Excess Samples

NEON Assignable Asset Request Instructions

During the course of some of the typical NEON data collection procedures, samples in excess of that needed for the lab analysis, archiving in the NEON Biorepository, or other NEON uses, are typically stored at NEON Domain Support Facilities for a limited time before being destroyed or disposed of. These excess samples can be requested by researchers through the [NEON Assignable Assets Program](https://www.neonscience.org/assignable-assets). In some cases, stored excess samples can be retroactively requested but most excess sample requests must be approved before sampling is conducted.

Using this form, you may request access to samples that are collected but not archived including excess soils, leaf litter, and others.

Researchers are responsible for obtaining and providing the appropriate permits for receiving and housing samples.

Completion of this request form will facilitate the evaluation and pricing estimate of this Excess Samples NEON Assignable Asset Request and should be completed for projects seeking funding and those with funding already secured.

Before creating your request, thoroughly review the [NEON Assignable Asset User Guide](http://www.neonscience.org/assignable-assets-user-guide). Complete all parts of this Request Form. Additional information deemed relevant by the PI to the request may also be provided, as appropriate.

For projects seeking funding, submit this request form at least 4 weeks prior to any institution or funding agency deadlines. For funded projects, submit this request form at least 3 months prior to the start of data collection. For target of opportunity requests, submit as soon as possible and efforts will be made to conduct a quick evaluation and pricing of the request.

**Submit this request and any questions to** AssignableAssetRequests@BattelleEcology.org

# Section 1: Contact Information

* List all investigators, their roles, affiliations, emails and phone numbers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Investigators | Role | Affiliation | Email | Phone |
|  | PI |  |  |  |
|  | Co-I |  |  |  |
|  | Co-I |  |  |  |
|  | Co-I |  |  |  |

* Who should be the Primary Contact for this request?

# Section 2: Project Overview

## 2.1 Type of Request

* Is this a Standard Request or Target of Opportunity Request?

|  |  |
| --- | --- |
| [ ]  Standard | [ ]  Target of Opportunity (expedited review) |

* What services are you requesting?

[ ]  Access to Excess Samples

* Requests for samples from the NEON Biorepository should be completed through the [NEON Biorepository (biorepo.neonscience.org)](https://biorepo.neonscience.org/portal/) and not NEON Assignable Assets.
* Requests for samples from the Megapit Soil Archive should be completed through the [Megapit Soil Archive web submission form](https://www.neonscience.org/data/samples-specimens/megapit-soil-archive).

## 2.2 Funding

* Funding Status: Funding Secured or Seeking Funding

|  |  |
| --- | --- |
| [ ]  Funding Secured | [ ]  Seeking Funding |

## 2.3 Funding Agency and Program

|  |  |  |
| --- | --- | --- |
| Funding Agency | Program | Solicitation Website |
|  |  |  |

* What is the expected funding notification date? (mm/dd/yyyy)

## 2.4 Project Title

* For proposals seeking funding, this title should match the grant proposal title. The title will be used in the Letter of Collaboration/Support. Draft titles are acceptable; however, you need to provide notification of the final title prior to the Letter of Support/Collaboration being provided.

## 2.5 Project Summary

* Provide a quick overview of the proposed research project (one sentence to one paragraph).

## 2.6 Proposed use/role of NEON:

* Describe the research activity and why access to NEON’s sites, services or infrastructure is required.
* If needed, please describe the activity NEON field personnel will perform.

## 2.7 Duration of THE project:

* What are your planned start and end dates of your project’s interaction with Battelle & the NEON program? Start and end dates will be used to encompass the entirety of the collaboration with Battelle as needed for contracting purposes. If applicable, be sure to include sufficient time to receive final invoices for work completed prior to your funding ending.

|  |  |
| --- | --- |
| Start Date:  | End Date:  |

## 2.8 Duration of Field Work:

* How long will the field work last? (years, months or days)
* For the timeline above, will this research project be continuous or intermittent?

## 2.9 Proposed Field collection Start Date:

* What date are you proposing to start data collection? Is this timeframe flexible? (mm/dd/yyyy)

## 2.10 Proposed Field collection End Date:

* What date are you proposing to complete data collection? (mm/dd/yyyy).

## 2.11 NEON Sites ([Site list link](https://www.neonscience.org/field-sites/field-sites-map/list))

* At which NEON site(s) do you propose to conduct the research? Are you unsure or interested in advice for selecting sites? Please use the four-letter site code (see Table at end of document for a list of NEON sites and site ID codes).

# Section 3: Technical and Logistical Requirements

## 3.1 NEON field samples of plant or animal material

* You are requesting access to excess samples collected as part of the ongoing NEON data collection. What specific samples collected are being requested?
* How will you use the samples (e.g., measurements taken, subsamples collected and destroyed)?
* What is the plan to submit specimen vouchers or any derived materials to a museum or long-term archive facility (e.g., DNA extracts)?

## 3.2 Site work by NEON PROGRAM field staff

* If NEON field personnel are collecting samples, what are the storage requirements? We have limited cold storage availability but will consider all requests.
* What are the shipping requirements for samples e.g. cold shipment, overnight delivery, ambient temperature shipment, hazardous material such as ethanol, etc.? It is expected the PI researcher will provide Battelle with all shipping material (boxes, shipping labels, cold packs, packing material, etc.).
* Each domain has a fully functioning ecology-type lab; do you anticipate a need for NEON staff to complete work in the domain support facility?

# Section 4: DATA management

Requesters are required to abide by [NEON’s Data Policy](http://www.neonscience.org/assignable-assets).

* Describe how data and/or metadata will be collected and stored.
* Describe how and when data or data derived from samples and specimens collected will be made publicly available.
*

# SECTION 5: SAFETY and training

* Describe your plans for training NEON field personnel on data or sample collection, relevant protocols, and other instructions if required.
*

# section 6: permitting

**NEON does not own the property on which NEON infrastructure and observational plots are located.**

Researchers are responsible for obtaining and providing the appropriate permits for receiving and housing samples.

# Submitting you request

**Submit this request and any questions to** AssignableAssetRequests@BattelleEcology.org

# Excess samples – Managed by neon

Excess sample types managed by NEON staff at regional facilities.

|  |  |  |  |
| --- | --- | --- | --- |
| Sample Type | NEON Protocol | Storage Conditions | Expected Volume/Mass of Excess Per Sample Bout |
| Algae: periphyton, seston, phytoplankton diatoms | NEON.DOC.003045 | 4°C | highly variable |
| Herbaceous plants: clip samples | NEON.DOC.014037 | oven-dried @ 65°C, then ambient | 10s to 1000s of grams per bout |
| Coarse downed wood: bulk density samples | NEON.DOC.001711 | oven-dried @ 105°C, then ambient | 10s of kilograms per bout; bouts conducted 2X per site only within first 10 y |
| Litter samples | NEON.DOC.001710 | oven-dried @ 65°C, then ambient | 0 to 10s of grams per functional group per litter trap, varies depending on time of year and site |
| Root samples: ground | NEON.DOC.014038 | oven-dried @ 65°C, then ambient | 0 to 10s of grams per root core |
| Canopy foliage samples | NEON.DOC.001024 | oven-dried @ 65°C, then ambient | 0 to 10s of grams per woody individual or clip strip sampled |
| KCl extracts from N transformations soil samples | NEON.DOC.014048 | frozen, -20°C | 10-80 mL extra filtered solution per sample |
| Soils from periodic sampling\* | NEON.DOC.014048 | sieved, air-dried, then ambient | 0 to ~200 g per soil sample with more for mineral horizons and less for organic. |

# NEON Sites

|  |  |
| --- | --- |
| **Terrestrial** | **Aquatic** |
|

|  |  |  |
| --- | --- | --- |
| **Domain #** | **Site ID** | **Site Name** |
| D01 | BART | Bartlett Experimental Forest |
| D01 | HARV | Harvard Forest |
| D02 | BLAN | Blandy Experimental Farm |
| D02 | SERC | Smithsonian Environmental Research Center |
| D02 | SCBI | Smithsonian Conservation Biology Institute |
| D03 | OSBS | Ordway-Swisher Biological Station |
| D03 | DSNY | Disney Wilderness Preserve |
| D03 | JERC | Jones Ecological Research Center |
| D04 | LAJA | Lajas Experimental Station |
| D04 | GUAN | Guanica Forest |
| D05 | TREE | Treehaven |
| D05 | UNDE | UNDERC |
| D05 | STEI | Steigerwaldt Land Services |
| D06 | KONA | Konza Prairie Biological Station - Relocatable |
| D06 | KONZ | Konza Prairie Biological Station |
| D06 | UKFS | The University of Kansas Field Station |
| D07 | ORNL | Oak Ridge |
| D07 | MLBS | Mountain Lake Biological Station |
| D07 | GRSM | Great Smoky Mountains National Park, Twin Creeks |
| D08 | LENO | Lenoir Landing |
| D08 | TALL | Talladega National Forest |
| D08 | DELA | Dead Lake |
| D09 | WOOD | Woodworth |
| D09 | NOGP | Northern Great Plains Research Laboratory |
| D09 | DCFS | Dakota Coteau Field School |
| D10 | CPER | Central Plains Experimental Range |
| D10 | STER | North Sterling, CO |
| D10 | RMNP | Rocky Mountain National Park, CASTNET |
| D11 | CLBJ | LBJ National Grassland  |
| D11 | OAES | Klemme Range Research Station |
| D12 | YELL | Yellowstone Northern Range (Frog Rock) |
| D13 | NIWO | Niwot Ridge Mountain Research Station |
| D13 | MOAB | Moab |
| D14 | SRER | Santa Rita Experimental Range |
| D14 | JORN | Jornada LTER |
| D15 | ONAQ | Onaqui |
| D16 | WREF | Wind River Experimental Forest |
| D16 | ABBY | Abby Road |
| D17 | TEAK | Lower Teakettle |
| D17 | SOAP | Soaproot Saddle |
| D17 | SJER | San Joaquin Experimental Range |
| D18 | TOOL | Toolik |
| D18 | BARR | Barrow Environmental Observatory |
| D19 | BONA | Caribou-Poker Creeks Research Watershed |
| D19 | DEJU | Delta Junction |
| D19 | HEAL | Healy |
| D20 | PUUM | Pu'u Maka'ala Natural Area Reserve |

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|  |  |  |
| --- | --- | --- |
| **Domain #** | **Site ID** | **Site Name** |
| D01 | HOPB | Lower Hop Brook |
| D02 | LEWI | Lewis Run |
| D02 | POSE | Posey Creek |
| D03 | FLNT | Flint River |
| D03 | SUGG | Ordway-Swisher Biological Station - Suggs Lake |
| D03 | BARC | Ordway-Swisher Biological Station - Barco Lake |
| D04 | GUIL | Rio Guilarte |
| D04 | CUPE | Rio Cupeyes |
| D05 | LIRO | Little Rock Lake |
| D05 | CRAM | Crampton Lake |
| D06 | MCDI | McDiffett Creek |
| D06 | KING | Kings Creek |
| D07 | WALK | Walker Branch |
| D07 | LECO | LeConte Creek |
| D08 | MAYF | Mayfield Creek |
| D08 | TOMB | Lower Tombigbee River at Choctaw Refuge |
| D08 | BLWA | Black Warrior River near Dead Lake |
| D09 | PRPO | Prairie Pothole  |
| D09 | PRLA | Prairie Lake at Dakota Coteau Field School |
| D10 | ARIK | Arikaree River |
| D11 | BLUE | Blue River |
| D11 | PRIN | Pringle Creek |
| D12 | BLDE | Blacktail Deer Creek |
| D13 | WLOU | West St Louis Creek |
| D13 | COMO | Como Creek |
| D14 | SYCA | Sycamore Creek |
| D15 | REDB | Red Butte Creek |
| D16 | MART | Martha Creek |
| D16 | MCRA | McRae Creek |
| D17 | TECR | Teakettle 2 Creek |
| D17 | BIGC | Upper Big Creek |
| D18 | TOOK | Toolik Lake |
| D18 | OKSR | Oksrukuyik Creek |
| D19 | CARI | Caribou Creek, Caribou-Poker Creeks ResearchWatershed |

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