**USGS Collection Plan**

A Collection Plan is an essential part of a USGS Project Work Plan (**USGS Survey Manual Chapter 502.2, “Fundamental Science Practices: Planning and Conducting Data Collection and Research”**) for projects that require the collection of physical samples/specimens. Use of this template is required for (1) the planning and documentation of new working collections as part of the project study plan or (2) the planning and documentation of existing collections that have no Collection Plan (see [**Guide to Planning for and Managing Scientific Working Collections**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Create)). **Complete sections 1 and 2 for all new sample and specimen collecting activities**. Sections 3-5 are to be completed upon evaluation of the collection after the samples and specimens have been used for their initial purpose. Although all fields need not be filled initially, the template helps in assembling salient information in a coherent format concerning specimens or samples from a collection as the project progresses. This “living” document should be saved in a common shared directory for use by project participants. Sharing facilitates with convenient updating of documentation and tracking of materials associated with the project (e.g., field notes, photographs, maps, hyperlinks, etc.). If development of datasets is planned as a result of processing and use of the collection, a Data Management Plan for those datasets must be developed following the [**USGS Data Management Guidance and Policy**](https://www2.usgs.gov/datamanagement/index.php) and FAQs.

**Section 1.** [**Planning for Collection**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Create)

Will the samples be completely consumed or destroyed in the course of the project? Yes [ ]  No [ ]

**If the answer is yes, please only complete Section 1. If no, please complete Sections 1 and 2.**

1. Project Work Plan title:

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1. Project Work Plan reference number (optional):

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1. Project title or work citation (if available):

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1. Brief description of materials to be collected:

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1. Today’s date:

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1. Start date of project:

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1. Planned completion date of project:

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1. Primary contact information (name, position, email, phone):

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1. Other collaborators (if relevant):

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1. List any permits required for the collection of materials by this project and include permit numbers when available:

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1. Are the materials subject to any special restrictions? (e.g., NAGPRA, human tissue, sensitive species, etc.):

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1. If yes, or possible, please provide further description:

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**For collections that are not consumed or destroyed during analysis, proceed to Section 2.**

**Section 2.** [**Working Collections**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Whatis)

1. Will the collection consist of existing material and/or new material? [ ]  Existing [ ]  New

If existing, what is the name and location of the collection:

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1. Specimens will be stored at: [ ]  USGS Science Center/Repository [ ]  Non-USGS Institution
2. Name of the center or institution:

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1. Point of contact (Position Title) where specimens will be stored:

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1. Building name, room number or other information about collection storage location:

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1. Purpose of the collection:

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1. How will the collection be acquired (collecting methods):

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1. General description of the collection:

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1. Specific collection information (attach any additional physical description of collection):

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| --- | --- | --- | --- |
| **Title** | **Type (e.g., tissue, fossil, rock)** | **Quantity** (estimates are acceptable) | **Storage volume**Include units (estimates are acceptable) |
| Collection A name |   |   |   |
| Collection B name |   |   |   |
| Collection C name |   |   |   |
|  Example: Invertebrates |  Invertebrates |  Approximately 6,000 vials (16 ml vials) |  2 storage cabinets (18”x 36” x 72”) |

1. Geographic scope of the collection (e.g., site names, states, GPS coordinates, etc.):

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1. Description of handling methods during collection acquisition and transport (that may affect future use):

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1. Description of storage methods during processing (that may affect future use):

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1. Description of storage methods (post processing):

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1. Start date of project:

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1. Planned completion date of project:

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1. Description of science products expected from the collection:

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1. Is the collection (collected samples/specimens) expected to have high value/long-term benefits? If so, please describe:

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1. Are estimated costs of storage and curation for the term of the project included in the project work plan?

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1. What is the final disposition plan for the collection (e.g., remaining samples/specimens), after completion of the project? ([**Destroy**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Destroy), [**Donate**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Donate), [**Transfer**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Transfer), [**Retain & Catalog**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Retain), or [**Accession as USGS Museum Property**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Accession)):

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**Section 3.** [**Evaluation**](http://www.usgs.gov/products/scientific-collections/policy-implementation-guidance#Evaluate)

1. Completion date of first collection evaluation:

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1. Proposed outcome result of the evaluation (please check all that apply):

[ ]  Retain and Catalog

[ ]  Accession USGS Museum Property

[ ]  Transfer

[ ]  Donate

[ ]  Destroy

[ ]  Conduct Research

1. Completion date(s) of re-evaluation(s):

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**Section 4.** [**Retain** **and Catalog**](http://www.usgs.gov/products/scientific-collections/policy-implementation-guidance#Retain)

If the evaluation outcome is to retain the collection as an important USGS and public resource (to be managed by the USGS), you must register the collection in the [National Digital Catalog](https://www.usgs.gov/core-science-systems/national-geological-and-geophysical-data-preservation-program/national-digital), and assign unique identifiers (e.g., IGSNs) to all retained/transferred samples/specimens, using the information provided in this Collection Plan. (e.g., IGSNs) to all retained/transferred samples/specimens, using the information provided in this Collection Plan.

1. Date of registration in National Digital Catalog:

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1. Unique identifiers to be used (e.g., IGSN):

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1. Date of unique identifier assignment:

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1. Expected date at which collection will be re-evaluated (semi-annually, annually, every 5 years):

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1. Date(s) of collection re-evaluation:

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1. Source of funding for maintenance of working collection after initial project is completed and for the duration of its use in ongoing research:

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**Section 5.** [**Accession as USGS Museum Property**](http://www.usgs.gov/products/scientific-collections/policy-implementation-guidance#Accession)

In some circumstances, an evaluation may conclude that a working collection, or parts of it, need to be considered for accession as USGS Museum Property. Parameters for accessioning museum property are defined by a USGS Scope of Collections Statement for a specific collection. Once a working collection becomes USGS museum property, it must be housed, managed, staffed, reported, and funded thereafter as described in the policies of the Department of the Interior.

1. Date of initial contact with USGS National Museum Curator:

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1. Final outcome of deliberations as to whether collection is a candidate for designation as museum property:

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1. If final outcome is designation as museum property, identify source of funding for permanent maintenance as museum property:

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**Section 6.** [**Transfer**](http://www.usgs.gov/products/scientific-collections/policy-implementation-guidance#Transfer)

1. Transfer type (please check one): [ ]  Complete collection [ ]  Some specimens of the collection

If the evaluation outcome is to transfer to another repository, *you must register the collection in the* [*National Digital Catalog*](https://www.usgs.gov/core-science-systems/national-geological-and-geophysical-data-preservation-program/national-digital)*, and assign unique identifiers (e.g., IGSNs) to all retained/transferred samples/specimens*, using the information provided in this Collection Plan., using the information provided in this Collection Plan.

1. Date of registration in National Digital Catalog:

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1. Date of unique identifier assignment:

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Any planned transfer of the collection samples/specimens must first be offered to the National Museum of Natural History (NMHN) (see Smithsonian Directive [SD] 600 Section I.B.), as they have right of first refusal.

1. Date of offer to NMNH:

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1. Result of offer to NMNH (attach documentation):

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1. Final disposition repository of collection:

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1. Date of transfer to final repository completed:

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1. Date of Science Center Director approval:

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1. Point of contact (Position Title) where specimens will be stored:

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1. If not a transfer of the complete collection, specify quantity or volume transferred:

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1. Other notes or comments:

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**Section 7.** [**Destroy**](http://www.usgs.gov/products/scientific-collections/policy-implementation-guidance#Destroy) **or** [**Donate**](https://www.usgs.gov/products/scientific-collections/guide-planning-and-managing-scientific-working-collections-us#Donate)

1. If evaluation results in donation (please check one):

[ ]  Complete collection [ ]  Some specimens of the collection

1. Name of educational institution/organization donated to:

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1. Date transfer form (SF 120) signed by Science Center Director:

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1. If not a donation of the complete collection, specify quantity or volume donated:

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If evaluation results in destroy:

1. Date excess property form (9-654) signed by Science Center Director:

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1. Other identifiers, project website, etc. (if available):

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