Center for Applied Isotope Studies
UNIVERSITY OF GEORGIA

CAIS Geochronology Lab
Sample Submission Form Instructions

The purpose of this form is to ensure adherence to sample acceptance policies, to streamline importation of samples from outside the US, and to document the disposition of samples after analysis is complete. The most recent version of the sample submission form must be completed for all sample submissions. Analysis will be delayed until this form is completed. Please feel free to contact us (cais@uga.edu) if you have any questions.

Analysis Requested – Select the analyses needed (radiocarbon, stable isotopes, or both). If your request is not listed or varies by sample, select "Other" and explain.

Submitter Information – Provide complete contact details for invoicing. Include procurement or third-party billing information if required. Note: billing rates (internal versus external) are based on the billing address. Include any additional information that your institution requires to process the invoice. All financial approvals and invoicing instructions must be secured before submission. Invoices cannot be modified after issuance.

Account Information – Include PO number, project or grant name/number, or UGA account number (chart string or speed type) as applicable.

Project Overview – Provide a project name and description of site context, conditions, and research goals. This helps assess sample suitability and potential issues. Incomplete information may delay or prevent acceptance.

Sample Inventory – For each sample (use a spreadsheet for large batches), include:

- **Sample ID:** Use a unique identifier (avoid simple numbers like "1" or "2").
- **Collection type:** Archaeological, botanical, zoological, mineralogical, anatomical, forensic, or paleontological
- **Description/composition:** What is it/what is it made of (e.g., human bone, plant material, shell).
  - *Note: Contact CAIS before submitting soils/sediments.*
- **Quantity:** Weight or volume of sample
- **Estimated age:** (if known) – this may influence our pretreatment approach.
- **Potential contaminants** that may affect the results.
- **International shipments:** see International Shipping instructions for HTS code and declared value.

SAMPLE INVENTORY: All samples are for scientific study.							For international shipments to CAIS *See instructions*	
UGAMS # CAIS use only	**Sample ID**	**Collection Type** Archaeological, geological, etc.	**Sample Description and Composition**	**Quantity (mg/g)**	**Estimated Age**	**Potential Contaminants**	**HTS Code**	**Declared value**
Example 1	*9CH1-EU99-21*	*Archaeological*	*Animal bone tool*	*5 g*	*AD 1100*	*Acrylic glue*	*9705.10.0010*	*$1*
Example 2	*CSZ Burial 4a*	*Anatomical*	*Human femur fragment*	*5 g*	*Holocene*	*Elmer's glue*	*9705.22.0000*	*$1*

Sample Disposition – Choose one. See CAIS Service Policies for details.

- **Return** (client pays; not available for international or soil/sediment samples);
- **Donate** (used by CAIS for training/quality control/method development after a 5-year embargo period);
- **Destroy** (samples retained for ≥6 months then destroyed).

Research Authorization – Confirm all approvals are in place and samples meet CAIS acceptance policies **before** submission. This includes purchase orders and negotiation of terms & conditions.

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CAIS USE ONLY Form version 7-17-26

RCS #_____

Date Accepted _____

Project name _____

Please **COMPLETE**, **PRINT**, and **ENCLOSE** a copy of this form with your sample.

CAIS Radiocarbon Dating Laboratory
120 Riverbend Road
Athens, GA 30602-4695

Phone: 706-542-1395
Fax: 706-542-6106
Email: cais@uga.edu

ANALYSIS REQUESTED (Check all that apply)

Radiocarbon Dating		*Stable Isotope Ratio Analysis*	
☐	AMS Dating (includes $\delta^{13}C$)	☐	$\delta^{13}C$ and $\delta^{18}O$ on Bioapatite or Carbonates
☐	Calibrating AMS dates (no charge)	☐	$\delta^{13}C$, $\delta^{15}N$ and C:N ratio on Collagen
☐	Rush service (7 day – inquire first)	☐	Other:

SUBMITTER INFORMATION

Submitter Mailing Address:

Name					
Organization					
Street Address					
City		State/Country		Zip	
Telephone		Fax			
Email					

Submitter Billing Address:

Name					
Organization					
Street Address					
City		State/Country		Zip	
Email					

Account Information (if applicable) **DO NOT INCLUDE CREDIT CARD INFORMATION**

PO #	
UGA Account #	
Account or Grant Name (if any):	
Discount Code (if applicable)	

The Center for Applied Isotope Studies is and always has been a tracer-free facility. We do not accept, handle, graphitize or count samples containing Tracer or Labeled (Hot) ^{14}C due to the risk of cross-contamination.

All samples are for scientific study (radiocarbon dating and/or stable isotope analysis).

PROJECT OVERVIEW			
Submitter name			
Project name			
Site/object name			
Lat/long or nearest city			
Date collected		Date submitted	
Storage conditions:			
Description of site/sample origin			
Project goals and significance of findings			
List of permits, approvals, or other documents available to CAIS upon request			

SAMPLE INVENTORY

Attach spreadsheet for additional samples if necessary.
Please send spreadsheets for large batches by email.

UGAMS # CAIS use only	Sample ID	Collection Type Archaeological, geological, etc.	Material Type	Quantity (unit)	Estimated Age	Potential Contaminants	For international shipments to CAIS *See instructions* HTS Code	Declared value

EXCESS SAMPLE DISPOSITION (CHOOSE ONE). Radiocarbon dating is inherently destructive. What should we do with sample remnants after analysis (if any)?

☐	**Return** at Client's expense Exceptions: no soils/sediments; no international shipping.	Pretreated and original sample remnants can be shipped within the United States, at Client's expense. ☐ Client will arrange shipping ☐ Add domestic shipping to my invoice (**$25** S&H fee)
☐	**Donate** to CAIS See full Service Policies for details	Samples will be donated to CAIS and, after a 5-year embargo period, may be used for training, quality control, method development, or research. External use will be in anonymized form unless otherwise authorized by submitter.
☐	**Destroy** after completion	Pretreated and original sample remnants will be retained for at least **six (6) months** from the date of reporting and then destroyed in a manner appropriate to the material type.

Special Instructions or Notes to CAIS

Research Authorization

By signing below, I attest that:

- I have read and understand the CAIS Sample Acceptance Policies, and the submitted materials fall within the scope of services described therein. The submitted samples comply with all applicable legal, ethical, institutional, and professional requirements.
- The samples were legally obtained and transferred, I have the necessary authorization from the party with legal control of the materials to permit the requested destructive analyses.
- The requested analyses are being conducted as part of a legitimate scholarly, governmental, industrial, or research investigation, and not for the authentication, appraisal, or valuation of artifacts, artworks, or antiquities.
- To the best of my knowledge, all information provided on this form and accompanying the samples is complete and accurate, including information regarding sample type, provenience/context, permits, approvals, and project purpose.
- I am authorized to commit funds on behalf of my institution and have obtained all required institutional approvals prior to submitting these samples, including any necessary purchase orders and negotiation of applicable terms and conditions.

_____ Submitting authority signature

_____ Date

_____ Submitting authority name

_____ Title & Institution

CAIS Internal Notes