation needs to be rectified before allowing access.
5. Researchers are required to handle human remains/skeletal material carefully, with respect and as directed by TARL staff. All handling requires the use of medical-grade gloves.
6. TARL requires researchers performing destructive sampling of human remains to photograph each element that is requested for sampling. You will provide TARL with one photograph of the element prior to sampling and one photograph following the sample extraction. These photos become part of that accession number's permanent file and assist TARL in tracking post-extraction preservation issues.
7. TARL requires researchers to fill out 'sampling cards' as will be provided by the Head of Collections during your visit. Each time a set of remains or individual element is sampled, the requested information on the card is filled out, placed into a small sealable bag, and that bag is

then inserted into the bag with the element. Please fill out all the data requested on the card for each sample and please do so legibly.

8. The size of the sample will not exceed the amount specified by the original agreement (Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis) as approved by both the Head of Collections and the Deaccessions Committee. All samples will be taken under the supervision of a TARL staff member.

9. All costs of the analysis, including packing and round trip shipping, are the responsibility of the researcher.

10. Unexpended sample materials (e.g., duplicate thin sections, powder or ground samples, and intact bone), usable sampled and unused portions of remains or specimens must be returned to the TARL. Full documentation regarding location, extent and kinds of sampling must be maintained and provided to TARL for permanent records.

11. The researcher agrees that TARL will receive a complete copy of the analytical outcomes (**including raw data** in the form of graphs, computer printouts, etc.) resulting from the sampling or testing of TARL collections. Analytical outcomes should include not only the raw results but also details regarding specific methodologies and instrumentation employed. The researcher also agrees to submit to TARL **two copies** of any publications resulting from the research supported through the Destructive Sampling Agreement. TARL reserves the right to publish analytical results, or release the results to other scholars if the researcher does not provide them to the scholarly community in a timely manner (generally three years from date of testing unless otherwise stated in the approved Destructive Testing Agreement).

12. The researcher agrees to credit material sampled/used in publications to the Texas Archeological Research Laboratory, The University of Texas at Austin.

By signing and dating below you agree that you have read and will abide by all of the guidelines listed above. Failure to follow TARL policy or guidelines may jeopardize future borrowing privileges for both the researcher and his or her institution.

Researcher / Analyst Print Name: _____

Signature: _____ Date: _____

Head of Collections Name: _____

Head of Collections Signature: _____ Date: _____