SAMPLE-DISTRIBUTION POLICY[1]

Distribution of Ocean Drilling Program (ODP) and Deep Sea Drilling Project (DSDP) samples is undertaken in order to (1) provide support to shipboard scientists in achieving the scientific objectives of their cruise and to support shore-based investigators who are preparing contributions to ODP reports, (2) provide individual investigators with materials to conduct detailed studies beyond the scope of ODP reports, (3) provide micropaleontological reference centers with samples for reference and comparison purposes, and (4) provide educators with samples for teaching purposes.

Funding for sample-related activities must be secured by the investigator independently of requesting the samples.

The Ocean Drilling Program Curator is responsible for distributing samples and for preserving and conserving core material. The Curator, who may accept advice from chairmen of the appropriate JOIDES advisory panels, is responsible for enforcing the provisions of this Sample-Distribution Policy. He is responsible for maintaining a record of all samples that have been distributed, both on board ship and subsequently from the repositories, indicating the recipients and the nature of investigations proposed. This information is available to interested investigators on request.

Every sample distributed from the ship or from a repository is labeled with a standard identifier, which includes leg number, hole number, core and section numbers, and interval within the section from which the sample was removed. It is imperative that this standard identifier be associated with all data reported in the literature, and that residues of the sample remain labeled throughout their lives, so that later workers can relate the data to the cores.

Distribution of sample materials is made directly from the repositories (Lamont-Doherty Geological Observatory, Scripps Institution of Oceanography, and Texas A&M University) by the Curator or his designated representative.

1. *Distribution of Samples for Research Leading to Contributions to ODP Reports*

Any investigator who wishes to contribute to the reports of a scheduled cruise may write to the Curator, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A., in order to request samples from that cruise. Requests for a specific cruise must be received by the Curator at least TWO MONTHS in advance of the departure of that cruise, in order to allow time for review of the request in conjunction with other requests, so that a suitable shipboard sampling program can be assembled. The request should include a statement of the nature of the proposed research, the size and approximate number of samples required to complete the study, and any particular sampling technique or equipment which may be required. Requests will be reviewed by the Staff Representative and co-chief scientists of the cruise and by the Curator. Approval/disapproval will be based on the scientific requirements of the cruise as determined by the appropriate JOIDES advisory panel(s). The scope of a request must be such that samples can be processed, that proposed research can be completed, and that the paper can be written in time for submission to the relevant ODP cruise report.

Except for rare, specific instances involving ephemeral properties, the total volume of samples removed during a cruise-related sampling program will not exceed one-quarter of the volume of core recovered, and no interval will be depleted. One-half of all recovered materials will be retained in the archives in as pristine a condition as is practicable. Investigators requesting shipboard samples of igneous materials may receive a maximum of 100 igneous samples per cruise.

Because many sample requests are received for shipboard work and because the time of the shipboard party is at a premium, co-chief scientists are strongly urged to limit shipboard sampling to the minimum necessary to accomplish the cruise objectives. Shore-based investigators whose requests for cruise-related samples are approved should expect that they will receive the samples after the cores are returned to the repository, and should schedule research activities accordingly.

Co-chief scientists may invite investigators who are not cruise participants to perform special studies of selected core samples in direct support of shipboard activities. If this occurs, the names and addresses of these investigators and details of all samples loaned or distributed to them must be forwarded to the Curator, via the ODP Staff Representative to that cruise, immediately after the cruise. These investigators are expected to contribute to the cruise reports as though they had been cruise participants. All requirements of the Sample-Distribution Policy apply.

Any publication of results other than in ODP reports within twelve (12) months of completion of the cruise must be approved and authored by the whole shipboard party and, where appropriate, shore-based investigators. After twelve (12) months, individual investigators may submit related papers for open publication, provided they have already submitted their contributions to ODP reports and had them accepted. Investigations which are not completed in time for inclusion in the ODP reports for a specific cruise may be published in a later edition of the ODP reports; however, they may not appear in another journal until the report for which they were intended has been published.

2. *Distribution of Samples for Research Leading to Publication Outside of the ODP Reports*

   A. Researchers who wish to use samples for studies beyond the scope of the ODP reports should obtain sample-request forms from the Curator, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A. Requestors are required to specify the quantities and intervals of core required, to make a clear statement of the nature of the proposed research, to state the time which will be required to complete the work and to submit results for publication, and to specify funding status and the availability of equipment and space for the research.

      Additionally, if the requestor has received samples from ODP or from DSDP previously, he/she will be required to account for the disposition of those samples by citing published works, four (4) copies of which must be sent to the Curator. If no report has been published, this requirement can be fulfilled by sending a brief (two- or three-page) report of the status of the research.

      If the requestor has never before received samples from ODP or DSDP, he/she will be required to show that the samples will be used for responsible research. This requirement can be met by providing the Curator with a copy of the requestor's résumé and bibliography. If the requestor is a student working on a higher degree, he/she can meet this requirement by sending a copy of his/her dissertation or research proposal endorsed by the student's advisor.

      Unused and residual samples should be returned and data should be sent to the Curator if the project has terminated. Paleontological materials may be returned either to the Curator at ODP or to one of the designated micropaleontological reference centers. If material is returned to a reference center, notify the Curator when it is sent.

      Requests for samples from researchers in industrial laboratories will be honored in the same manner as those from academic organizations. Industrial investigators have the same obligations as other investigators to publish all results promptly in the open literature and to provide the Curator with copies of all reports published and of all data acquired in their research.

      In order to ensure that all requests for highly desirable but limited samples can be considered together, approval of requests and distribution of samples will be delayed until twelve (12) months after completion of the cruise or two (2) months after official publication of the core descriptions, whichever occurs earlier. The only exceptions to this policy will be made for specific requests involving ephemeral properties. Requests for samples may be based on core descriptions published

[1] Revised October 1988.

in ODP reports produced by the shipboard party, copies of which are on file at various institutions throughout the world. Copies of original core logs and data are kept on open file at ODP, and at the repositories at Lamont-Doherty Geological Observatory and Scripps Institution of Oceanography.

B. Most investigations can be accomplished handily with sample volumes of 10 mL or less. Investigators must provide explicit justification of requests for larger sample sizes or for frequent intervals within a core. Requests which exceed reasonable size or frequency limits will require more time to process and are unlikely to be granted in their entirety.

Requests for samples from thin layers, from stratigraphically important boundaries, or from sections which are badly depleted or in unusually high demand may be delayed in order to coordinate requests from several investigators or while the Curator seeks advice from the community. Investigators who submit such requests may expect to receive suggestions for alternative sampling programs or for joining with a research consortium which will share the samples. In any event, such exceptional requests will require more time for processing than will more routine requests.

Investigators who wish to study ephemeral properties may request a waiver of the twelve-month waiting period; however, such requests will be referred automatically to the relevant co-chiefs. If such a request is approved, the investigator will join the shore-based contributors to the shipboard science effort, and will incur the obligations thereof (see section 1).

C. Samples will not be provided until the requestor assures the Curator that funding for the proposed research is available or unnecessary. If a sample request is dependent in any way on proposed funding, the Curator is prepared to provide the proposed funding organization with information on the availability (or potential availability) of suitable samples.

D. Investigators who receive samples incur the following obligations:

(1) To publish significant results promptly; however, no contribution may be submitted for publication prior to twelve (12) months following the termination of the relevant leg unless it is approved and authored by the entire shipboard party.

(2) To acknowledge in all publications that the samples were supplied through the assistance of the international Ocean Drilling Program and others as appropriate.

(3) To submit four (4) copies of reprints of all published works to the Curator, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A. These reprints will be distributed to the repositories and to the ship. All reprints received will be logged in an on-line bibliographic data base.

(4) To submit all final analytical data obtained from the samples to the Data Librarian, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A. Please consult announcements in the *JOIDES Journal* or call (409–845-2673) for information on acceptable data formats. Investigators should be aware that they may have other data obligations under the National Science Foundation's Ocean Science Data Policy or under relevant policies of other funding agencies which require submission of data to national data centers.

(5) To return all unused or residual samples, in good condition and with a detailed explanation of any processing they may have undergone, upon termination of the proposed research. In particular, all thin sections and smear slides manufactured on board the vessel or in the repositories are to be returned to the Curator. Paleontological materials may be returned either to the Curator at ODP or to one of the designated micropaleontological reference centers.

Failure to honor these obligations will prejudice future applications for samples.

E. Cores are available for examination by interested parties at the repositories. Investigators are welcome to visit the repositories in order to inspect cores and to specify sample locations when that is required for their research; however, time and space in the workrooms are limited, so advance appointments are required. Occasionally, the space may be fully booked several weeks in advance, so investigators are urged to call for appointments well ahead in order to avoid disappointment. Only the Curator or his delegate may actually remove samples from the cores.

F. A reference library of thin sections, smear slides, and archive photographs is maintained in the repositories for the use of visiting investigators. All thin sections and smear slides produced on board the ship or in repositories belong to this library.

3. *Distribution of Samples to Micropaleontological Reference Centers*

As a separate and special category of repository activity, selected samples are distributed to micropaleontological reference centers, where the prepared material may be studied by visitors. Foraminifers, calcareous nannofossils, and diatoms can be viewed; radiolarians will be prepared in the future. The present centers are (1) U.S. East Coast: Lamont-Doherty Geological Observatory, Palisades, NY 10964 (Ms. Rusty Lotti; telephone, 914–359-2900; telex, 7105762653 LAMONTGEO); (2) U.S. National Museum: Smithsonian Institution, Washington, D.C. 20560 (Dr. Martin Buzas; telephone, 202–357-1390; telex, 264729); (3) U.S. Gulf Coast: Texas A&M University, Department of Oceanography, College Station, TX 77843 (Dr. Stefan Gartner; telephone, 409–845-8479; telex, 792779/ODP TAMU); (4) U.S. West Coast: Scripps Institution of Oceanography, La Jolla, CA 92093 (Dr. William Riedel; telephone, 619–534-4386); telex, 910337127 IUC WWD SIOSDG); (5) Western Europe: Natural History Museum, CH-4001 Basel, Switzerland (Mr. J. B. Saunders; telephone, 061-29-55-64); (6) U.S.S.R.: Institute of the Lithosphere, Staromonet 22, Moscow 109180, U.S.S.R. (Dr. Ivan Basov; telephone, 231-48-36); (7) Japan: National Science Museum, Department of Geology, 3-23-1 Hyakunio-cho, Shinjuku-ku, Tokyo 160, Japan (Dr. Y. Tanimura; telephone, 03-364-2311; telemail, 03-364-2316); (8) New Zealand: New Zealand Geological Survey, P.O Box 30368, Lower Hutt, New Zealand (Dr. Tony Edwards; telephone, (04) 699059).

Further details concerning the micropaleontological reference centers are reported periodically in the *JOIDES Journal*.

4. *Distribution of Samples for Educational Purposes*

Samples may be available in limited quantities to college-level educators for teaching purposes. Interested educators should request application forms from the Curator, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A. Requestors are required to specify preferred sample size and location, to make a very clear statement of the nature of the course work in which the samples will be used, to explain how the samples will be prepared and how they will be used in the classroom, to explain in detail why similar materials derived from outcrops or dredge hauls cannot be used (it is NOT acceptable to argue that it requires less effort for the requestor to obtain samples from ODP than to assemble them from other sources), and to certify that funds are available to prepare the materials for classroom use. In general, only samples of materials which are abundant in the collection and which are in little demand for research purposes should be requested for educational purposes. The Curator will not approve requests for materials which are limited in supply or for which demand (real or potential) is great, including most paleontological materials.

5. *Distribution of Data*

The Deep Sea Drilling Project and the Ocean Drilling Program have routinely captured much of the data generated on board ship and published in Program reports. Additionally, data supplied by investigators who have received samples are incorporated into the data bases, so data sets which are larger than can be published are available to investigators. Magnetic, downhole-logging, seismic-reflection, bathymetric, and other data collected by the drilling vessel become available for distribution to investigators at the same time as core samples.

Requests for ODP and DSDP data should be addressed to the Data Librarian, Ocean Drilling Program, 1000 Discovery Drive, College Station, Texas 77845-9547, U.S.A. Many varieties of DSDP data are included in ODP data bases. Information on sources of DSDP data is available from the ODP Data Librarian.

A charge will be made to recover material expenses greater than $25.00 incurred in filling individual requests. If required, estimates of charges can be furnished before the work is performed.