

Accession Record Worksheet

For INTERNAL use only.

All records must be approved by Collection Manager.

Accession Number:

yyyy-sequence number



Non-Vertebrate Paleontology Laboratory

JJ. Pickle Research Center ■ 10100 Burnet Road ■ Building 122 ■ Austin TX 78758

phone: 512-232-5384 fax: 512-471-6090

Section 1- Permitting and Importing Customs

Domestic Collecting Permits:

	Yes (attached)	No	Applied For/ETA	N/A
Bureau of Land Management permit				
Federal Collecting permit				
State Collecting permit				
US Fish & Wildlife Service salvage permit				
State Salvage permit				
Other –please specify (private landowner permission to collect, NAGPRA permit if collected on tribal lands etc)				
Notes:				

Reviewed by:

Date:

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INTERNATIONAL Permitting:

	Yes	No	In Process/ETA	N/A
Collecting Permits (source country)				
Export Permit (source country)				
US Declaration for Importation form 3-177				
Antarctic Conservation Act permit				
Is the source country a CITES signatory?				
Are any anticipated specimens CITES list? If YES, complete 1-3.				
1) <i>US Fish & Wildlife Dept. validation stamp</i>				
2) <i>Copy of the source country's CITES export permit</i>				
3) <i>US CITES import permit</i>				

Comments (any potential conflicts or problems):

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Section 2- Source of Donation

Donations/Imports from within the UT Austin system

	Yes	No	N/A
Original or copy of field notes for specimens in the accession			
Original or copies of any correspondence relating to this accession			
Signed Deed of Transfer form (or acceptable substitute documentation)			
Permits from Section 1			
Other:			

Donations/Imports from institutions outside the UT Austin system

	Yes	No	N/A
Catalogs and field notes regarding donated specimens. (copies OK)			
Transmittal form or letter from appropriate authority at the institution of origin			
Signed Deed of Transfer form (or acceptable substitute documentation)			
Permits from Section 1			
Other:			
Notes:			

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Section 3- Intake and reposit

Post processing

TASK	Completed	Name	Date
Letter of thanks			
Accessioned			
Specimens unpacked and checked			
Assign NPL numbers and storage location			
Number Specimens			
Photography			
Update Database			
Print Labels			
Specimens rehoused in repository			
Notes:			

Range of NPL numbers assigned:

NPL _____ through NPL _____

Follow up with donor required:

Reviewed by:

Date: