

# Destructive Sampling of Human Remains Research Request Form



**Peterborough Museum  
& Art Gallery**

PMAG recognises the contribution of destructive or intrusive sampling on our understanding of past individuals, communities and diseases. All requests for sampling will be considered on a case by case basis and where appropriate with the consultation of relevant subject specialists.

## **Requesting access to conduct destructive sampling of PMAG material**

Access to human skeletal material held by Peterborough Museum & Art Gallery will be dealt with on a case by case basis. It is the responsibility of PMAG to preserve and safeguard material held within its collections for the public benefit. The outcomes of any research requiring the destructive sampling of material held by PMAG, must demonstrate that the benefit to the public is either enhanced or un-diminished by the sampling proposed.

The removal of material from PMAG for analysis in part or whole may be subject to a formal loan agreement and other provisions as per PMAG policies. Additional conditions for the loan of human skeletal material can be found in appendix 1. All requests will be dealt with on a case by case basis, further requirements or restrictions not detailed in this document may be implemented on the loan/sampling of material.

Decisions to allow the destructive sampling of human remains will be considered on a case by case basis and where appropriate with the consultation of relevant subject specialists and the relevant subject guidance.

All applicants are required to have read and understood the PMAG Care of Human Remains Policy and be aware of and consult the relevant guidance\* below:

Department of Media Culture and Sport (2005) Guidance for the Care of Human Remains in Museums. DCMS.

[\(Link\)](#)

Advisory Panel on the Archaeology of Burials in England (2017) Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England. APABE.

[\(Link\)](#)

Advisory Panel on the Archaeology of Burials in England (2013) Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis. APABE.

[\(Link\)](#)

*\*It is the responsibility of applicants to ensure that they have consulted the most up to date versions of guidance available at the time of their request.*

**Further Advice**

For further advice applicants should consult the Advisory Panel on the Archaeology of Burials in England (APABE). The objective of APABE is to foster a consistent approach to the treatment of archaeological burials in England and offers support with the interpretation of guidance documents produced by DCMS, Historic England, the Church of England, and guidance produced by APABE.

The advice provided is free and available on their website. APABE prefers that enquiries are made electronically.

[\(Link\)](#)

# Destructive Sampling of Human Remains

## Research Request Form

All requests for the destructive sampling of human remains retained by Peterborough Museum & Art Gallery are dealt with on a case by case basis. To request access, please complete this form and return it to [Museum@peterboroughlimited.co.uk](mailto:Museum@peterboroughlimited.co.uk) or post to Peterborough Museum & Art Gallery, Priestgate, Peterborough, PE1 1LF. Please include FAO Collections in all correspondence.

Please ensure you have read the conditions provided on this form. Researchers will be required to provide valid photographic identification on their first visit. Students must provide a letter of reference from their Tutor/Lecturer along with a completed Research Request Form.

<b>Date of request submission</b>			
<b>Name</b>			
<b>Title/Position</b>			
<b>Email</b>		<b>Phone</b>	
<b>Address</b>			
<b>Institution</b> (if applicable)			
<b>Institution Address</b> (if applicable)			
<b>Co-applicants</b> (include institution if different from above)			
<b>Supervisor</b> (if applicable)			
<b>Email</b>		<b>Phone</b>	
<b>Analyst</b> (if different)			
<b>Institution</b> (where analysis will take place, if different)			
<b>Email</b>		<b>Phone</b>	
<b>Project name</b> (if applicable)			
<b>Proposed date/dates of visit</b>		<b>Total hours required</b> (approx.)	
<b>Research affiliation</b> (institution/employer/funder if applicable)			

**Research Brief** (What are the objectives of your research? Please provide a summary. Maximum 250 words)

**Cont.**

**Research proposal** (Please expand upon your brief. What does your research aim to achieve, what do you seek to learn specifically from the selected PMAG material? Is your research experimental or building upon existing techniques? Ensure you include your research proposal and, aims and methodology. Supporting documents may be attached to this form, please state if this information is found within the supporting document "Section x, page.xx of supporting document. Document attached as PDF to this request")

**Research methodology** (Please expand upon the methodologies used as part of your research. Ensure that clear and full detail of the proposed sampling methods are outlined and clear explanations given to a non-specialist audience. Please provide information regarding the methods accuracy, benefits, limitations, equipment to be used, size and position of sampling technique, equipment used, material handling procedures, relevant experience of lab/analyst and accreditation. To be considered all experimental techniques must have been robustly demonstrated prior to any sampling being undertaken on material retained by PMAG. Please provide the results of prior experimental work on models/remains as supporting evidence. If the analysis/examination is to be undertaken by an external source, please provide specific details and the external laboratories accreditation status.)

**Relevant Experience** (Please expand upon the experience of the researchers, external/internal laboratory and analysts, supervisors, receiving institutions. Please detail the supervisory arrangements for the researcher and the procedures used for handling material.)

**Archive to be studied** (please be specific. If known give item name, type (i.e. cremation, inhumation, fragmentary, etc.), sites, dates, creator, event, accession number etc. For documentary or associated finds requests, please attach a completed Research Visit Request Form.)

<b>Does the affiliated institution/organisation where sampling will take place have a Human Remains Policy</b> (If yes please supply a copy of the Human Remains Policy for each relevant party as part of this application)	<b>Yes</b>		<b>No</b>	
<b>Will the removal of material from PMAG premises be required</b> (If yes, the removal of material will be subject to a formal loan agreement)	<b>Yes</b>		<b>No</b>	

**Specific access requirements**

I confirm that I have read and agree to abide by the Destructive Sampling of Human Remains Research Conditions provided on this document and relevant appendices.

**Signature of researcher:**

**Signature of staff:**

As the Supervisor of the student named above I support the request for access to the material detailed in this document and acknowledge that I am responsible for the student and the material used by the student. I have provided a letter of support for this application.

**Signature of supervisor:**

**Date:**

# **Destructive Sampling of Human Remains Research Terms of Access & Conditions**

## **Terms of access to conduct destructive sampling of PMAG material**

1. Access to human skeletal material retained by PMAG is restricted to authorised staff and researchers. The authorisation of researchers to access material will be dealt with on a case by case basis. Access to human skeletal material is restricted to those conducting research in a relevant discipline, or where valid and robust justification can be provided.
2. Postgraduate students must provide a letter of reference from their Tutor/Lecturer with their completed Destructive Sampling of Human Remains Research Request Form. Undergraduate applications may be considered only in exceptional circumstances.
3. PMAG should receive one digital and one physical copy of all research material produced as an outcome of research undertaken, and should receive acknowledgement in any published articles based on the study of human skeletal material retained by PMAG. Wording will be provided on request
4. Wherever possible the sampling and analysis of human skeletal material should be conducted at PMAG. It is the responsibility of applicants to ensure that laboratory facilities at PMAG meet the requirements of their study prior to application.
5. The removal of material from PMAG for analysis in part or whole may be subject to a formal loan agreement and other provisions as per PMAG policies. Additional conditions for the loan of human skeletal material can be found in appendix 1. All requests will be dealt with on a case by case basis, further requirements or restrictions not detailed in this document may be implemented on the loan/sampling of material.
6. No samples should be removed for destructive analysis without the express permission of PMAG and its governing body, and only for the purposes outlined in the application. The request for additional sampling will be subject to a new application. PMAG reserves the right to deny additional research requests.
7. PMAG requires that all requests for destructive sampling can as a minimum satisfy the following questions, in accordance with the Care of Human Remains in Museums, DCMS 2005:
  1. Can research question(s) be addressed using non-destructive techniques?
  2. Does the proposed research take place within a planned research programme and does the proposed research have a realistic prospect of producing useful knowledge?
  3. Is the feasibility of the proposed techniques questionable?
  4. Is the proposed sampling strategy designed to cause the least amount of damage of material possible to answer the proposed research question?
8. All sampling of material must be fully and appropriately recorded and documented as per relevant guidance. A copy of this documentation should be provided for inclusion with the material sampled.
9. Any surviving samples should be returned by the researcher/institution. Samples should be stored where possible with the original surviving material and should be appropriately recorded and labelled to accepted standards.
10. All samples remain the property of Peterborough Museum & Art Gallery and should be returned on completion of the research project, unless otherwise agreed.
11. Any research undertaken on human skeletal material retained by PMAG will be made publicly available via our Human Remains Research Register as per the Guidance for the Care of Human Remains in Museums, DCMS 2005. Information included in the Research Register:
  1. Project name
  2. Research objectives
  3. Date of research
  4. Outputs of research
  5. Record of sampling

## Photography, 2D and 3D scanning

1. Applications to photograph or produce 2D or 3D scans of human skeletal material will be dealt with on a case by case basis and subject to the completion of a photographic permission form. Photographic permission forms can be requested via the collections manager [glenys.wass@peterboroughlimited.co.uk](mailto:glenys.wass@peterboroughlimited.co.uk).
2. Applicants should ensure they are aware of the moral and ethical implications of undertaking digital imaging of Human Remains. For guidance please consult the relevant guidance produced by the British Association of Biological Anthropology and Osteoarchaeology (BABA0).

[\(Link\)](#)

## General research conditions

1. Access to collections is at the discretion of Peterborough Museum & Art Gallery (PMAG) and by appointment only. PMAG reserves the right to restrict or prohibit access to collections at any time without notice.
2. To protect the collections PMAG reserves the right to limit the duration of your visit and the number of objects, material, archive records or books you can view.
3. PMAG reserves the right to deny access to friends/relatives or anyone accompanying a researched unless those people are named on this form.
4. Photographic identification will be required on your first research visit to PMAG.
5. Visitors must comply with all emergency procedures, including the evacuation of the building in the event of a fire, or for fire drills.
6. Bags and coats are not permitted in study areas, a member of staff will direct you to a secure location they can be left or provide locker storage. Unless given the express permission of a supervising member of staff.
7. Reproductions of collections, including by photography and filming, may be permitted with the express agreement of PMAG for private study and non-commercial research purposes only, subject to copyright legislation and other restrictions. Reproductions are not permitted for publication (including the internet), unless given the express permission of PMAG. An Agreement for Non-Professional Reproduction of Objects must be completed before reproduction commences.
8. Commercial reproductions of collections are subject to different conditions and charges. Please ask a member of staff for our Terms and Conditions for the Reproduction of Peterborough Museum and Art Gallery Material.
9. Additional conditions and handling charges may apply depending on the store visited, collection examined or for funded/commercial projects.
10. Researchers and all parties included on this form must undertake to preserve the collection, to the best of their ability, complying with all relevant guidance and legislation as outlined in the PMAG Care for Human Remains Policy.
11. Peterborough Museum and Art Gallery will hold and process your data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. I understand that PMAG will keep a record of my contact details in accordance with its Records Retention Schedule, but will not pass these details on to any third party without my permission, other than where we are required to by law. Please see the Privacy Notice on our website for more information <https://peterboroughmuseum.org.uk/privacy-policy>.

If you have any queries, please contact: [museum@peterboroughlimited.co.uk](mailto:museum@peterboroughlimited.co.uk)

# Appendix 1: Loan agreement additional conditions

The loan of human skeletal material retained by PMAG will only be considered where the ethical, moral, legal and statutory obligations of the receiving institution/organisations can clearly be demonstrated. A copy of the receiving institution/organisations Human Remains Policy should be provided to PMAG prior to the processing of a loan request.

## Storage

1. Human remains should be stored in conditions that are actively managed and monitored to meet standards of security, access management and environmental control as per the Care of Human Remains in Museums, DCMS 2005.
2. Human skeletal material should be stored (when not under analysis) according to the following environmental conditions, temperature of 16-20°C, humidity of 45% +/- 5%, illuminance of 300 lux maximum, UV radiation of 0-10 microwatts per lumen and no more than 75 microwatts per lumen. Fluctuations in temperature and humidity should be recorded and must be limited.
3. Where special environmental requirements are required, additional conditions will be implemented. These conditions will be agreed in writing prior to the loan agreement being completed.
4. All loaned material must be stored with PMAG approved packing material. All loaned material must be kept out of direct sunlight and protected from dust and pests. All loaned material, including packing material must not be marked or altered without the express agreement of PMAG.

## Handling and processing

1. The receiving institution/organisation must ensure that appropriate procedures are in place to avoid the contamination or loss of any materials loaned by PMAG. Researchers should ensure that suitable health and safety and risk assessments are in place prior to the processing of loan material. Where appropriate PPE should be worn when handling or transporting material.
2. Those responsible for the handling of loaned material must ensure that appropriate safeguards are put in place to avoid the disassociation of material. Un-marked material should not be intermixed or separated. The marking of material should only be conducted by/under the supervision of qualified individuals following accepted standards, no marking should take place without the express permission of PMAG. Wherever possible, material should be handled on a clean, protected and padded surface as per SMA guidance.
3. The use of adhesives, the examination of dentition or the cleaning of human skeletal material should only be conducted by qualified individuals, using approved methods and with the express permission of PMAG.
4. Any activity with the potential to degrade the future research potential of material, should only be undertaken with the express permission of PMAG. All material should be robustly recorded and documented prior to any such activity being undertaken.
5. All digital imaging of skeletal material should be undertaken in such a way as to limit the exposure of the material to extremes of the above outlined environmental conditions. Changes to the environmental conditions subjected to the material should be accurately recorded. Applicants should make themselves aware of the ethical and moral implications of the digital imaging of human remains, see BBAO for guidance.
6. It is a condition of this loan that all loaned material must be returned to PMAG in the same condition as it was lent, unless expressly agreed by PMAG. Alterations made to material through sampling will be considered an exception only where alterations are of the agreed size and location as per the Destructive Sampling of Human Remains Research Request Form. The loan of material will be subject to the production of a condition report to be agreed by the researcher/institution upon receipt of the material. PMAG may consult with subject specialists when producing condition reports prior to the processing of a loan and on retrieval of material.
7. Any special requirements for the transport, security or insurance of loaned material will be indicated to the applicant in writing and must be agreed prior to the processing of the loan.
8. The researcher must ensure that all activity related to the loaned material is undertaken in compliance with the Health and Safety policies of the applicant's institution. It is the responsibility of the applicant to ensure that appropriate health and safety and risk assessments are in place prior to submitting this application.