

## Geological Sample Material Policy

The CSD Geological Sample Repository is the central repository for geological samples collected across the State of Nebraska. The repository is comprised of two separate facilities for the preservation of geological samples and two separate facilities that archive records and documents. The repository includes over 135 years of preserved geological samples, records, and documents with more accessed each year. Curation and preservation activities are an on-going effort to improve repository efficiency, promote research and continue to ensure samples for the future.

The mission of the CSD Geological Sample Repository is to:

- Collect, curate, and preserve geological samples
- Provide access to geological sample material for the advancement of research that will lead to a better understanding of the geology and natural resources of Nebraska
- Ensure the preservation of and access to geological sample material for future scientific research
- Promote awareness and educate the public as to the value and uses of geological samples and data in scientific research as it pertains to geological hazards, water resources, environmental issues, infrastructure, geological history, health and safety, mapping, energy sources, and commercial/economic benefits.

## Sample Information

Please note that some wells/test holes, accessed through the links below, may not have samples available.

### [Test-hole Information](#)

Conservation and Survey Division

### [Core Information](#)

Conservation and Survey Division

### [Oil and Gas Exploration Wells/Holes](#)

Nebraska Oil and Gas Conservation Commission

## Requests

All Requests for sample material information, searches, on-site examination, and/or on loan sample material must be done so by submitting an online [Geological Sample Material Request](#).

All requests are subject to approval by the Conservation and Survey Division (CSD). CSD reserves the right to permit, restrict, or deny any request to send a sample on loan and/or to subject a sample to chemical, physical, or other analysis to ensure the preservation of a sample. Circumstances that may prevent certain samples from being sent on loan and/or from being subjected to analysis that will result in the alteration of sample material include, but are not limited to:

- The quantity, quality, condition
- The historical or scientific value
- Unavailability

- A confidentiality agreement

## Fee Schedule

<b>Searches:</b> Records, logs, geological sample material, digital photos	\$20 per Hour
<b>Copies:</b> Large format, legal size, letter size	\$10 minimum - Large Format 25¢ Black & White/40¢ Color - Legal Size 10¢ Black & White/25¢ Color - Letter Size
<b>Use of Facility:</b> Use of Geological Sample Layout Room, Sample Prep and Analysis Laboratory, or other CSD facilities	\$40 per Hour
<b>Additional Fees:</b> Additional requested services, supplies	Additional fees may be incurred for requested services, supplies not listed in the fee schedule
<b>On Loan Fees:</b>	
Sample Material on loan for <b>120 days or less</b>	\$30 for the first box pulled \$15 for each additional box
Sample Material on loan for <b>over 120 days</b>	An additional fee of \$2 per day over the initial 120 days
Sample Material on loan <b>over 1 year (365 days)</b>	Without prior written approval from CSD, an additional fee of \$20 per box, per day will be charged

### **Fees**

All fees are at the discretion of the Conservation and Survey Division. Additional fees may be assessed and incurred for requested services and/or supplies not listed in this document.

### **Use of Facility**

The CSD Geological Sample Repository is comprised of two facilities. One repository facility is located on the City Campus of the University of Nebraska-Lincoln and the other repository facility is located approximately 40 miles from Lincoln, Nebraska.

### **Use of Facility for On-site Examination**

Core, cuttings, and other sample material may be viewed on-site by appointment only. Advance notice is required and should be submitted through an online [Geological Sample Material Request](#). Fee for the  
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use of any CSD Geological Sample Repository Facility is listed above in the fee schedule and includes: use of the space and equipment; and pulling, laying out, and restocking of geological samples. Approved on-site procurement of samples on loan will be assessed the same as shipped samples on loan and will also follow the fee schedule.

### **On Loan Sample Material**

Requesters will be assessed a fee for each box pulled from the CSD Geological Sample Repository, regardless of the number of boxes sent on loan, which will be based on the fee schedule. Samples will not be loaned for more than one year (365 days) without prior written approval from the CSD Geological Sample Repository Curator and/or the Director of the Conservation and Survey Division/State Geologist.

### **Shipping Costs**

All shipping costs are the responsibility of the requester. A FedEx or UPS account number is required at the time the request is made. All geological sample material must be returned to CSD via FedEx or UPS. Tracking updates for returning samples should be sent to [mwaszgis@unl.edu](mailto:mwaszgis@unl.edu).

### **Lost or Damaged Samples**

Each sample is unique and from a one-time drilling occurrence from a specific site and is part of a series of intervals; therefore, the sample material is truly irreplaceable. In the event any sample or portion of a sample has been lost or damaged, CSD shall be notified immediately. An additional loss or damage fee of up to \$400/per sample may apply.

### **Billing**

An itemized invoice will be emailed after samples have been returned and received by CSD; after a search has been completed; or after other services have been rendered. On loan fees will be incurred from the date of shipment from CSD to the date received by CSD. Payment is due within 30 days of the invoice date. Payment address and any additional information/instructions will be listed on the invoice.

## **Geological Sample Material Procedures**

### **Handling**

Every effort should be made to handle sample material with care. Core and envelopes containing cuttings shall be returned in interval order. It is the responsibility of the requester to ensure that unaltered sample material is returned in its original packaging to avoid damage. No altered geological material shall ever be mingled with unaltered geological material.

### **Physical, Chemical Analysis/Alteration of Sample Material**

Requests for physical, chemical, or any other analysis, which will result in the alteration of sample material, is required before samples will be sent on loan. A brief explanation of the type of analysis, an estimated amount of material needed, and any other pertinent information should be listed. If approved, instructions will be provided by the CSD Geological Sample Repository Curator in the form of an email or letter and will provide instructions as to how altered samples shall be handled. Altered samples should never be mixed with original, unaltered samples.

Requested Sample material is to be considered on loan; therefore, **all** sample material shall be returned to CSD unless the requester has received prior written approval from CSD to do otherwise. This includes thin sections and any other geological material not consumed during analysis.

### **Sample Data**

Lab analysis reports and other documentation acquired from any analysis shall be sent to CSD for archival (Nebraska Revised Statute 85-163) and will be immediately made publicly available (Nebraska Revised Statute 84-712.1). One digital and/or hard copy of all laboratory test, reports, publications, descriptions, cross-sections, photographs, charts, graphs, interpretations, theses, dissertations, or other data obtained through analysis of sample material shall be submitted to the Conservation and Survey Division no more than one year (365 days) from the date of shipment of the sample material to the requester, or at a designated time agreed upon by both parties. Failure to submit analysis documentation may preclude the procurement of future samples on loan. All records and documents will be archived and made immediately available to the public, unless a confidentiality agreement has been requested in writing.

### **Confidentiality**

Confidentiality requests should be made in writing and attached to any data when submitted to CSD. An agreement for confidentiality begins the day the CSD Geological Sample Repository Curator receives the request and ends after one year (365 days) from the date of receipt. Data will be made immediately available to the public after the one-year period has ended. In some situations, an extension may be appropriate. Any extension must be approved in writing by the CSD Geological Sample Repository Curator and/or the Director of the Conservation and Survey Division/State Geologist.

### **Citation**

The Conservation and Survey Division requests to be acknowledged as the source of all geological sample material, databases, documents, records, maps, photographs, illustrations, diagrams, interpretations, field notes, or any other data preserved or made available through the CSD Geological Sample Repository. All data administered by the CSD Geological Sample Repository are unique and irreplaceably valuable references and should be cited and referenced as any other source. Information obtained or derived from geological samples and/or data and **made public** shall be cited and referenced in a manner acknowledging the Conservation and Survey Division being the source of that data. Citing and referencing allows for:

- Documentation and provides validation and integrity to research.
- Reproducibility of scientific results.
- Advancement in scientific research by providing other researchers the opportunity to conduct their own studies utilizing the same geological samples/data and to concur, comment, or challenge findings and results.
- New research to be built upon existing research.
- Proper credit to be given to agencies that have spent the time, effort and financed the collection, curation, and preservation of geological sample material and data.
- Proper credit to be given to geoscientists, staff, and other individuals for their research, ideas, and interpretations.

### **Published Research & Other Works Made Public**

Any geological samples or data obtained from CSD, which directly or indirectly contributes to any research

articles, publications, or other works made public, shall be cited and referenced. The following are suggestions for referencing CSD materials:

### **Database**

[Name of Database]. Conservation and Survey Division, University of Nebraska. [Webpage Address] [(Date Accessed)]

#### **Example:**

CSD Test Hole Database. Conservation and Survey Division, University of Nebraska.  
<https://snr.unl.edu/csd/geology/testholes.aspx>, (accessed August 26, 2021).

### **Originally Non-published Document, Record, Photograph, Illustration, Diagram, Field Notes, etc.**

[Author, if known]/[Reference Type (e.g. Document/Record/Photograph/Illustration/Diagram)]/ and any unique identifiers such as API number, borehole ID/name, catalog number/location, Date, etc.] Conservation and Survey Division, University of Nebraska. [Webpage Address, Collection] [(Date Accessed)].

#### **Example:**

Smith, A. B. (1979). Field Notebook Number 10. Conservation and Survey Division, University of Nebraska. Geological Notes Collection. (accessed August 26,2021).

### **Geological Samples**

[Original Lease Name/Name of Sample], [Borehole Number/API Number/Catalog Number] [(type of sample, e.g. core, cuttings, hand sample, ash, etc.)]. [Operator/Driller Name]. [(Date), if known]. [Collection]. [County, State; PLSS Legal Description/Latitude & Longitude]. [Interval]. Conservation and Survey Division, University of Nebraska [(Date Accessed)].

#### **Example:**

Smith 1-A, API#261000000000 (core). Oil Company Inc. (1945). Oil & Gas Collection. Red Willow County, Nebraska; NW-NW 13-1N-27W. 3020' – 3025'. Conservation and Survey Division, University of Nebraska. (Accessed August 26, 2021).

### **For Public Relations**

The collections at the CSD Geological Sample Repository have been accessed and preserved for over 130 years and continue to grow annually. CSD faculty, staff, their predecessors have put forth a lot of time, effort, and financial resources to collect, curate, and preserve geological samples and data. It is the goal of the CSD Geological Sample Repository to:

*“Promote awareness and educate the public as to the value and uses of geological samples and data in scientific research as it pertains to geological hazards, water resources, environmental issues, infrastructure, geological history, health and safety, mapping, energy sources, and commercial/economic benefits.”*

The CSD Geological Sample Repository appreciates the assistance in achieving this goal and respectfully requests to be consulted regarding acknowledgement in any public outreach and/or media releases outside of the University of Nebraska.

### **For Non-Public Use**

Per Nebraska Revised Statute 84-712.01, CSD records are considered public record unless otherwise prohibited by law. Information that is directly obtained or derived from geological samples and/or data obtained through the Conservation and Survey Division and is for **private (individual or business) use only** does not need to be cited or referenced. Information obtained or derived from geological samples and/or

data and **made public** shall be cited and referenced in a manner acknowledging the Conservation and Survey Division being the source of that geological sample and/or data.

For questions or more information, please contact:

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