**Destructive and Invasive Sampling Policy**

Name of museum: The Powell-Cotton Museum (Charity No. 1167318)

Name of governing body: The Powell-Cotton Trust

Date on which this policy was approved by governing body: [insert date]

Policy review procedure: The Destructive and Invasive Sampling Policy will be published and reviewed every five years.

Date at which this policy is due for review: 2024

**Introduction**

1. The Powell-Cotton Museum (hereafter ‘The Museum’) welcomes the opportunity to use its collections in as many ways as possible for scientific study. To ensure that the needs of both contemporary and future users are met, destructive or invasive sampling is controlled by guidelines as laid out below.
2. Destructive or invasive sampling generally involves irreversible changes to the object(s) involved, sometimes including complete destruction. All research requiring physical samples to be taken, removal of parts from objects or exposure of items to potentially destructive or damaging agents or procedures (including gases, solvents, vacuums, X-rays, heaters, freezers, strong light, electromagnetic or particle radiation, physical agitation or scanners) will be viewed as destructive sampling and will need to follow this policy. Decisions on requests for sampling will be taken on a case-by-case basis, after due consideration. The Museum will assess material requested in terms of:
3. its scientific, historical, and cultural importance
4. the needs of both present and future users
5. legal and ethical issues as they relate to that material
6. However, the following procedures are not permitted:
7. Sampling or dissection of fluid-preserved zoological specimens, due to the scarcity of these specimens in our collections
8. Moulding and casting of any items, due to the risk of damage
9. The Museum reserves the right to refuse permission for destructive or invasive sampling of its specimens, or the use of particular specimens from a taxon.

**Procedure**

1. All proposals for research involving destructive or invasive sampling of the Museum specimens should be addressed to the Head of Collections and Engagement and submitted in writing, either hard copy or by email ([collections@powell-cottonmuseum.org](mailto:collections@powell-cottonmuseum.org)). A Research Request Form (provided by the Museum) must be submitted.
2. The Research Request Form should include:
3. the names of the researcher(s) involved and a brief CV for each if requested
4. a brief outline of the project, including:
   * 1. a justification of the use of material requested
     2. proposed protocols
     3. timeframe
     4. expected outcomes, including plans for disseminating the results
5. details of the laboratory where the samples are to be analysed
6. evidence that the proposed techniques produce reliable results and of the researcher’s competence with the protocol
7. For students, a written letter is also required from your supervisor/personal tutor and/or university on headed paper. This will confirm your student status and act as a recommendation of your ability to work safely with the material requested.
8. Samples are to be taken by researchers at the Museum site, under the supervision of a member of Collections staff. If the researcher is unable to visit the Museum, samples can be taken by Collections staff and delivered to the researcher. The researcher is expected to pay the postage costs for delivery of specimens. The Museum is not able to loan specimens or objects for sampling elsewhere.
9. Applications to visit the Museum for sampling should be submitted at least four weeks in advance, but ideally as soon as possible, so that the Museum has time to check over the requested specimens and make an assessment.
10. Requests will be evaluated in terms of their scientific importance and technical feasibility. Further information or references might be requested after the initial application is made. Destructive or invasive techniques must be agreed with the Head of Collections and Engagement before the project proceeds. In most instances, specimens will only be sampled for projects that are likely to publish the results of their research in good time (within 18 months of sampling, though this may be negotiable for longer-term projects).
11. Permission to sample type specimens, historically important specimens, or extinct or endangered specimens or taxa that are poorly represented in the collections will only be granted in exceptional circumstances and may carry additional costs.
12. If the request is accepted, the appropriate curator will decide, in consultation with the researcher, which specimens may be used. A single sample is to be taken from each specimen. The smallest possible sample will be taken from the least intrusive site and causing the least damage to the specimen. Removal of samples should not prevent standard measurements from being taken in the future.

**Cost**

1. Bench fees will be charged for researchers visiting the Museum site to collect samples, at the rates specified in the Research Request Form.
2. If Museum staff are required to take the samples and arrange delivery of specimens to the researcher, administration fees will be charged to cover staff time, at the following rates:
3. 1-15 samples: £60 (£50 plus VAT)
4. 16-30 samples: £90 (£75 plus VAT)
5. 30+ samples: £120 (£100 plus VAT) PER DAY of staff time
6. Postage or other delivery costs will be charged to the researcher. The researcher will also be responsible for the cost of any permits required for export (e.g. CITES permits).
7. Visiting researchers should bring all the equipment they need for sampling. Small plastic containers for samples can be purchased from the Museum at cost price if required.

**Terms and conditions**

1. Samples or subsamples of specimens taken from the Museum may not be accessioned into any other institution’s collection or used for any purpose other than indicated in the original research proposal.
2. Material can only be passed to third parties or products subsequently used with the written approval of the Museum. The Museum retains all rights to any samples or products derived from specimens in its collections. The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the Museum. Such agreements may be refused at the Museum's absolute discretion or granted subject to such conditions as the Museum may decide (and may require prior agreement as to the sharing of financial benefits arising from such exploitation).
3. Material derived from CITES-listed species being transported outside of the UK may require import and export permits. If researchers are visiting from outside the UK, it is their responsibility to obtain any permits required to legally transport specimens out of the country. If the Museum is required to collect samples and ship them, it is the responsibility of the researcher to apply for an import permit. A copy of the valid permit must be sent to the Museum prior to shipping. The Museum will obtain an export permit for the specimens, and the researcher will be expected to bear the cost of this.
4. The Museum warrants that it has made all reasonable inquiries as to the provenance of the items provided for sampling and that to the best of its knowledge the Museum is the legal owner of the items.

**Agreement**

**The applicant agrees to:**

1. Deposit any DNA sequence data derived from Museum specimens in a public repository (GenBank or EMBL) and include the Museum registration numbers of specimens in the GenBank/EMBL entry.
2. Provide the Museum with the relevant reference numbers or computer-readable copies of sequence data as soon as possible, but no later than the date of submission for publication.
3. Provide copies of experimental protocols that differ from published methods.
4. Acknowledge the Museum collection in any publications or unpublished reports involving use of Museum specimens. If any Museum items are cited or figured in any publication they must carry an appropriate reference, which should comprise the appropriate institution acronym (i.e. PCM) and then the specimen accession number (e.g. PCM NH.MER32.781).
5. Notify the Museum of publications arising from the use of Museum material.
6. Provide brief annual reports on the status of the research until it is either published or abandoned.
7. Return any unused samples to the Museum at the completion of the study.
8. Notify the Museum and return all unused samples if the project is abandoned before completion.

**The Museum agrees to:**

1. Respond in writing to the applicant, agreeing to or declining the proposal.
2. Arrange access to the collections through the Head of Collections and Engagement, who will prioritise requests and allocate sampling or visits in accordance with an agreed timetable appropriate for both parties.
3. Provide details of any relevant Museum specimens for the study in question. However, the choice of specimens to be sampled is solely the responsibility of the Head of Collections and Engagement, who must consider the condition and rarity of the specimens.
4. Withhold from disseminating any details of sequence data, or novel protocols and procedures, until they have been published.

Applicant: I agree to the above terms and conditions

|  |  |
| --- | --- |
| Name (lead investigator) |  |
| Institution |  |
| Address |  |
| Signed |  |
| Date |  |

The Powell-Cotton Museum will grant access to the agreed specimens and accept the agreed sampling techniques

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signed |  |
| Date |  |