

**KEYS MARINE LABORATORY
SPECIMEN COLLECTION REQUEST**

This form will be used by the Keys Marine Laboratory board to review requests for scientific collecting requests. Please be as descriptive and thorough as possible in completing this form. Please submit the completed form to the Keys Marine Laboratory Operations Manager via email or fax to (305) 664-0850. If you have any questions please contact Lisa Tipsword or any other staff members of the lab at (305) 664-9101 or fax (305) 664-0850. Email: lisa.tipsword@fwc.state.fl.us

NAME: _____

SHIPPING ADDRESS: _____
(not a PO Box)

City State Zip

PHONE NO.: _____

FAX NO.: _____

E-MAIL ADDRESS: _____

PREFERRED DATE FOR RECEIPT: _____ (YOU MUST SPECIFY, A.S.A.P. IS NOT SPECIFIC!)

MOST CONVENIENT AIRPORT (IF PLANNING AIR SHIPMENTS): _____ *OR*

FED EX ACCOUNT #: (cannot ship without this) _____

SIGNATURE: _____ TITLE: _____

REQUEST DATE: _____

BILLING INSTRUCTIONS: YOU MUST CHECK ONE AND PRINT BILLING ADDRESS

PLEASE NOTE --- MAKE ALL CHECKS PAYABLE TO USF/FIO

Bill my institution _____ Bill me personally _____ Other _____

Billing Address (will use shipping address if none listed below):

Tax ID#: _____

PERMIT REQUIREMENTS: If the harvest of the species you desire is regulated or protected, you MUST obtain all necessary permits (FWC SAL, FKNMS, Everglades National Park). (Refer to <http://keysmarinelab.org/specimens/specimens.html>; KML Sampling & Collecting Guide)

IACUC PROTOCOLS for all vertebrate research and education at KML: Research and education groups at KML are required to provide their **approved IACUC Plan** from their home institution for KML/FIO review and approval. These plans must be received **45 business days** prior to your arrival to allow adequate time for our review process.

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BRIEF DESCRIPTION OF PROJECT: (Please describe what species and quantity and what you hope to learn from these specimens or include the abstract from your proposal)

SPECIAL INSTRUCTIONS (collecting, holding or shipping needs):