

**Proposal for Subsampling from Collections  
in the HBES Archive**

*This completed form will be forwarded to the original contributing scientist(s) and to the Information Management Sub-Committee (IMSC) for their approval.*

NAME: (1) \_\_\_\_\_ AFFILIATION: \_\_\_\_\_  
(person submitting form) (place, agency)

NAME: (2) \_\_\_\_\_ AFFILIATION: \_\_\_\_\_  
(co-investigator, advisor) (place, agency)

ADDRESS: (1) \_\_\_\_\_

E-MAIL: (1) \_\_\_\_\_ PHONE: (1)\_(\_\_\_\_\_) \_\_\_\_\_

TYPE of Sample: \_\_\_\_\_ COLLECTION SITE: \_\_\_\_\_  
(eg. soil, tree core, water?) (where did it come from?)

SAMPLE DATE(s): \_\_\_\_\_  
(period during which samples were collected)

NAME of Original PI: \_\_\_\_\_ Contacted?: \_\_\_\_ Yes \_\_\_\_ No  
(release of samples is dependent on PI approval in some cases)

DATE of Subsampling: \_\_\_\_\_ DATE Return: \_\_\_\_\_  
(when will the samples be missing?) (when can we expect them back?)

SITE of Subsampling: \_\_\_\_\_  
(If not HBEF, where?)

ANALYSES to be conducted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(details are unnecessary unless they impact subsampling METHODS, next:)

METHOD of Subsampling: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(procedures to prevent contamination must be detailed and strictly followed)

VOLUME/WEIGHT/NUMBER required for Analyses: \_\_\_\_\_ (total removed)  
(in some cases needed amount may exceed allowable limits: see JUSTIFICATION statement)

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**This section for IMSC use in identifying samples:**

CATALOG Number: \_\_\_\_\_

COLLECTION TITLE: \_\_\_\_\_

BARCODE number(s) or range: \_\_\_\_\_

PERCENT of current Vol/Wt/Number \_\_\_\_\_ for FEW/SOME/ALL (*circle one*)  
(if value exceeds 10% of remaining sample amount a JUSTIFICATION statement will be required)

JUSTIFICATION Attached: \_\_\_\_ Yes \_\_\_\_ No (*explain below*)

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PROJECT OBJECTIVE:  
(briefly explain purpose of study)

DATE SUBMITTED: \_\_\_\_\_

*SIGNATURE below indicates that the user will comply with the policy for subsampling in a responsible manner. Original PI's signature indicates release of these samples based on adherence to the subsampling policy.*

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

PI signature: \_\_\_\_\_ Date: \_\_\_\_\_

IMSC Approval: \_\_\_\_\_ Date: \_\_\_\_\_