



### Destructive and Invasive Sampling Request Form

Thank you for your recent enquiry to carry out Destructive and Invasive Sampling on NHM material. To enable us to complete your loan with maximum efficiency please complete the form below, continuing on a separate sheet if necessary. Some parts of the NHM collection are organised under older taxonomic names and treatments, therefore synonyms and other information may help to expedite your loan request. If your request is approved we will attempt to meet any deadlines you may have, but the NHM does receive large numbers of requests and so your loan may be held in a queue.

Please complete Parts 1-2.

<b>Part 1: Personal Details of Applicant</b>	
Date when loan required:	
Date of Proposed Visit:	Duration of Proposed Visit:
Name of Applicant:	
Name of Borrower (if different):	
Approved Borrower status granted within the last 10 years? Y / N	
Institutional Address:	Full postal address for loan (if different)
CITES Institutional Exemption Number:	
Herbarium Code (IH) (if applicable):	
Borrower's Email Address:	Telephone Number:
For use by (if different):	

<b>FOR NHM USE ONLY</b>	
Request received by: Letter/ email/ In Person (CIRCLE)	Date of Request:
NHM staff member dealing with request:	

<b>Part 1.2 Personal Details of Supervisor or Host</b>	
If postgraduate student or visiting researcher: Name of Supervisor or Host at above Institution: Name:	
Approved Borrower status granted within the last 10 years? Y / N	
Email Address:	Telephone Number:
Position At Parent Institution:	
Institutional Address:	Full postal address for loan (if different)
<b>Part 1.3 Personal Details of Co-Investigator or Analytical lab to be used (if a different institution):</b>	
Name:	
Approved Borrower status granted within the last 10 years? Y / N	
Email Address:	Telephone Number:
Position At Parent Institution:	
Institutional Address:	Full postal address for loan (if different)
CITES Institutional Exemption Number:	
Herbarium Code (IH) (if applicable):	

<b>Part 2: Proposed Project</b>
Title of project to which intended Destructive or Invasive use is to contribute:
Project Proposal: [The proposal should include details of the project, its justification, proposed methodology, your experience in the method and the institution where the work is to be done (unless this is a standard identification procedure for the taxonomic group involved). Please also give details of type lots requested. Continue on an additional sheet if necessary]

Institution where use is to be conducted if not your own:  
(Please state what the facilities are at the institution where the work is to be conducted).

Justification for request (Why is the NHM material important to your study?):

Please give examples of previous studies proving your competence and the success of the technique. Provide evidence of the success of the particular technique to be used. Slide preparations; publications etc. This is particularly important if the entire specimen is to be destroyed.

Duration of Project (months):

(Also include a letter of support from your supervisor if you are a postgraduate student post. doc, or are not directly employed by the institution to which you are affiliated e.g. visiting researcher)

<b>Specimens to be used:</b>					
Taxonomic Group(s):		Family/Species		Register Number (if known):	
Please indicate if any of these specimens are type, extinct or endangered.					
Geographic Region/ Country:					
Material to be dissected or physically altered? Y/N		Expected outcomes:			
		Image	Y / N	Publication	Y / N
		Data	Y / N	Genbank nos	Y / N
What quarantine/pest management procedures (if any) does your institute have?					
Freezing	Y / N	Heating	Y / N		
Chemical	Y / N	Anoxia	Y / N		
Other	Y / N				
Please give details:					
Does your institution have staff trained in the handling of Dangerous Goods? Y / N					
Are any CITES listed taxa included in the request? YES / NO If "Yes" please give details below:					
CITES Institutional Exemption number:					
Please add any further comments you wish to make about your proposal. (Continue on a separate sheet if necessary) About the specimens and samples: Please give justification for a) numbers of specimens required, does this represent a significant proportion of taxonomic set/subset? and b) the size of sample to be removed (if applicable) and what is to be taken e.g. section, leg, wing; genitalia prep., DNA extraction etc. Why is material from the NHM collections so important for this project? Has other material been sourced from other Museum collections or from the field? Is the least destructive method possible being used?					
For mineralogical specimens please provide the following details:					
Specimen name (e.g. Y-86032)	Preferred Weight (e.g. 0.25g)	Minimum Weight (e.g. 0.1g)	Sampling instructions (e.g. interior)	Sample form (e.g. chips)	

I understand that permission to sample:

- type specimens; historically important specimens; extinct or endangered specimens; taxa that are poorly represented in the collection  
will **only** be granted in exceptional circumstances and may carry additional costs. [If permission is granted it may incur extra costs, as samples may only be taken by designated NHM staff.]
- I undertake to return remaining material, products or publications as outlined in the Destructive and Invasive Sampling terms and conditions.
- I will return material according to the regulations outlined in the Destructive and Invasive Sampling terms and conditions; e. g. correctly labelling sub-samples.
- I submit that the analysis of these samples is intended solely for academic research, for exactly the purpose stated above and no other and is not for commercial purposes. Not to be forwarded to other researcher not named on this form or used for any other purposes without the express written permission of the Natural History Museum.

Please tick to indicate that you have read and understood the statements above.

Institution and address requesting permission:

Applicant's name/title

Signature of Applicant

Date

Advisor or host name/title

Signature of Advisor or host  
(if student or visitor)

Date

**WARNING:** Non-compliance with these NHM regulations may result in sanctions being applied to you, your research team and/or your host Institution.

Please return this form to Alison Paul via email: A.Paul@nhm.ac.uk or post: The Natural History Museum, Cromwell Road, London, SW7 5BD, UK

**3. FOR NHM USE ONLY Curator’s Assessment & Recommendations.**

Please give your assessment of the above proposal, you should consider the following points where applicable.

e.g. historic, actively researched, benefits, condition, risks

- How abundant in the collection is material of a particular biological, palaeontological or mineral species or important subset of that species?
- Can alternative material be used or collected for the purpose?
- Is there a non-destructive alternative or is one likely to be developed sufficiently soon?
- Will the results justify the sacrifice?
- Has a pilot study been done i.e. will the method work?
- Will someone in the future want to repeat the work on the same specimens? i.e. will the specimen be reduced further?
- What other methods of study, known or potential, are you preventing by allowing this destructive action?
- What is normal taxonomic practice in this classificatory group?
- Is the material type or figured and/or historically important?
  
- Should the application be approved?

If **YES** please consider the following if applicable:

- Has a condition survey been completed?
  
- Should the specimen be imaged or cast in its present state prior to the destructive action?
- Who is the best person to undertake the work at which institution (if not in house)?
- If work is undertaken at another institution, what remains should be returned to NHM?
- What other conditions (if any) should be applied?
  
- Have you agreed what form the material or products will be returned in?

Name of Curator

Signature of Curator

Date

We have reviewed the above request and [grant]\* [deny]\* permission for the sampling of specimens, with the restrictions stated below as appropriate. (\* delete as appropriate )

Name of Collections Manager/  
at NHM

Signature of Collections Manager/Head Collections  
Collections at NHM

Date

Date

Cross reference to loan no (if applicable):

NOTES: