

Investigator Tasks for Specimens to be Permanently Retained in Park Collections and Associated Documentation (in chronological order)

Task	Description
<u>Review collections-related general permit conditions.</u>	In the General Conditions for Scientific Research and Collecting Permit see Item 6 pertaining to collections-related conditions. For further information on the benefits-sharing condition in the event of proposed commercialization of results from permitted research, see Benefits Sharing . See below for information on labeling and cataloging requirements.
<u>Review park-specific permit conditions</u> on Park Information page.	Search for a Park and on the Park Information page review the park-specific conditions that apply to all permits and to permits for specimens authorized for permanent retention in park museum collections.
<u>Review NPS guidance on natural history collections.</u>	See NPS Guidance on managing NPS natural history collections and cataloging (see section F).
<u>Find contact information for park curator.</u>	Search for a Park and on the Park Information page find the park curator contact information. If contact information is missing, seek that information from another contact listed on the Park Information page.
<u>Consult park curator for instructions on documenting and submitting specimens for permanent retention in park museum collections.</u>	Contact curator to request instructions on submitting catalog data. Curator may suggest a proposed NPS or non-NPS repository for the specimens. See information on servicewide NPS agreements with certain repositories here .
<u>Establish a time schedule for collections-related tasks in coordination with park curator.</u>	Contact park curator to establish a time schedule for completion of collections tasks. Include a proposed time schedule in the permit application.
<u>Include in project budget costs for cataloging, labeling and depositing collections.</u>	Consistent with the General Conditions for Scientific Research and Collecting Permit , the Investigator is responsible for labeling and cataloging the specimens in the NPS system. Contact park curator to discuss details.
<u>Seek concurrence of any proposed non-NPS repository.</u>	If, in the permit application, you propose a non-NPS repository for collections intended for permanent retention, obtain the signature of the repository official on the RPRS-generated Appendix A of the application.
<u>Provide NPS outgoing loan conditions to proposed non-NPS repository.</u>	If a proposed repository requests to see NPS loan conditions, provide a copy of NPS standard Conditions for Outgoing Loans .
<u>Review your permit conditions on documentation and</u>	Access your permit via your investigator dashboard to review permit conditions pertaining to 1) documentation and submission of any

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<u>submission of collections</u> and copies of associated documentation.	specimens authorized for permanent retention in park museum collections, and 2) submission of copies of project documentation, if requested.
<u>Report in the IAR on status of collections tasks.</u>	In the Investigator's Annual Report describe the status of field collecting, specimen preparation, labeling, and submission of cataloging data for inclusion in NPS system. Assess the project time schedule for these tasks.
Send collected specimen or derivative to a laboratory for analysis necessary to the permitted research.	If the permit authorizes consumption or discard of the collected specimen or derivative, you may send the sample to a laboratory, including a commercial laboratory, for analysis necessary to the permitted research. Notify recipient that the work is subject to the permit conditions.
Send collected specimen or derivative that is authorized for consumption or discard to a researcher not associated with the permitted project.	Contact the park permit coordinator or curator <i>if</i> you want to provide a collected specimen or derivative to other researchers not associated with the permitted research. The park staff will prepare a Collected Specimen Transfer Agreement or Material Transfer Agreement, as described in the Benefits-Sharing Handbook (see 4.0 and Appendix C).
Send collected specimen or derivative that is to be permanently retained to another researcher or laboratory.	Regardless of whether the other entity's research is related to the permitted research, contact the park curator to coordinate labeling and cataloging for the specimen or derivative. The park curator will prepare an outgoing loan agreement with the other researcher's institution or laboratory.
<u>Submit catalog data</u> to park.	Contact park curator for instructions on using template to submit catalog data.
<u>Label specimens</u> with NPS approved labels.	Contact park curator for instructions. Park curator may generate NPS labels for you to attach. To attach labels, follow guidance in NPS Museum Handbook, Part II, Appendix H .
<u>Deliver specimens</u> to NPS or approved non-NPS facility.	Contact park curator for instructions.
<u>Submit associated documentation.</u>	If park-specific permit conditions require submission of copies of associated documentation, contact park curator to discuss the document types, format and submission.
Thank you for advancing knowledge of park resources!	