Office Use Only

IDA Labs: Days: Date:

IS(M) Sampling Yes / No

Visi

PL SSK upload Boxes H&S

Inteum Chart Meters Academic

Outlook BH/Wells FB

Inv-UKSBS Acc SN Feedback form

**Completing this form in full is mandatory and by signing below you agree to the Terms and Conditions outlined below.**

**User and Funding Type:**

Note that use of the core store facilities are charged at £318.17 + VAT for staff time to facilitate the visit per lab per day plus a Standing Charge of £145.73 per lab per visit (prices correct as at 1st May 2025, but subject to change). An [Academic Waiver can](https://www.bgs.ac.uk/download/bgs-academic-waiver/) be applied for academic use (where Grant funding is not available to cover these charges). If you are UKRI/NERC grant funded or funded via another grant or commercial organisation you are expected to apply for funding to cover the costs of the core store via your grant.

|  |  |
| --- | --- |
| BGS National Capability Project |  |
| BGS Commercially funded Project  Project Number for re-charging: Task No.: |  |
| Academic – UKRI/NERC Funded  NERC Grant Number: |  |
| Academic – Grant/Commercial funded  Grant number |  |
| Academic – not funded  (By ticking this box you are confirming that you are not industry-funded). |  |
| Commercial |  |
| Member of the public |  |
| Is this an EU funded project? | **Yes  / No** |

|  |  |
| --- | --- |
| Charge Type | Amount |
| Staff time to facilitate visit | £318.17 |
| Standing charge for lab hire | £145.73 |
| **Total (1 lab, 1 day)** | **£463.90** |
| Per hour charge for extra material | £58.29 |
| Example cost for 1 lab, 2 days | £782.07 |

Sampling

|  |  |
| --- | --- |
| Charge Type | Amount |
| Sampling – Core | £19.50 |
| Sampling – Cuttings | £13 |

**Applicant Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant (Name, Organisation): | | | | |
| Address: | | | | |
| Telephone |  | E-Mail |  | |
| Name and Billing Address if different from above: | | | | |
| Names of **All** Visitors |  | A **PO Ref No.** **IS** required for invoicing purposes | | |
| PO: | |  |
| Reg. VAT No. | |  |
| **I hereby accept these terms and conditions in full:** | | | | |
| **(**signature**)** |  | Date: | |  |
| **Ultimate Client Details When Appropriate (**Name, Organisation, Address**)** |  | | | |

**Research Details**

|  |  |
| --- | --- |
| ***Nature of Research***  ***(Please provide a short paragraph detailing this):*** |  |
| ***Publication Date of Results/Thesis:*** |  |

**We now have set collection times from Reception. Please indicate your time of arrival:**

9am for 9.15 collection  10am for 10.15 collection

If you are unable to arrive at the collection times, alternative arrangements can be made. However, you may be required to wait, subject to staff availability.

**Catering:**

Consuming food and drink is prohibited in our viewing labs, please use the seating area provided.

If you would like to arrange catering please e-mail [catering@bgs.ac.uk](mailto:catering@bgs.ac.uk) directly.

**Sampling Guidance**

If you are sampling during your visit to the Core Store, you are required to;

* **Complete the questions below prior to your visit**
* Sub-sampling will not normally be allowed at **intervals less than 1m**, unless a significant scientific reason has been submitted and agreed by our Chief Curator.
* Bring a lap-top with you; ***you will be prohibited from using your lap-top should it not carry a PAT test label indicating a test within the last 12 Months.***

|  |  |
| --- | --- |
| **Tests to be carried out: choose up to 3 below** | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| **Not on the list:** |  |
| **Reason for Testing:** | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| **Not on the list:** |  |
| **Types of data to be returned:** | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| **Not on the list:** |  |
|  |  |
|  |  |
| **Do you plan to take any subsamples from the material viewed?** | **Yes  / No** |
| **If yes, please estimate number of planned subsamples to be taken.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Borehole Name/Well Number ONLY**  ***list material in priority order*** | **Drill Core**/Bulk/Discontinuous/Core Samples/Resin Mounted Drill Core/Waxed Core Samples/Registered Borehole Specimen – delete as appropriate; for material type please see below | | | **Cuttings**/Registered Cuttings/Unwashed Cuttings – delete as appropriate; for material type please see below | |
| **Depths Required**  (Please indicate depths in metres or feet)  ***138m per lab per day only***; *if you are wishing to view cuttings in addition to drill material, you will need to reduce the amount of drill.* | | | **Depths Required**  (Please indicate depths in metres or feet) | |
| **Top** | **Base** | **Core Run** | **Top** | **Base** |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Icon | Type | Comments |
| http://www.bgs.ac.uk/images/bmd/core.gif | **Drillcore** | Continuous sticks of drillcore, usually stored as one metre lengths. Sometimes the drillcore has been sliced along the middle. |
| http://www.bgs.ac.uk/images/bmd/core_sample.gif | **Discontinuous core** | Similar to drillcore, except that there are a number of gaps. |
| http://www.bgs.ac.uk/images/bmd/core_sample.gif | **Core samples** | A representative set of drillcore samples. |
| http://www.bgs.ac.uk/images/bmd/sample-bag.gif | **Bulk samples** | A series of bagged samples of known depth ranges, typically used for microfossil or geochemical analysis. |
| http://www.bgs.ac.uk/images/bmd/core_sample.gif | **Waxed core samples** | A reference sample, usually from a hydrocarbon well, preserved in wax. Not usually available for subsampling. |
| http://www.bgs.ac.uk/images/bmd/core_sample.gif | **Resin mounted drillcore** | A reference section of drillcore, usually from a hydrocarbon well, preserved in resin. Not usually available for subsampling. |
| http://www.bgs.ac.uk/images/bmd/rock.gif | **Registered borehole specimen** | A series of hand specimen sized samples of drillcore, individually registered with depths and accession numbers. Many also have a list of fossil identifications or comments on petrology. |
| http://www.bgs.ac.uk/images/bmd/cuttings.gif | **Registered cuttings** | Washed & dried cuttings, usually only a few tens of grams. |
| http://www.bgs.ac.uk/images/bmd/cuttings.gif | **Unwashed cuttings** | Unwashed cuttings, complete with fines and drilling mud. Usually several hundred grams. |

**Terms and Conditions Form for Access to the NGR Keyworth Core Store**

Access to view core or samples from any released well will be granted to any person wishing to do so; for cores and samples from unreleased wells, access will only be granted on receipt of written permission from the current licence holding well operating company. All access is conditional upon the timely lodging of raw data, interpretative reports, prepared samples, and residues from previous visits.

**1. Conditions of Access**

1. Access will only be granted on receipt of a completed application form (above)e. Fill in the details of material needed and depth ranges by accessing the online databases at <https://www.bgs.ac.uk/data/databases.html> and <http://www.bgs.ac.uk/geoindex/>
2. On receipt, the application form will be checked, and the viewing authorised. The room booking will then be confirmed.
3. The cost of laboratory hire is \*£318.17 + VAT for staff time to facilitate the visit per lab per day plus a Standing Charge of £145.73 + VAT per lab per visit.  The minimum booking fee to secure one lab per day is \*£463.90 + VAT.  This fee includes up to four hours of staff time (to cover two technicians to lay out and return material to the store).  If the retrieval of the requested material is expected to be particularly complex (i.e. because the material is stored in multiple separate pallet locations and therefore it will take longer than normally expected to service the laboratory) we may apply an additional cost recovery rate of £58.29 + VAT per hour. We will assess the complexity of the request in advance (i.e. the amount of staff time to retrieve the core/material requested) and prepare a quotation for the visitor to approve before arrival. If visitors request additional material to be brought out during their visit, and it is resource intensive or complex to facilitate, an additional cost recovery rate of £58.29 + VAT per hour may be applied. This charge is waived for non-funded academics on production of evidence, e.g. letter from supervisor or signed academic waiver, stating all works are for academic purposes only, however Academics are also encouraged to request funding for lab hire via their grant funding. ***\* This fee is subject to change to reflect staff costs***
4. All cores and samples must be treated with the utmost care as this is the National Archive. Any process or technique that might cause damage to the core and samples should not be used unless authorised in advance by the Chief Curator.
5. Completion reports and well logs in the public domain may be available on request.
6. You agree that any research you publish that includes information or data arising from your access will acknowledge BGS’s support in granting you access. See also clause 4 vii below.
7. Your booking is effective upon confirmation from BGS and shall remain until your visit to the BGS Core Store is completed, or unless you apply to BGS in writing to cancel your booking. The total lab hire fee for your booking will be charged if your booking is cancelled fewer than 14 calendar days before your visit and if the Core Store is unable to replace your booking with another booking.
8. The Core Store is an active warehouse operation and will have forklift trucks and heavy lifting equipment in operation during opening hours. Visitors should be aware of these movements and follow the Core Store briefing on arrival making sure they are aware of the movements of vehicles whenever they step from area to area.  For the Health & Safety of all our visitors, visitors will only have access to the lab(s) allocated to them during their visit and the welfare facilities (tea/coffee area and toilets) provided.  Access to other areas of the Core Store are strictly prohibited. Should any visitors have any safety concerns during their visit they are required to raise them immediately with the Core Store staff.
9. Users of The National Geological Repository (NGR) are requested to add an acknowledgment to any published work created from work carried out at the NGR. Please use the citation below and add/amend details as necessary. “We are grateful to [actual names, (British Geological Survey)] for help with [e.g making the core material available / specimens available / curating the specimens]. This work includes information obtained from the National Geological Repository (NGR), British Geological Survey. Reference IDAxxxxxx [as quoted in our correspondence].”

**2. If We Change Your Booking**

In the unlikely or unforeseen event that it becomes necessary to change or cancel your booking for reasons outside our control (e.g. closure of our offices for H&S reasons, staff sickness, etc), in total or in part, BGS will inform you as soon as is reasonably possible and hopefully before you have booked transport and/or started your journey. In such circumstances, BGS will then offer you the choice of:

1. accepting the changed arrangements, perhaps where a part of the BGS service is offered.
2. subject to availability, booking another visit date at the Core Store,
3. cancelling the booking completely.

**3. Our Commitment to You**

Where part of the BGS service is delayed or cannot be offered, BGS will make all reasonable efforts to ensure that other services you have arranged from us are provided. BGS accepts, to the full extent of law, no liability or responsibility whatsoever where, through reasons outside our control, we are unable to offer you the services so requested and agreed, which includes any alternative arrangements.

In circumstances where, through the willful or negligent actions of BGS staff, any compensation is agreed with you to cover any direct losses you may have suffered, these will not extend to any indirect damages or losses or any loss of contract or opportunity, loss of profit or loss of revenue, whether direct or indirect, even if you have advised us of the losses or if they were within its contemplation.

In all cases the aggregate liability of BGS to you for any direct losses, any negligence or arising in any other way out of the subject matter of this Agreement will not exceed the value of the booking. Nothing in these terms and conditions excludes or limits the liability of BGS for death or personal injury arising from its negligence, or for fraud, or for any other liability that, by law, cannot be excluded or limited.

4**. Condition of Sampling**

Permission to sample will only be granted at the discretion of the Core Store Manager, based on the following sampling rules:

1. Sampling must follow the procedure described in “Record of Samples Taken during Inspection” i.e. all subsamples taken during the visit must be bar-coded and referenced by these unique numbers in all data and reports produced. A sampling fee of £13 + VAT for each sample taken from cuttings and \*£19.50 + VAT is charged if sample is taken from core. Sampling will not normally be allowed at **intervals less than 1m**, unless a significant scientific reason has been submitted and agreed by our Chief Curator. *\* This fee is subject to change to reflect staff costs*
2. Sample size (cores) is limited to that required for a thin section plus a palynological, micropaleontological, geochemical or SEM analysis. (Usually small chips from side)

Sample size (cuttings) is normally 5-10 grams but where sampling would deplete the archived set to below 25g permission should be obtained by applying directly to BEIS/NSTA. (Information on request)

1. All samples, sample preparations, residues, thin sections etc. that are produced remain the property of the BGS and are to be returned to the store immediately following the completion of the study. Such items must be safely and securely packed and delivered free of any charges, taxes, duties, etc. To the Core Store Manager, British Geological Survey, Keyworth, Nottingham NG12 5GG. Email advice of the contents and despatch details should be sent to: [kwcorestore@bgs.ac.uk](mailto:kwcorestore@bgs.ac.uk)
2. BEIS/NSTA requires investigators to provide the basic analytical results of all investigations within 3 months, and the interpretation of this data within 6 months of the sample removal. These should be deposited via the BGS portal, see below. Raw data will be held confidential for two years and interpretive reports for five years from the date of sampling. Thereafter copies may be obtained from the BGS, subject to the usual procedures for the supply of data. Failure to comply with this may result in the withdrawal of access to the BGS Core Store.
3. It will not normally be permitted for a second company to duplicate an analysis at previously sampled horizons. Any subsequent applicant will be expected to sample above or below previous samplers. Where a subsequent applicant has a strong scientific case to duplicate a previously sampled horizon, they may apply to BEIS/NSTA for authorisation to contact the original sampler, who shall then make the basic analytical results available, either freely after 6 months from the date when they received the analytical results, or at a proportion of the analytical costs, not exceeding 50%, before 6 months from the date when they received the analytical results.
4. If you wish to publish results from your sampling as part of your academic research, you agree to acknowledge BGS as follows: “Based upon sample supplied under Loan Number CoreXXXXXX (*core number provided by BGS*) British Geological Survey © UKRI”. If you wish to publish results from your sampling in connection with any commercial activity, you agree that this will be subject to prior, separate, written agreement from BGS: please contact [ipr@bgs.ac.uk](mailto:ipr@bgs.ac.uk).

**5. Introduction of non-BGS hazards and risks**

BGS will not allow hazards or risks introduced by customers such as chemicals, gases, tools, or processes brought on site. If it is necessary for your analysis of BGS materials to introduce such processes, 10 working days’ notice will be required along with the appropriate documentation which may include but are not limited to, risk assessments, method statements, COSHH assessments, MSDS and safe systems of work. We must be informed of any chemicals or gasses in advance and in what form they will arrive on site before permission is given. Domestic gasses and tools will not be permitted.

**6. Depositing Data From Analysis:**

1. It is mandatory for all raw data/interpretative reports plus preparations/residues being deposited with the BGS, to be clearly identified by the Loan Number and with all the SSK numbers.
2. Please deposit your data using the [online data deposit application](http://transfer.bgs.ac.uk/ingestion) (http://transfer.bgs.ac.uk/ingestion). On the ‘Data description’ tab please tick ‘Yes’ in the ‘NGR Sample analysis data’ box. This ensures we relate your data to the core sampled at the National Geological Repository (NGR) Core Store at BGS.
3. **The data you deposit must conform to the following data quality requirements:**
4. All abbreviations are explained.
5. All borehole/well names are included and in full.
6. All borehole/well depths and depth units are included.
7. Contain all parameter value names and units.
8. Be in an acceptable format (see list) e.g. csv, Word, PDF.
9. If appropriate provide a separate report containing analysis methodology
10. If your results contain results for material not sourced from the BGS, inform us at the time of deposit.
11. SSK numbers listed within the data/report.

**7. Slide Viewing**

Access to the slide collection can be arranged by telephoning or writing to the Core Store (no application form is necessary). The cost of slide viewing is £75.00 + VAT per day (waived if viewing is in conjunction with laboratory hire).

**8. Equipment**

**Equipment Use**

Under the normal use of equipment both parties agree that the individual assigned to operate the equipment must be trained on the operation of and recognises the hazards of the equipment.

Where a customer provides/loans equipment for use by themselves or BGS staff, the equipment must be serviceable and fit for purpose. Following use equipment will be returned to the customer/owner in the condition, subject to fair wear and tear, it was received. The customer/owner must take responsibility for any damage/repairs, including parts and labour. Where the equipment is used in a reasonably professional and appropriate manner, however such use results in malfunction or damage to the equipment, BGS provides no warranty. Customers/owners are encouraged to inspect equipment following any use prior to it being removed by the BGS site, and to bring to the attention of BGS staff any damage or equipment malfunction.

**XRF**

Individuals visiting BGS are welcome to use Hand Held X-Ray Fluorescence Spectrometry (HH-XRFS) in the Core Store for in-situ geochemical analysis of samples. Nevertheless, BGS has responsibility for the safety of its own staff to ensure that various safe systems of work are in place and that local staff are informed. If you wish to undertake such analysis, please inform the BGS at your earliest to enable the BGS to process the additional paperwork required for such a visit.

**Microscopes**

Standard binocular microscopes are available in each lab and a basic polarising microscope is accessible on request when thin sections are available. Access to a higher resolution petrological microscope with image capture can be pre-booked - there will be a charge for commercial customers.

**11. Privacy Policy**

All personal data provided to the British Geological Survey will be processed in accordance with the current UK data protection legislation. Further information on how we use personal data, and how you can exercise your rights as a data subject, can be found in our [Privacy Notice](https://www.bgs.ac.uk/legal-and-policy/privacy/).

**12. For Information:**

* Core Store Opening Times: Mon – Thurs 9.00 – 5.00 & Fri 9.00 – 4.30
* For published maps/reports please contact our Sales Desk [sales@bgs.ac.uk](mailto:sales@bgs.ac.uk)
* To view available borehole records please access the Borehole Scan Viewer on our website <http://www.bgs.ac.uk/data/boreholescans/home.html>
* If you wish to order a Bespoke or Standard Geological Report please refer to [www.bgs.ac.uk/georeports](http://www.bgs.ac.uk/georeports)
* If you wish to view archive data from the National Geosciences Data Centre, a separate visit must be arranged via [enquiries@bgs.ac.uk](mailto:enquiries@bgs.ac.uk) .

***Please be aware that your Company will be credit checked for the purposes of setting up an invoice account with the British Geological Survey.***