U.S. Geological Survey, St. Petersburg Coastal and Marine Science Center
Archival Policies and Collections Database for the SPCMSC Core Archives

**Outgoing Loan Agreement Form**

**Site Name:** ____________________ **Sample Location (stack/column/row):** ________

**Field Activity Number:** ___________ **Collecting Scientist:** _________________________

**Description of Sample:**

**Proposal:**
A 1 to 2 page proposal, in addition to this form, is required prior to loan authorization by the core archive coordinator. Please include in the proposal a detailed description of the research project, intentions for core material usage, and a description as to the degree of material consumed during analyses. Additional requirements, if any, can be obtained from the core archive coordinator.

**Length of Loan:** _________________________________

**Core archive coordinator information:** Christopher Reich, email: creich@usgs.gov, ph: (727) 803-8747

**Loan is to:**

- **Name, title:** ___________________________________________
- **Institution:** ___________________________________________
- **Address:** ___________________________________________
- **City, State, zip:** _______________________________________
- **Phone:** ______________________________________________
- **Email:** ______________________________________________

**Loan Approved by:**

- **Curator Signature** ____________________ **Date**
- **Chief Scientist Signature** ____________________ **Date**
- **Borrower Signature** ____________________ **Date**

**Loan Returned by:**

- **Curator Signature** ____________________ **Date**
- **Chief Scientist Signature** ____________________ **Date**
- **Borrower Signature** ____________________ **Date**

**Description of analyses, tests and all alterations made to the sample(s):**