

Geological Sample Material Policy

The purpose of this policy is to provide access to geological sample material to those interested in the advancement of research leading to a better understanding of the geology and natural resources within the State of Nebraska while ensuring the preservation of and access to sample material in the future.

Sample Information

The curation and preservation of sample material within the Conservation and Survey Division (CSD) Geological Sample Repository is an on-going process. Every effort has been made to provide information that is accurate. Please note that some wells/test holes, accessed through the links below, may not have samples available. For more information, please visit the following websites:

Test-hole Information

Conservation and Survey Division

<http://snr.unl.edu/data/geologysoils/NebraskaTestHole/NebraskaTestHoleIntro.aspx>

Core Information

Conservation and Survey Division

<http://snr.unl.edu/data/geologysoils/cores/allcoressearch.aspx>

Oil and Gas Exploration Wells/Holes

Nebraska Oil and Gas Conservation Commission

<http://www.nogcc.ne.gov/NOGCCOnlineGIS/>

Requests

All requests are subject to approval by the Conservation and Survey Division. The 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 in order to ensure the preservation of a sample. Circumstances that may prevent certain samples from being sent on loan and/or from being subjected to chemical, physical, or any other 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

All Requests for sample material information, searches, on-site examination, and/or on loan sample material must be done so by completing and submitting a *Geological Sample Material Request*.

https://go.unl.edu/csd_request

Fee Schedule

Searches: Records, information, availability of geological sample material, etc.	\$15 per Hour
CSD Off-Site Facility: Mileage to and from the CSD off-site facility	\$.53 per Mile
Use of Facility: Use of Geological Sample Layout Room or Sample Prep and Analysis Laboratory for on-site viewing	\$15 per Hour
Additional Fees: Additional requested services and/or supplies	Fees will be assessed on a case by case basis depending upon the additional request
On-Loan Fees:	
Sample Material on loan for 120 days or less	\$25 for the first box pulled \$10 for each additional box
Sample Material on loan for over 120 days	An additional fee of \$20/per box for each occurrence of up to 30 days over the initial 120 days
Sample Material on loan over 1 year (365 days)	Without prior written approval from the CSD, an additional fee of \$20 per box, per day will be charged

Searches

A service fee of \$15/hour may be incurred at the discretion of the Conservation and Survey Division to search for records, information, availability of geological sample material, or other such requests.

CSD Off-Site Facility

The CSD Geological Sample Repository is comprised of two facilities, with one being located 38 miles from the CSD main office. A transportation fee of \$.53 per mile will apply for travel to and from this facility for each occurrence to locate, retrieve, and restock geological samples.

Use of Facility for On-site Examination

Core, cuttings and other sample material may be viewed on-site by appointment only. The fee for the use of the space, available equipment, and for the layout and restocking of geological samples will be \$15/hr. Please provide as much advance notice as possible for requested material to be retrieved and viewed. If samples are requested for further off-site examination or analysis, those samples will be considered on loan and will be subject to the on-loan fees, policies and procedures outlined within this document.

Additional Fees

Additional fees may be assessed and incurred for requested services and/or supplies not listed in this document.

On-Loan Sample Material

Fees will be incurred for each box that is pulled from the CSD Geological Sample Repository, regardless of the number of boxes sent on loan. Samples will not be loaned for more than one year (365 days) without prior written approval from the CSD. The fee schedule for samples on loan is outlined above.

Shipping Costs

All shipping costs are the responsibility of the requester. A FedEx or UPS account number is required for shipping and should be provided on the *Geological Sample Material Request* form. Sample Material should also be returned to the CSD via FedEx or UPS. Tracking updates for returning samples should be sent to mwaszgis@unl.edu.

Lost or Damaged Samples

Each sample is 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 that any sample, or portion of a sample, has been lost or damaged, the CSD should be notified immediately. An additional loss or damage fee of up to \$300/per sample may apply.

Billing

An itemized invoice will be emailed after returning samples have been received by the 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 the CSD to the date the return shipment is received by the 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 sample material is returned in its original packaging in order to avoid damage.

Sample material received or viewed by the requester is to be considered on loan; therefore, all sample material shall be returned to the CSD unless the requester has received prior written approval from the CSD to do otherwise.

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

Requests for physical, chemical, or any other analysis which will result in the alteration of sample material, shall be noted on the *Geological Sample Material Request* form. A brief explanation of the type of analysis requested, an estimated amount of material needed, and any other pertinent information should be listed. If approved, instructions will be provided by the CSD in the form of an email or letter as to how the altered samples should be handled.

- **Marker Cards**

A template for a marker card will be provided when notification of approval is sent for any type of analysis which will lead to the alteration of sample material. A marker card should be completed electronically, printed on an 8.5" X 11" white sheet of paper, folded, and placed where any sample material was removed or consumed. An identical card should be attached to any returning sample material that has been altered.

- **Providing Data**

Results obtained through analysis of CSD sample material shall be sent to the CSD for archival and will be made publicly available. One 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. Submission shall occur within 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.

- **Citation**

The Conservation and Survey Division requests to be acknowledged as the source of geological sample material and/or data that is obtained through the CSD and which directly or indirectly contributes to any research that is published. Unique, identifiable information should be cited for each geological sample that was used as a reference in the publication (e.g. API number, well name/number, location, and depths).

- **Confidentiality**

Results from analysis may be requested to be kept confidential. Confidentiality requests should be made in writing and attached to any data to be held confidential when submitted to CSD. An agreement for confidentiality begins the day CSD receives the request and ends after one year (365 days) from the date of receipt. Data will be made publicly available after the one year period has ended.

Contact Information

For questions or more information, please contact:

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