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/

**Sample 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.*
http://go.unl.edu/samplerequest
Fee Schedule

Sample Material Information/Searches
A service fee of $15/hour may be assessed at the discretion of the Conservation and Survey Division for geological sample information and/or search requests.

Off-site Facility
The CSD Geological Sample Repository is comprised of two facilities, with one being located outside the city limits. A transportation fee of $.53 per mile will be assessed for travel to and from this facility for each occurrence to locate and/or retrieve samples.

On-site Examination
Core, cuttings and other sample material may be viewed on-site by appointment only. There is not a fee for an on-site examination of a sample. Please provide a minimum of three working days advance notice for requested material to be retrieved and viewed. If samples are requested for further off-site examination or analysis, the samples will be considered on loan and the following fees and policies will apply.

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. University of Nebraska faculty, staff and students are exempt from fees only after a Geological Sample Material Request has been completed and submitted. Samples will not be loaned for more than one year (365 days) without prior written approval from the CSD.

Sample Material on loan 120 days or less
$25 for the first box
$10 for each additional box

Sample Material on loan over 120 days
An additional fee of $20 per box will apply 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

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.
Billing
An itemized invoice will be emailed after returning samples have been received by the CSD or after a sample search has been completed. 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. The payment address and any additional information will be listed on the invoice.

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.

On Loan Sample 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 during shipping.

Sample material received 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, written notification will be provided by CSD in the form of an email or letter. At that time, instructions will be given by CSD as to how to return and/or handle any altered material.

• 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 and/or any written results from analysis.

• Providing Data
Results obtained through analysis of CSD sample material shall be sent to 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.

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• **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.

**For questions or more information, please contact:**

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