

**LOAN/GIFT TERMS AND GUIDELINES**

**Terms of Use**

1. No destructive procedure of any kind (dissection, alteration of specimens/tags/labels, destructive sampling, etc.) is permitted unless explicitly stated on the invoice. If permitted, destructive procedures must strictly adhere to the terms agreed upon in the invoice.
2. Specimens may be used only for the purpose/project originally agreed upon. Additional or alternative uses for the specimens (e.g. sequencing the genome when the initial request involved only mtDNA sequencing) will require additional written permission from the ARDRC.
3. Any specimen derivatives produced by destructive or non-destructive procedures (e.g. histological slide preparations, removed reproductive organs, stomach contents, molds/casts, CT scans, etc.) must be returned with the specimen. See separate **ARDRC Digital Media Agreement** for more information if applicable.
4. No transfers or relocations of material to other institutions/individuals are permitted without explicit written permission from the ARDRC.
5. Use of UTA materials must be acknowledged in any resulting publications, presentations, and data repositories (e.g. GenBank and MorphoSource). **Official ARDRC institution code/collection code acronyms to be used are UTA R-XXX and UTA A-XXX for reptiles and amphibians, respectively**, where X's are the catalog numbers.
6. For tissues, preferentially cite UTA catalog numbers when available. If there is no UTA catalog number, use UTAT (tissue) number and if there is neither a UTA voucher number nor a UTAT number, then use Collector number.
7. Print and/or digital copies of all publications resulting from use of specimens must be sent to the ARDRC upon conclusion of your work.
8. Taxonomic redesignations, misidentifications, and any discrepancies in specimen data should be reported to the ARDRC collections manager for rectification.

**Wet Specimen Care & Return Guidelines**

1. The borrower agrees that the utmost care will be taken in handling specimens, particularly small or fragile individuals. Do not overly bend limbs, tails etc. as they are prone to breakage.
2. Ensure that wet specimens are kept in the dark and submerged in 70% ethanol when not being actively studied (unless otherwise stated on the invoice).
3. When specimens are out of ethanol for the purposes of inspection, be sure they are kept in a tray covered with ethanol-soaked cheesecloth when not being actively handled/inspected. This will prevent any potential desiccation.
4. When returning, first ensure all specimens on the original invoice are accounted for, wrap neatly in ethanol-soaked cheesecloth, and place in a heat-sealed bag along with no more than 30 ml of free ethanol. Place in a second heat sealed bag with enough absorbent material (original material or paper towels etc.) to absorb the liquid if the bag were to leak. Heat seal this in a third and final bag. Take care to ensure each bag is sealed securely and will not leak. **This process must be followed exactly in order to comply with US legislation permitting the shipment of flammable/dangerous chemicals (US Special Provision A180).**
5. Please use a shipping method that provides tracking, and return to:

**Gregory Pandelis**  
**Amphibian and Reptile Diversity Research Center**  
**1225 W. Mitchell St., Suite 120**  
**Arlington, TX 76013**

Please notify us when shipping and provide us with the tracking number.

6. Notify the ARDRC collections manager if you would like to request an extension of your loan. If you do not explicitly request permission, in writing, to retain a loan past its expiration date **you will be considered delinquent** and may jeopardize your ability to receive loans from the ARDRC in the future.