

Monterey Bay Aquarium Research Institute 7700 Sandholdt Road

7700 Sandholdt Road PO Box 628 Moss Landing, CA 95039

SPECIMEN LOAN INVOICE

Loan terms are specified on page 2

Sent to:	MBARI loan #: Your #:
	Initiated by
Attn:	Date:
PURPOSE OF LOAN: (circle one) 1) A loan for study at your request 2) A loan for study by 3) A loan for examination or analyses at MB	(student) ARI's request
MBARI Approvals:	
Collaborator's agreement signed [] ITD Director	Collector/ContactSample Coord
LIST OF SPECIMENS (use additional forms if ne	-
Specimen number Description	Analyses or treatments to be performed
SHIPPING INFORMATION	
	Via
Shipping No Packed by Postage amount \$ Insura	
INSTRUCTIONS TO RECIPIENT This loan is due back by Loans are subject to the terms printed on page Please sign at the bottom of page 2 and return Retain duplicate copies for your records and the	the original to the MBARI Sample Coordinator.

LOAN TERMS

Additional terms:

- 1. Samples will be loaned initially for up to six months, but this may be extended upon written request and approval.
- 2. Samples must be retained in the same type of preservative in which they were issued.
- 3. Invasive or destructive analyses may only be performed with explicit permission from MBARI. These include dissections, consumptive analyses, sawing, cleaning, or other alteration.
- 4. MBARI should be notified of any recommended change of identification of specimens on loan.
- 5. Studies of the samples are expected to result in the dissemination of the information through publications. MBARI's loans must be acknowledged in all publications or reports resulting from the use of our samples. Specimens should be cited by their MBARI sample number. Two copies of each publication must be sent to the Sample Coordinator for inclusion in our library.
- 6. Loans are not to be forwarded to third parties without advance written permission from MBARI.
- 7. The institution receiving the loan is responsible for each specimen's safekeeping and safe return.
- 8. Any material remaining from the samples must be returned to MBARI. Resulting analytical data and duplicates of tangible products, such as photographs and micrographs, shall be provided to MBARI to become part of the specimen's permanent records.
- 9. The costs of processing and shipping specimens to be loaned are covered by MBARI, with the expectation that loans will be returned at the borrower's expense. Return shipments must be insured to the same value as the outgoing shipment.
- 10. Required documentation for legal transport and customs authorities (e.g., hazardous materials and wildlife status) must accompany each shipment.
- 11. A copy of this loan invoice must accompany each shipment. The original will be annotated with the date of return of specimen and kept in the permanent records of the sample collection.

RECIPIENT'S SIGNATURE	
I acknowledge that I have read the terms of the loan and have resatisfactory condition.	ceived these specimens in
Signed	Date
Institution name	