**Regulations and Application 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**

i. Access will only be granted on receipt of a completed application form. Forms can be obtained by directly contacting the Core Store or through the BGS website. Fill in the details of material needed and depth ranges by accessing the online databases at <http://www.bgs.ac.uk/data/databases.html>

ii. On receipt, the application form will be checked and the viewing authorised. The room booking will then be confirmed.

iii. The cost of laboratory hire is £120.00 + VAT per day (this charge is waived for academics on production of evidence, e.g. letter from supervisor or signed academic waiver, stating all works are for academic purposes only).

iv. 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.

v. Completion reports and well logs in the public domain may be available on request.

**2. 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 £10 + VAT is charged for each sample taken.
2. Sampling will not normally be allowed at intervals smaller than 1m.
3. Sample size (cores) is limited to that required for a thin section plus a palynological, micropalaeontological, 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 the DECC. (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.
2. The DECC 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 sent to the BGS for attention of the Core Store Manager. 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.
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 DECC 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.

**2. 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).

**3. Microfilm Viewing**

A set of well logs on microfiche is available for viewing free of charge. Bookings can be made by telephoning or writing to the Core Store (no application form is necessary).

**N.B. Failure to comply with the above rules may result in restriction of access.**

**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) .

**Application to examine Core and Core Samples**

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| APPLICANT (Name, Organisation) | | | | | | |
| Address | | | | | | |
| Telephone/Fax |  | | | E-Mail |  | |
| Name and Billing Address if different from above: | | | | | | |
| **Names of All Visitors** |  | | | PO Ref No: |  | |
| ***(Academics Only)***  ***Reason For Visit:*** | |  | | |
| ***Source of Research Funding:*** | |  | | |
| ***Publication Date of Results/Thesis:*** | |  | | |
| Nature of Research | | |  | | |
| Sampling Residue And Type: | | |  | | |
| Analytical Report Type: | | |  | | |
| Estimated Date Published: | | |  | | |
| Interpretive Report(s) Type: | | |  | | |
| Estimated Date Published: | | |  | | |
| Release if Applicable: | | |  | | |

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| --- | --- | --- | --- | --- |
| **Borehole or Sample ID;** list material in order of priority | **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) | | **Depths Required**  (Please indicate depths in metres or feet) | |
| **Top** | **Base** | **Top** | **Base** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Icon | Type | Comments |
|  | **Drillcore** | Continuous sticks of drillcore, usually stored as one metre lengths. Sometimes the drillcore has been sliced along the middle. |
|  | **Discontinuous core** | Similar to drillcore, except that there are a number of gaps. |
|  | **Core samples** | A representative set of drillcore samples. |
|  | **Bulk samples** | A series of bagged samples of known depth ranges, typically used for microfossil or geochemical analysis. |
|  | **Waxed core samples** | A reference sample, usually from a hydrocarbon well, preserved in wax. Not usually available for subsampling. |
|  | **Resin mounted drillcore** | A reference section of drillcore, usually from a hydrocarbon well, preserved in resin. Not usually available for subsampling. |
|  | **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. |
|  | **Registered cuttings** | Washed & dried cuttings, usually only a few tens of grams. |
|  | **Unwashed cuttings** | Unwashed cuttings, complete with fines and drilling mud. Usually several hundred grams. |