



Alaska Geologic Materials Center Donation and Storage Policy

Revised December 15, 2016

Mission and Philosophy

The Alaska Geologic Materials Center (GMC), located in Anchorage and managed by the State of Alaska Division of Geological & Geophysical Surveys, is the central repository in which geologic materials collected from Alaska are cataloged, stored, and studied. The center is permanently maintained and managed by the State of Alaska with support from cooperating government agencies that include the USBLM, USGS, USBOEM, AOGCC, and private industry.

The mission of the GMC is to permanently archive, index, protect, and make available for public inspection its unrestricted geologic materials and related data to help advance exploration and knowledge of Alaska's natural resources.

The GMC is continually acquiring additional inventory details and performing quality control on the information for hundreds of thousands of samples—a process that will take many years to complete. As a result, the GMC strives to find a balance between the public releases of samples with more accurate data versus suppressing sample information with partial and/or inaccurate data. The GMC is biased toward greater public access to our wealthy store of geologic data. Consequently, users of the facility must consider that inventory data may be inadequate or inappropriate for making certain decisions. Please [contact the GMC staff](#) or call 907-696-0079 to confirm that our unrestricted sample inventory will meet your research requirements. GMC staff is also willing to determine if other inventory options might also meet your current needs.

Similarly, please contact us if you would like to contribute any *documented* corrections, additions, or new sample material to the GMC. Location, drill record, or assay data contributions are especially welcome. You may read [further information](#) regarding data use, access constraints, and liability limitations for the State of Alaska, Department of Natural Resources.

Donations

Establishing the Project

The donator is required to contact the GMC by phone or email with their intent to donate sample materials. We understand that any donation can be a complex process with needs specific to your current situation. If there are events not covered in this policy, please share your particular challenges or needs with the Curator. We also appreciate that the donator provide the Curator with a general outline of proposed donated materials including:

1. Material type (i.e. core, cuttings, outcrop samples, thin sections, maps, etc.)
2. Well name(s) and number(s), including APIs, if applicable, or prospect and borehole name(s) and number(s)
3. Field area/name or quadrangle name
4. Approximate number of boxes and/or pallets
5. Associated drilling logs, analytical data, or geophysical surveys
6. Whether the proposed sample donation contains hazardous materials or is radioactive
7. Preferred timeline for delivery of the donated sample material

Although not required, the GMC encourages those who donate sample material to provide any associated geologic, geophysical, or analytical data. Such data will help add value to the materials and make them more useful for future exploration and research.

The Curator may refuse the entire proposed donation, or a portion of the proposed donation if:

1. The data or information provided is insufficient to make the material useful for future research
2. A significant volume of material in the proposed donation is already archived at the GMC
3. The sample material or boxes of the proposed donation:
 - a. Are in poor condition
 - b. Contain hazardous material
 - c. Are radioactive (no sample registering $>500 \mu\text{Sv/hr}$ will be accepted or stored at the GMC)
4. Any undisclosed problems are discovered by GMC staff during onsite inventory of the donated materials.

Logistics

Once the donation is accepted, the Curator will request a digital inventory (spreadsheet) from the donator. GMC staff can provide inventory templates containing the minimum required fields (see below). The inventory should at least contain the following information:

Oil and Gas Material

1. Material type (such as core, cuttings, paly slides, maps, etc.)
2. Well name(s) and number(s), including API(s) if known
3. Footage intervals for each box (for core and cuttings)
4. Outcrop sample location (latitude/longitude *with* datum), sample number, collection year, and collector name, if applicable
5. Unique box number or barcode

Minerals (“Hard-rock”) Material

1. Material type (such as core, cuttings, thin sections, maps, etc.)
2. Prospect and borehole name(s) and number(s)
3. Borehole location (latitude/longitude *with* datum) including ARDF if known
4. Borehole orientation (azimuth and inclination)
5. Footage intervals for each box (for core and cuttings)
6. Unique box number or barcode
7. Radioactive measurements, if known

Surface Sample (“Outcrop”) Material

1. Material type (such as hand samples, thin sections, maps, etc.)
2. Outcrop sample location (latitude/longitude *with* datum), sample number, collection year, and collector name, if applicable
3. Unique box number or barcode.

Maps, Books, and Reports

1. Author
2. Title
3. Year published

Upon receipt of this required information, the Curator will confirm the preferred timeline for delivery of the donation and request the name and contact information of the person or party delivering the donated sample material.

Fees

The GMC does not charge fees for donations; however, the donator is responsible for any costs associated with delivering sample material to the GMC. The donator *may* be required to compensate the GMC for costs necessary for GMC staff or contractor to retrieve and transport donated sample material back to the GMC should the donator be unable to deliver the material to the GMC in Anchorage. If the Curator must refuse any or all of the delivered donation for reasons cited earlier in this policy, the donator is responsible for all costs related to prompt and safe removal of these items from the GMC facility. Costs would include staff time, lodging, per diem, fuel, and any necessary equipment per Alaska Administrative Code, Fees for Department of Natural Resources Services 11 AAC 05.010–11 AAC 05.900, Section 40.25.110[c].

Delivery

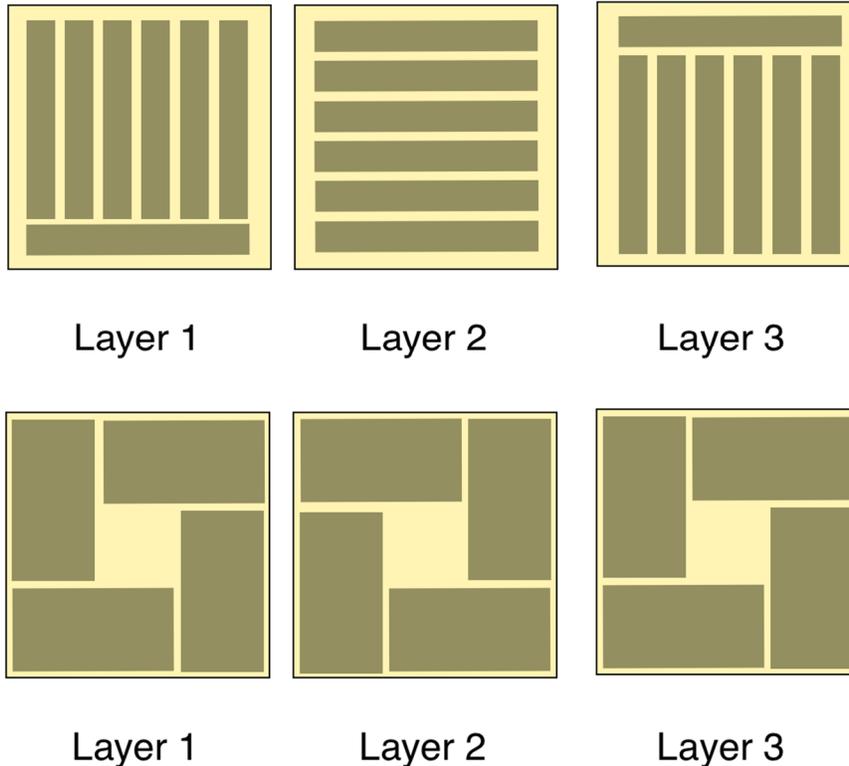
The donator must ensure that all materials shipped to the GMC facility are delivered on a prearranged schedule, are packaged in a safe and secure manner, and can be removed from the delivery vehicle by pallet jack or forklift.

1. It is the responsibility of the donator to provide the Curator or GMC staff with at least a half-day (4-hour) notice prior to delivery;
2. The donator is encouraged to:
 - a. Stack core on a pallet as “*alternating layers and/or spirals*” (see figures below)
 - b. Stack core or heavier boxes no more than 4 feet high
 - c. Face pertinent hole/box information outward on the pallet
 - d. Shrink-wrap the boxes and pallet (extend the wrap below the first level of boxes)
 - e. Use ratchet straps to secure heavy loads
 - f. Transport the sample material in an enclosed vehicle

Completion of the Donation

On completion of the donation, GMC staff shall provide the donator a letter of thanks stating the nature of the donation, the date of legal transfer of the donated materials to the GMC, and a listing of the inventory as detailed by GMC staff. The letter may be used by the donating corporation for Federal tax purposes. We ask that the donator supply the name, title, and corporate address for the recipient of the letter, along with names and e-mail addresses of other corporate contacts who should also receive a digital version of the letter.

Stacking narrow core boxes on a pallet



Storage of Private Materials

Nearly all (~99.9%) of the sample materials stored at the GMC are publicly accessible. The GMC offers the storage of public or private geologic materials on warehouse shelving or floor pallets for a monthly rental fee and will work with the individual, agency, or company to ensure their storage needs are met. In general, access to the private sample materials will be limited to GMC business hours (8:00 a.m. through 4:30 p.m. except State holidays) unless a specific arrangement is made with the Curator.

Fees

See the GMC website at <http://dggs.alaska.gov/gmc> for the most current costs and policies.

Inventory Tracking

Individuals, agencies, or companies are strongly encouraged to place their own barcodes on each box or container to help GMC staff to track and locate the samples. If no barcodes are provided, GMC barcodes will be placed on boxes or containers. Individuals, agencies, or companies must provide the Curator or GMC staff with a detailed digital inventory (spreadsheet). All boxes and containers will be entered into the GMC inventory database with a “Do Not Publish/Privacy” flag.

Deaccessioning of Materials

Existing archived sample material that lacks essential data (well name, hole location, footages, etc.) are of limited use and may be candidates for deaccession. Excessive volumes of processed samples from archived parent material may also be considered for deaccession. Research will be conducted via the internet, telephone, or other methods to attempt to locate and obtain information on the material prior to deaccession. The Curator will notify the DGGGS Section Chiefs and the Division Operations Manager of any intent to remove sample materials. As an example, unwashed cuttings and/or samples with no identifying information as described above are often unsuitable for examination and may be deaccessioned.

Cases for Removal

Deaccession is likely in cases where:

1. In-depth searches have failed to produce necessary inventory information
2. No other State or Federal agency, industry company, or academic institution has information about the material or will pay for its transportation to their facility

All efforts will be made to donate the sample material to:

1. Federal and State agencies
2. Local schools or other academic research facilities

Method of Removal

If all attempts listed above fail, the GMC will dispose of material through the Hazardous Waste Collection Center (HWCC), located at the Anchorage Regional Landfill (ARL). The DNR Safety Officer and the HWCC will be notified of the material needing disposal. The material will be checked for radiation and an appropriate contractor will be assigned to help dispose of the material.

The Hazardous Waste Collection Center (HWCC)

Anchorage Regional Landfill (ARL)

Location: Intersection of the Glenn Highway and Hiland Road, near Eagle River

Hours: Tuesday through Saturday, 8:00 a.m. to 5:00 p.m.

Phone: 907-428-1064