



McCracken Core Library and Research Center Policy and Procedures

Missouri Geological Survey fact sheet
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McCracken Core Library and Research Center

Missouri Geological Survey (MGS) provides examination and sampling of subsurface geologic materials for research purposes to interested individuals, businesses and organizations at the discretion of the state geologist. To request core or cutting samples from the McCracken Core Library and Research Center, use the Sample Request Form that is available online at dnr.mo.gov/forms/780-2220-f.pdf.

Examining Core and Cuttings

- Persons interested in examining subsurface geological materials (core or cuttings) from McCracken Core Library and Research Center must do so at the facility.
- MGS does not lend core or cuttings.
- McCracken is open to the public Monday through Friday, by appointment only. To schedule an appointment, please call 573-368-2100.
 - Dates and times for observing holdings must be coordinated with the McCracken Facility Operator (MFO).
 - A minimum of three business days are required by the MFO to make samples available for examination.

Rules for Sampling Core and Cuttings

- Sampling of core and cuttings is permitted at the discretion of the state geologist.
- Sampling by non-MGS personnel is prohibited.
- All samples will be cut, bagged and collected by the MFO.
- No more than one-half of a core or cutting may be sampled without written permission from the state geologist. Sampling that would result in the total loss of a core interval is not permitted.
- Individual core samples may not exceed 2 cubic inches or a 1-inch plug. If a larger sample size is needed, scientific justification must be provided. It is the state geologist's discretion as to whether a larger sample(s) may be taken.

An individual or group may take a maximum of 100 samples per visit. The total number of samples pending return for an individual, or for an entire company, agency or institution is limited to 200 samples.

Requesting a Sample

1. Anyone requesting a sample of the holdings must fill out, sign and submit the Sample Request Form MO 780-2220, available online at dnr.mo.gov/forms/780-2220-f.pdf. Students must provide name and contact information for the primary professor.
2. After the form has been approved, the samples will be collected by the MFO.
3. A Sample Requestor Card must be placed in the appropriate core or cuttings box location. The card must include: name of individual and organization on the Sample Request Form, date removed, depth interval and type of analysis to be performed.
4. All materials not destroyed or utilized for analysis must be returned to MGS within one year of sampling date.
5. A copy of all analytical results (e.g., chemical, petrophysical, paleontological, petrographic data), publications, reports, theses, dissertations or other data generated as a result of analysis of core or cuttings must be submitted to MGS within one year of sampling, unless prior arrangements have been made with MGS staff and clearly noted on the Sample Request Form.
6. Analytical data must be in the specified digital format described in the "Data Return Policy" in the next section of this document.
7. Any thin sections, polished sections or slabs prepared from the materials must be returned to MGS within one year. Thin sections must be clearly labeled with the MGS library number, well name and depth interval.
8. Any fossils recovered from MGS holdings for use in biostratigraphic or paleontologic studies must be housed in a recognized paleontologic repository after completion of study. Repository facilities at a university or museum are acceptable, upon approval of the state geologist. Repositories located in Missouri are preferred. Repository file or catalog numbers for these collections must be recorded and submitted to MGS within one month after

being repositied. Established paleontologic repositories in industry facilities may be acceptable for storage of such collections, if agreed in advance. If industry repositories are utilized, the following provisions hold:

- a. File or catalog numbers of all collections must be submitted to MGS within one month after being repositied.
 - b. Such collections will be fully accessible to MGS personnel.
 - c. Such collections must be available on loan to MGS for periods of up to one year after paleontologic or biostratigraphic studies are completed by the interested party.
9. Results of laboratory tests or other analyses performed on MGS materials will be held confidential by MGS for a period not to exceed one year, when requested by the borrower and applicable according to Missouri Sunshine Law, Chapter 610 RSMo.

Data Return Policy

1. MGS staff reserves the right to prohibit future sampling until data are submitted, properly labeled and formatted in accordance with these policies.
2. All thin sections, polished sections, slabs, analytical data, and other products derived from the collection at McCracken Core Library and Research Center must be submitted within one year from the date of sampling. If analysis has not been conducted, the samples collected must be returned with appropriate labeling. All data must be submitted in digital form. Small files may be emailed, large files greater than 8 MB must be sent on a CD-ROM or DVD.
3. If data are from multiple drillholes, data for each must be submitted in its own file.
4. Data files must be in Microsoft Excel (xls orxlsx) format and include the MGS library number, well name, depth and analytical results.
5. Accompanying text, if necessary, must be in Microsoft Word (doc or docx) format
6. A key must be provided to explain all abbreviations. The type of analysis and equipment used must be included.
7. Scanning electron microscope images and photomicrographs must be clearly labeled with the MGS library number, depth and scale. Images must be in Adobe Portable Document Format (pdf), Joint Photographic Experts Group format (jpeg or jpg) or Tag Image File Format (tiff).
8. Thin sections must be marked with the MGS library number, well name and well depth.
9. For companies or agencies involved in a merger or acquisition, the new and/or parent company is responsible for submitting data to MGS in a timely manner. Companies are responsible returning unused material, data, and thin sections to MGS.