



### TISSUE & SAMPLING LOAN REQUEST FORM

Please read our detailed [loan policy](#) and guidelines regarding [genetic resources](#) before completing this form request. Use this form to request tissues and sampling for molecular analyses.

**BORROWER NAME\*:** \_\_\_\_\_ **INSTITUTION:** \_\_\_\_\_

**\*Borrower must be an individual with a permanent appointment at the named institution. Loans for students, fellows, or visiting researchers must be requested by their professor or a permanent institutional employee.**

**DEPARTMENT:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FOR STUDY BY:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**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:** *Briefly* describe your project, how material will support your research, & justify the need for USNM samples.

**ARE YOU 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 in 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, particular specimens by USNM catalog number, etc.). *We do not guarantee the accuracy of identifications.*

**METHODS:**

Sanger Sequencing      Next Gen Sequencing      Other: \_\_\_\_\_  
# of loci: \_\_\_\_\_

Detail your experience using the above method:

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Approval of this request is contingent upon the BORROWER'S commitment to comply with all requirements and conditions to be set forth in the loan. Furthermore, the BORROWER must read and agree to each of the following statements. The BORROWER'S signature indicates that the following requirements will be met. If the loan is requested on behalf of a student or visitor, this individual must also read and sign this form.

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

The "Sign & Return" copy of the invoice must be returned immediately upon receipt of the specimens.

Use of these samples is restricted to the purpose for which this loan was made.

No sample from this loan or product thereof may be transferred to another person or institution without prior written permission from the USNM Division of Amphibians and Reptiles.

I will cite samples and specimens in publications by catalogue number using the acronym "USNM", and will provide the USNM Division of Amphibians and Reptiles with copies of publications, preferably in electronic form.

I will provide the USNM Division of Amphibians and Reptiles with GenBank, BoLD, etc. identification numbers associated with these loan samples as soon as possible.

I will return all unused sample portions or products thereof once my analysis is complete, and will provide a short statement about the disposition of samples from which nothing remains.

When returning this loan, I will pack specimens using methods and materials similar to those used for the original shipment. I will choose a secure, traceable means of shipment that meets all applicable regulations, and will notify USNM Division of Amphibians and Reptiles staff ahead of time with the shipment's tracking number.

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

I have read, understand, and agree to comply with the USNM Division of Amphibians and Reptiles [loan policy](#). 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.

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BORROWER Signature & Date

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

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To begin the request process, submit this form to: [wynna@si.edu](mailto:wynna@si.edu)