



SEAMAP Archiving Center

Florida Fish and Wildlife Research Institute
Florida Biodiversity Collection
100 8th Avenue SE, St. Petersburg, FL 33701-5095
phone: (727) 896-8626, fax: (727) 823-0166
email: SEAMAP@myfwc.com



Ichthyoplankton Loan Conditions

1. Loan Period: Loans are made for six months from the date of shipment. If you wish to renew the loan, a written request (E-mail is acceptable) to that effect must be received at least two weeks prior to termination. It is possible for renewal requests to be turned down if, for example, another researcher has requested the same material. Renewals are made for six months. Loan material is approved and shipped based on availability. As material becomes available from succeeding collection years, a new request must be filed.
2. Priorities: The SEAMAP Subcommittee has classified four general Specimen User Categories for priority in receiving approval for use of SEAMAP material. In order of priority, they are:
 - 1) SEAMAP Participants: SEAMAP Subcommittee members and their designees.
 - 2) SEAMAP Cooperators: Persons actively involved in SEAMAP operation, such as work group members or others directly involved in collecting data.
 - 3) SEAMAP Investigators: Persons funded through a research contract or grant (e.g., university researchers) specifically to summarize and analyze SEAMAP data relative to a general need to improve understanding of fisheries in the Gulf.
 - 4) Non-SEAMAP Investigators: Persons not specifically involved in SEAMAP activities. Graduate students wishing to use SEAMAP material must have a faculty member from their institution sponsor their loan request.
3. Conflict: The SEAMAP Subcommittee deals with any conflicts in requests for material. Their decision will be transmitted to you as soon as possible. If rejected for a loan, the reasons will be included. It may be that you will have to wait until someone else with a higher priority has used the material.
4. Fees: The SEAMAP Curator reserves the right to charge the requestor for any excessive costs in shipping or processing time. The requestor will be notified prior to shipment if charges will be assessed and advised of the amount.
5. Maintenance of Specimens: The requestor is expected to properly maintain the specimens while they are in his / her possession. Proper care includes keeping the material in a cool, dark place when not in use. The specimens are stored, and must remain in, 70% or 95% ethanol depending on the date of specimen collection. If techniques are to be employed that will render the specimens unusable for superficial morphological examination (e.g. clearing and staining) or result in their destruction, the requestor must indicate this on the loan request form. In addition, a series of specimens comprising 50% of the total material available per species must NOT be subjected to analyses other than standard external morphometric examination. In cases where material requested is rare, approval may not be



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Ichthyoplankton Loan Conditions - continued

granted for altering specimens. For anything exceeding these limitation, full Subcommittee approval will be required. Please send a letter requesting such approval to the SEAMAP Curator.

6. Report / Publication: All identifications made or corrected are to be transmitted along with material upon return of the loan. If any report(s) or publication(s) is generated in which SEAMAP material is referenced, please send an electronic copy to:

Glenn Zapfe, Plankton Unit Lead
NOAA/SEFSC/Mississippi Laboratories
glenn.zapfe@noaa.gov

7. Acknowledgment of SEAMAP material: Any SEAMAP material that is used as reference data in a report or publication must be acknowledged in the report/publication. The format of such an acknowledgment is left to the requestor, but should include that the Southeast Area Monitoring and Assessment Program (SEAMAP) made the material available and is housed at the Florida Biodiversity Collection.

This is to certify that I have read and understand the loan conditions as explained above.

Requestor's Signature

Date

Faculty Sponsor Signature

Date