

**Application:
Invasive sampling of
animal remains**



Details of the applicant

Name:

Institution with address:

Telephone number:

E-mail address:

If applicable, supervisor including contact details:

Information about the site and sampling

Name of the place of discovery and, if applicable, Maßnahmennummer of the Landesamt für Denkmalpflege:

Approximate period

Number of animal bones to be sampled per species and number of samples. A justification for the number of samples and the indication of a minimum number is required:

Which invasive methods will be used, which bone element or tooth is required (please indicate sizes or weight)? (e.g. strontium isotope analysis: enamel of the third molar, 0.05g)

Which procedure for sampling will be used (e.g. removal of the entire skeletal element, preparation of a bone cross-section, drilling of the cervix of the tooth, etc.)

Description of the research project:

Project name, project details and, if applicable, details of the expertise (in the case of larger projects, please attach a separate document)

Is it planned to submit an application for funding with SPM material?

Yes

No

If yes, with which funding body (the application must be enclosed):

Should the samples be analysed in the applicant's laboratory?

Yes

No

If no, please include the name and contact details of the analysing laboratory:

Are other teams/applicants/cooperation partners involved?

Yes

No

If yes, please insert the names and contact details:

How are the results to be published and what is the estimated time until then?
(e.g. also in the context of dissertations etc.)

I have read the conditions and agree to them

Date

Signature

Conditions and guidelines

Requests from external institutions for invasive sampling of SPM material will from now on be decided on a case-by-case basis only after submission of a complete application. The deadlines for submission are:

- Submission by 1 April of the year: The applicant receives the decision by mid-June of the same year.
- Submission by October 1 of the same year: The applicant receives the decision by mid-December of the same year.

The complete application must be submitted to the SPM secretariat, either by post or by e-mail: poellath@snsb.de

If funds are to be raised for the analysis of SPM material, the scientific question and objectives of the method used and the minimum number of samples must be clarified with the SPM in advance. **Afterwards, the permission for sampling must be applied for.** The complete application must be submitted to the SPM. It is only possible to include material from the SPM in applications for funding if the applicant has written permission from the SPM for sampling. In principle, no retroactive permission for destructive sampling is given. The SPM must be listed as a partner in funding applications. Costs for the obligatory standardised diagnostic findings for human skeletal material or the morphological determination of animal bones and documentation of the samples are to be included in the application. Permission to sample is specific to each application submitted and must be obtained separately for each application for funding.

If the analyses are carried out as part of a final thesis, an additional statement from the supervisor must be provided. If some or all laboratory analyses are to be carried out by a third party, the contact information of the respective laboratory must be provided. SPM reserves the right to contact the laboratory directly.

The decision about the permission for destructive sampling is the responsibility of the SPM management together with the conservators. The decision committee may include representatives of the Landesamt für Denkmalpflege, if animal remains from Bavaria are involved, as well as other experts, who are consulted depending on the disciplines involved and methods applied.

Sampling must be as minimally invasive as possible. Sampling of neonatal remains and pathologically altered skeletal elements is normally not permitted.

Prerequisites for destructive sampling are

- The animal bone material to be sampled must be recorded in the OssoBook database prior to sampling. Unidentified material must be analysed beforehand. If necessary, the costs for this have to be paid by the applicant.
- Any skeletal element to be sampled must be documented photographically beforehand. The SPM also reserves the right to request additional images of the skeletal element or 3-D scans in case of particularly valuable or rare material. The costs for this have to be paid by the applicant.
- The SPM insists on a copy of all information obtained from the respective material. All results must be communicated to the SPM in writing without delay. All publications must be sent to the SPM. All unused material must be returned after completion of the study.
- The applicant accepts the terms of the Material Transfer Agreement and enters into a contract with the SPM after the application has been granted.

Reasons for refusal for invasive sampling of SPM material can be:

- The applicant has previously violated the SPM guidelines listed here.
- Previous studies of the applicant with SPM material have not yet been published or the results have not yet been submitted to the SPM in writing.
- The information gain of the planned study is not considered to be large enough or the information can also be obtained by non-invasive methods.
- The methods to be used do not correspond to the state of research or have not yet proven themselves sufficiently.
- The desired material is not considered suitable for the formulated question. In this case, SPM reserves the right to propose other material.
- Other working groups, including those of the company, work on the same or similar questions with SPM material.
- Another working group or staff of the company is working on the desired material (this applies even if the question is different).
- The conservation status of the requested material is not sufficient (for example, too few skeletal elements are preserved).
- The requested individual is very rare or unique for its time, region or burial place
- The ethical concerns outweigh the research gain.

In the event of false information or violation of the conditions listed here and the concluded contractual agreements ("Material Transfer Agreement"), SPM will send a written warning to the person in question and, if applicable, his or her supervisor. Repeated violations will result

in the removal of the collection material from the person concerned and no further access to the collection will be granted in the future.