



Alaska Geologic Materials Center Materials Viewing and Sampling Policy

01 July, 2015

Public Examination of Materials

The Alaska Geologic Materials Center (GMC), located in Anchorage and managed by the Division of Geological and Geophysical Surveys (DGGs), 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 GMC is open to the public during normal state working hours (Monday–Friday, 8:00 am to 4:30 pm, except State holidays); arrangements for visits after normal working hours are at the discretion of the Curator upon sufficient advance notice. Reservations for any planned visit must be made at least 1 week in advance. All samples, processed materials, maps, documents, and data reports (see below) at the Alaska GMC are available to the public for examination except those designated as confidential by the Curator. Are visitors are required to follow Alaska GMC policies. Changes to these policies may be made by an advisory board and/or DGGs management.

1. The GMC curator will maintain sample storage in orderly condition;
2. The examiner must report any missing samples, recovery interval discrepancies, misplaced core, samples in poor condition, etc. to the Curator; the examiner should NOT attempt to correct any issues him or herself;
3. No material is to be removed from the box; if an examiner wishes to remove sample material from the boxes, he/she must have the approval of the Curator;
4. If the removal of material is permitted, the examiner will be required to return the samples, envelopes, bags, slides, etc. to its original order, including the restoration of the original orientations of core in their storage boxes;
5. Be prudent when using spray bottles to wet any samples; water may NOT be sprayed on clay-rich, coal-bearing, unconsolidated, or incompetent sample material;
6. No material is to be removed from the GMC except as outlined below in the “Preparation of Materials” section;
7. Any available GMC equipment may be used by the examiner;

Preparation of Materials

Establishing project

The requester is required to contact the GMC by phone or email with his/her request for viewing or sampling material, with specifics regarding:

1. the well(s) or borehole(s) of interest;
2. the footage intervals of interest;
3. the preferred sample type (i.e. core, cuttings, plugs, pulps, thin sections, etc.);
4. whether or not the request requires sampling or cutting; if so, provide:
 - a. the analytical techniques to be used on the samples;
 - b. whether or not sample residue will be preserved;
 - c. an estimated timeframe of when results will be available from the lab;

A written request should be made at least one week before the requester plans to visit. If the requester or his/her company plans to give the sampled material to any other party for examination or processing, the requester must supply the name and contact information of the other party or parties to the Curator at the time of the request.

The Curator will hold a letter request for sampling of a "to-be-released" well for not more than three months before the scheduled release of the well. The Curator will not honor more than three such pending requests from a single company. The Curator has the right to offer data from previous sampling and/or deny any request.

Sampling Agreement

1. The Curator will confirm that the project will not duplicate previous work;
2. The Curator will determine whether or not a sufficient volume of sample (i.e. cuttings), core chips, or core exists in the collection for permanent reference;
3. The Curator will determine whether or not a potential conflict would occur with forthcoming state and/or federal oil and gas lease sales, and other state agency projects;
4. The Curator will determine if there is sufficient scientific evidence that the proposed study will achieve the intended purpose and the results will benefit the scientific community;
5. Sample materials, reports, maps, etc. may be "borrowed" or checked-out for a period of time at the Curator's discretion;
6. The Curator will outline with the requester the requirements and conditions of the project (this may be done by phone, in person, and/or by email);
7. Samples for foraminifera, palynology, and kerogen processing are to be taken all at once from the same GMC cut (material extracted) if amount of material permits (foraminifera is not required for non-marine sediments);
8. No party or individual may sample from more than three oil and gas wells or boreholes at the same time unless approved by Curator;
9. If processing of GMC materials is being performed by an agency or individual outside of the United States, then materials for only one well may be checked out of the GMC per party at any given time unless approved by Curator;
10. Students must also have their academic advisor sign the GMC sampling agreement;
11. Results from sampling may remain confidential for a time period agreed upon by the Curator and responsible individual or party.

Extraction of Materials

The Curator will allow no more than 1.5 cubic inch and no more than 25% of original sample, whichever is smaller, to be removed or cut from each sample interval or 1 foot of core, except when the Curator determines that the quantity of material allows *and* such material quantities are necessary for good results. The Curator will supervise and/or perform the sample extraction, and will allow no cuts to be made from those samples where quantity of material is less than the minimum required for permanent reference. In addition, representative samples must remain in the GMC collection. The examiner should provide his or her own sample bags, envelopes, containers, unless other arrangements have been made with the Curator.

The examiner must supply the Curator with a spreadsheet (preferred) or written list of the extracted or cut samples, including:

1. the well name or prospect and borehole of the extracted sample;
2. footage intervals from which material was extracted;
3. sample numbers of any outcrop or hand samples;
4. approximate volume of material extracted from each interval;
5. the analytical technique/analyses to be done on the sample;
6. the GMC barcode number of the box from which the sample came;

Fees

The examiner will be required to compensate the GMC for personnel costs necessary to complete the extraction and/or preparation of materials if the tasks for one requester or party in a calendar month exceed five person-hours: Alaska Administrative Code, Fees for Department of Natural Resources Services 11 AAC 05.010–11 AAC 05.900, Section 40.25.110[c].

Extracted Materials

1. The curator will track due dates for materials being processed;
2. The examiner (or processor) must contact the GMC immediately if any processing complications occur with GMC materials, or if there is a need to change the type of processing on the GMC materials;
3. The Curator will keep confidential during the processing the name of the individual or party that has "checked-out" material, although other information about who visited the facility and when is not confidential;
4. All processed material (including any duplicate slides), resultant "raw" laboratory data, as well as any remaining material/residue must be returned to the GMC within 9 months of the extraction date, unless the Curator deems more time is justified due to the nature of the project;
5. The examiner (or processor) must package all extracted materials with reasonable measures to prevent breakage.

Receiving of Processed Material

1. The Curator will confirm that returned processed material (residue, slides, reports, etc.) covers each sample and/or footage interval from which material was extracted;
2. The Curator will confirm that returned processed material fulfills all obligations of the project, and that the resulting processed materials and/or data are of high useable standards as determined by scientific professionals;
3. The Curator will upload any derivative data to the DGGS/GMC website (see below), and may provide copies or links to any associated reports/data to local, state, and federal agencies;
4. The examiner (or processor) must package all processed materials/residue sent to the GMC with reasonable measures to prevent breakage *and include the sampling agreement number within the address on the box* (see below);
5. The Curator may re-incorporate returned processed material/residue to GMC inventory as needed.

6. The Curator may deny the use of the GMC to anyone who has an overdue or outstanding sampling agreement.

GMC Data Reports

Reports of this series, published by DGGs, contain analytical and interpretive data resulting from testing by third parties on material borrowed from sample materials archived at the GMC. These reports are produced by the third party agency or company that conducted the sampling and analysis. The reports have not undergone technical peer review and should not be used or cited as reviewed data. DGGs may not have access to and thus cannot provide the digital forms of all of this data. The public may access and download the reports, free of charge, from:

<http://dgg.alaska.gov/pubs/series/dggs/geologic-materials-center-data-report>

Mailing Processed Material and Residue

Send all processed material, residue, and data to:

Alaska GMC
SAMPAG #
3651 Penland Pkwy
Anchorage, AK 99508

The SAMPAG number is the sampling agreement number assigned to the project by the Curator.