ZOOARCHAEOLOGY AND OSTEOLOGY COLLECTIONS OF THE UNIVERSITY OF TARTU
Jakobi St. 2, rooms 005 and 006
Tartu 51014, Estonia
www.arheo.ut.ee

SAMPLING PROTOCOL TÜ PP No. ____ Date _____

I SPECIMEN(S)

No.	Archaeological site and excavation year	Collection/specimen inventory/skeleton No.	Description of the specimen (taxon, skeletal element, body side, age, sex, etc.)	Box No.
1				
2				

Inv. No.	Photo(s) before:	Photo(s) after:

1) the whole specimen is taken for the analysis and will be destroyed ☐
(add photo of the specimen in the protocol)

2) a sample is taken from the specimen ☐
(add photo before and after the sampling in the protocol)

3) the whole specimen is taken to another institute/lab for sampling ☐
(add photo before and, if possible, after the sampling in the protocol)

Comments:

II AIM AND PROCESS OF THE SAMPLING AND ANALYSIS

1. Type of the analysis (name, method, necessary size/quantity for the sample)**:**

2. Aim and expected result of the analysis:

3. Description of the sampling process (stages, size/quantity of the sample, used tools, packaging, photos of the process if needed, etc.)**:**

4. Description of restoring the specimen if needed, or state whether the whole specimen will be used for the analysis:

5. Expected time for completing the analysis:

6. Deadline for submitting the analysis report to the zooarchaeology/osteology collection (lab report or information about successful/unsuccessful samples)**:**

III PERSON TAKING THE SAMPLE AND CONDUCTING THE ANALYSIS

1. Person taking or mediating the sample (name, profession, affiliation, phone/e-mail)**:**

2. Name and number of the project, if the analysis is part of a project:

3. Institution/lab performing the analysis:

4. Person responsible for conducting the analysis (name, profession, affiliation, phone/e-mail)**:**

5. First right for publishing the results of the analysis (who are authors, etc):

IV RETURNING THE SPECIMEN, SAMPLE, OR ITS LEFTOVERS

1. After the analysis, the sample or its leftovers:

will be returned to the zooarchaeology/osteology collection of the University of Tartu ☐
will not be returned to the zooarchaeology/osteology collection of the University of Tartu ☐

2. Deadline for returning the specimen/sample or its leftovers to the zooarchaeology/osteology collection of the University of Tartu:

V OBLIGATIONS AND SIGNATURES

1. Person responsible for the zooarchaeology/osteology collection of the University of Tartu (name, date, signature)**:**

- ✓ I have provided the specimen for the analysis and, if needed, will support it with metadata.

2. Person taking the sample (name, date, signature)**:**

- ✓ I have received the sample and will follow the most non-destructive sampling method possible. I will organize the restauration of the specimen, if it was damaged in the course of sampling, and if the restauration is required by the person responsible for the collection.
- ✓ I will use the sample only for the aim declared in this protocol and not forward the sample or its leftovers to any third person/institution.
- ✓ I will return the specimen or the sample or its leftovers to the zooarchaeology collection of the University of Tartu by the time noted in this protocol.
- ✓ I will deliver the analysis report to the zooarchaeology collection of the University of Tartu by the time noted in this protocol.

3. Supervisor (in case of students, incl. PhD students; name, date, signature)