



REQUEST FOR NON-HUMAN REMAINS DESTRUCTIVE SAMPLING

The completion of this signed form and your research proposal are to be submitted and received by TARL at least two months prior to your requested dates for access. All documents must be received by TARL staff to start the review process.

Name of Researcher _____

Email contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Cell _____ Work _____

Title of Research Project: _____

Academic/Professional Status (please complete all relevant answers). Non-professionals will need a sponsor for their research.

Professional Affiliation _____

Title _____

Undergraduate Student Affiliation _____

Graduate Student Affiliation _____

Other Affiliation _____

Summarize your research. (Email the complete version to marybeth.tomka@austin.utexas.edu):

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Collections or Records Requested. If you have catalogue numbers, report citations, etc., please include those here. You may copy and paste the contents of a file; however, it should be a comma delimited file. See example graphic below.

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Site, Project name, Project date, Burial#¶  
41AU36, South Tx, Nuclear Project Excav's, G. Hall, TAS, 1974-1975, 205¶  
41AU36, South Tx, Nuclear Project Excav's, G. Hall, TAS, 1974-1975, 210¶  
41AU36, South Tx, Nuclear Project Excav's, G. Hall, TAS, 1974-1975, 190¶  
41AU36, South Tx, Nuclear Project Excav's, G. Hall, TAS, 1974-1975, 84¶
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Request Access to Records _____ Request Access to collections _____

Please provide the following information for **Records** Access. Please list sites and specific records. If you have more than 3 items, you may copy and paste the contents of a file; however, it should be a comma delimited file. If you have more than 10 requests, please email a file with the following information: sites, and name of specific record type.
(marybeth.tomka@austin.utexas.edu)

Item #1 _____
Item #2 _____
Item #3 _____
Item #4 _____

Please provide the following information for **Objects** Access. Please list sites, lot, catalogue numbers, and object types for each request. If you have more than 3 items, you may copy and paste the contents of a file; however, it should be a comma delimited file. If you have more than 10 requests, please email a file with the following information: sites, and name of specific record type. (marybeth.tomka@austin.utexas.edu)

Item #1 _____
Item #2 _____
Item #3 _____
Item #4 _____

Proposed Date of Visit:

First choice in format mm/dd/yy _____ Second Choice in format mm/dd/yy _____

Sampling: specify each type of analysis that will be completed and how much is required; please elaborate and justify in research proposal.

Type #1 _____ Quantity (in grams) _____

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Type #2 _____ Quantity (in grams) _____

Type #3 _____ Quantity (in grams) _____

Type #4 _____ Quantity (in grams) _____

Number of People needing space at any one time. _____

TARL reserves the right to limit the number of people with access.

Estimated Time Needed for research _____ Hours _____ Days

What kind of space and equipment do you need?

of Table(s) _____ Other (*specify*) _____

Terms and Conditions of Access

1. Access to collections is only permitted during TARL's normal business hours (Monday through Friday, 8am – 4pm) and will be subject to staff availability. There is finite amount of space and TARL staff reserve the right to limit the number of people granted access.
2. If the collection being requested is a Federally-owned collection, permission for destructive analysis also must come from the controlling Federal agency. 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 this signed TARL Application 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. TARL requires researchers performing destructive sampling to photograph each specimen that is requested for sampling. You will provide TARL with one photograph 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.
6. The size of the sample will not exceed the amount specified by the original agreement 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.

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7. All costs of the analysis, including packing and round trip shipping, are the responsibility of the researcher. Unexpended sample materials (e.g., duplicate thin sections, powder or ground samples), 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.

8. 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).

9. 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.

I agree to abide by the guidelines and restrictions provided above.

Please type your name or insert a scanned signature

If the requester is a student, the committee chair must endorse and sponsor their research. Any loans if applicable will be to the student and cosigned by the chairman.

I hereby agree to abide by the guidelines and restrictions provided by TARL staff member as the faculty sponsor or committee chair for the research of the student named above .

Please type your name or insert a scanned signature _____

Thank you for your interest in TARL Collections and Archives. Please allow up to two weeks for a review of your request. As a courtesy you will receive an email notification with the text of your request.

Please visit our website to request permission to photograph materials and/or use TARL images.