

# Disposition of NADP/NTN and NADP/AIRMoN Archival Samples

## Background

All NADP/NTN and NADP/AIRMoN samples are sent for analysis to the Central Analytical Laboratory (CAL). NTN samples are collected weekly on Tuesdays and are sent to the CAL in 1-liter polyethylene bottles. AIRMoN samples are collected daily when precipitation occurred since the last collection. AIRMoN samples are stored in 250-mL bottles and are refrigerated to ~4C. Each week the accumulated samples are packed in an insulated carton with chill packs and are sent to the CAL. On arrival at the CAL, NTN samples are poured from the 1-liter bottles and are filtered. As volume permits, two filtered portions are saved in 60-mL polyethylene bottles. The first portion is used for chemical analysis and the second portion is stored in a cooler at ~4C. This second portion is sometimes analyzed to verify measurements of the first portion. On arrival at the CAL, AIRMoN samples are left in the 250-mL bottles, which are stored in a cooler at ~4C. They are removed from storage only long enough to pour out portions for chemical analysis. The refrigerated portions of NTN samples are retained for five years after release of the final data. AIRMoN samples are kept refrigerated and are retained for two years after release of the final data. At the end of these retention periods, the CAL discards the samples or sends them to an approved requester or requesters.

## Objectives

This policy establishes a set of procedures for reviewing and approving requests for use of archival NTN and AIRMoN samples. This policy seeks to:

- leverage the substantial investments already made in network samples and enhance the scientific value of the network by making archival samples available for additional measurements not currently made by the NADP
- ensure that the CAL retains a volume sufficient for all analyses and verification checks through the entire retention period (total disposition of archival samples is not permitted)
- ensure that the NADP retains sole authority to decide on archival sample disposition (no third-party dissemination is allowed)

## Definitions

NADP/NTN: **Archival NTN samples** are filtered portions of samples retained in 60-mL polyethylene bottles in a cooler (~4C) at the CAL. The volume of an archival sample depends on the volume that remains after the CAL has completed all analyses and verification checks of analytical measurements. Archival sample volumes may be up to 60 mL for samples with an initial volume of 120 mL or greater. The **NTN retention period** is five years after the release of final data.

NADP/AIRMoN: **Archival AIRMoN samples** are (unfiltered) portions of samples retained in 250-mL polyethylene bottles in a cooler (~4C) at the CAL. The volume of an archival sample depends on the volume that remains after the CAL has completed all analyses and verification checks of analytical measurements. The **AIRMoN retention period** is two years after release of final data.

During the retention period, archival samples are termed **active archives**. At the end of the retention period, archival samples are termed **expired archives**.

## Policies

- The NADP through its Technical and Executive Committees retains sole authority to decide on archival sample disposition. Third-party dissemination of archival samples is not allowed.
- Archival samples will be retained in entirety for CAL analyses and verification checks of analytical measurements for one year after the sample collection dates.
- After a year from the date of collection, portions of active archival samples may be sent to approved requesters, provided that no less than 30 mL is retained through the end of the retention period.
- Approved requesters will pay for all costs of materials and labor associated with preparing and sending archival samples.
- Approval of requests for the disposition of archival samples will be contingent on satisfying all objectives stated above.

## Procedures

- Requests for active or expired archival samples will be sent to the NADP Assistant Coordinator (Central Analytical Laboratory Director). Requests should include the following information: (a) organization and individual requesting samples; (b) objectives of the investigation; (c) what will be measured and how the measurements will be used; (d) identifications of sites and dates of samples desired; and (e) required minimum volume.
- Requests will be sent by the NADP Assistant Coordinator to the Chair of the NADP Technical Committee and the Chair of the Environmental Effects Subcommittee. These three people comprise an ad-hoc committee charged with evaluating the requests. The Assistant Coordinator chairs this committee.
- Annually (or semiannually if needed), a conference call will be initiated among the ad-hoc committee members and the requesters. During this call, a plan will be developed for the disposition of expired archival samples or for providing portions or sub-samples of active archival samples older than one year from the date of collection. If mutual agreement on a plan cannot be reached, the ad-hoc committee will develop a plan following this call.
- During the semi-annual Executive Committee meetings, the NADP Assistant Coordinator will present the plan for approval. In some circumstances, this process may be advanced by seeking Executive Committee approval between regular sessions.
- Approved plans will be implemented by the NADP Assistant Coordinator.
- An individual requester or the Executive Committee may annul the plan and terminate the delivery of samples at any time.
- Requests spanning two years or multi-year requests must be reconsidered and approved each year. When conflicting requests are received, the decision will be based on how best to leverage network investments and enhance the scientific value of the network.
- Recipients of archival samples will pay the costs of materials and labor associated with preparing and sending these samples.
- Recipients may not distribute NADP samples to anyone else without NADP approval.
- Recipients of archival samples agree to credit the NADP in all presentations, papers, reports, and articles based on data obtained from these samples and to provide copies of these documents to the NADP Program Office. Recipients agree to report their findings at the annual NADP Technical Committee meeting or by written report to the NADP Assistant Coordinator.