

INSTRUCTIONS: Use this form to request tissues and sampling for **genetic sequencing**. Tissue requests for isotopic or histological analyses, e.g., instead require the [Specimen Loan Request Form](#).

Please read our [Genetic Loan Terms of Use](#) and other guidelines before making a request.

DATE: _____

BORROWER*: _____ **INSTITUTION:** _____
LAST NAME FIRST NAME

*Borrower must have a permanent appointment at the named institution. Loans for students, fellows, or visiting researchers ("For Study By" field below) must be requested by their professor or a permanent institutional employee.

DEPARTMENT: _____

POSITION: _____

EMAIL: _____

PHONE #: _____

FOR STUDY BY: _____

INSTITUTION: _____

DEPARTMENT: _____

POSITION: _____

EMAIL: _____

SHIPPING ADDRESS (No Post Office Boxes)

ADDRESSEE: _____

INSTITUTION: _____

STREET ADDRESS 1: _____

STREET ADDRESS 2: _____

CITY: _____ **STATE/PROVINCE:** _____

POSTAL CODE: _____ **COUNTRY:** _____ **PHONE #:** _____

PROJECT TITLE: _____

PROJECT DESCRIPTION & METHODOLOGY (*Briefly describe your project & how USNM material will be used to support your research*):

I AM REQUESTING TISSUE FROM THE DIVISION'S TISSUE COLLECTION (frozen, or stored in ethanol or buffer)

OR

I AM REQUESTING DESTRUCTIVE SAMPLING OF A SPECIMEN (Formalin-fixed, ethanol-preserved, or dry specimens):

Destructive sampling (from specimens) Justify the need for destructive sampling. Detail your methodology & experience performing the methods listed. If you are requesting samples from fluid specimens, detail prior success extracting DNA from formalin-fixed specimens.

TAXA &/OR SPECIMENS REQUESTED: Add Excel file if needed. Include specific requirements as appropriate (geographic area, # of individuals per species, etc.).

Only list USNM numbers if they CANNOT be substituted. We do not guarantee the accuracy of identifications.

VOLUME OF TISSUE NEEDED (you must give 3 dimensions, 1 x 1 x 1 mm, e.g.): _____

CAN ANY TISSUE TYPE BE USED? Yes No

IF "No", SPECIFY TISSUE TYPE (e.g., liver, muscle, skin, blood): _____

CAN DNA EXTRACT BE SUBSTITUTED (Yes/No): _____ If "Yes", concentration and total volume needed: _____

FROM WHAT OTHER INSTITUTIONS HAVE YOU REQUESTED TISSUE FOR THIS PROJECT? If none, state why.

METHODS

Sanger Sequencing - # of loci _____ Next Gen Sequencing Other: _____

Detail your experience using the above sequencing method:

BORROWER must comply with all below conditions in the loan. BORROWER'S signature indicates that the these requirements will be met. If the loan is requested on behalf of a student or visitor, this individual must also sign this form.

BORROWER & OTHER USER (student/visitor) understand and agree (check boxes after reading):

I use of these samples is restricted to the purpose for which this loan was made ("Loan Conditions" of forthcoming invoice).

I will promptly mail a signed copy of the USNM loan invoice upon receipt of the samples.

I will not transfer loaned samples or products thereof to another institution, person, location, or address without prior written permission from the USNM Division of Amphibians and Reptiles.

I will cite samples and specimens in publications by catalog number using the acronym 'USNM,' and will provide the USNM Division of Amphibians and Reptiles with copies of all publications resulting from this loan.

I will upload sequence data to GenBank, BoLD, etc. and will provide the Division with GenBank, BoLD, etc. numbers associated with these loan samples as soon as they become available.

I will return all unused sample portions or products thereof once my analysis is complete, and will email HerpLoans@si.edu listing samples for which no tissue/extract remains.

I understand that I am responsible for ALL permit, inspection, and return shipping expenses.

I have read, understand, and will comply with all policies on the USNM Division of Amphibians and Reptiles Genetic Loans page. I understand that loans are made only to institutions and in the care of a permanent staff member who assumes full responsibility for the use, storage, and safe, prompt, legal return of borrowed material.

BORROWER Signature & Date

OTHER USER (For Study by/Student) Signature & Date

**To begin the loan request process, submit this form to HerpLoans@si.edu.
Loans can take at least one month to prepare. Please plan accordingly.**