

NADP Sample Archive Policy and Request: Evaluation and Approval

1. Introduction

The NADP receives requests for sample materials received through the operation of the NADP Analytical Laboratory (NAL). These samples are made available to external researchers and internal NADP sanctioned research to support the NADP mission as outlined in the [NADP Governance Document](#). This document describes how external and internal researchers may request NADP sample materials and how those requests are evaluated, approved, costed, and fulfilled by the NADP Program Office (PO) and the NADP Analytical Laboratory (NAL).

Sample matrices that may be available include:

- National Trends Network (NTN) precipitation samples (pre- or post-filtered), including archived precipitation samples
- NTN filters
- Mercury Litterfall Network (MLN) sample material (when applicable)

Details are outlined in Appendix 1.

2. Purpose of Sample Archive

The accommodation of sample requests by the NADP PO and NAL help:

- 1) Supports the production of quality-assured data and information resources for NADP stakeholders through the development of independent measurements of unique analytes and promotes the assessment of field and laboratory sample handling procedures and methods.
- 2) Assures NADP remains a premier cooperative research support program through aiding scientists, policy makers, and educators to advance the understanding of deposition impacts on ecosystems, infrastructure, and human health.
- 3) Creates a mechanism to respond to emerging issues of deposition monitoring and supports the advancement of measurement system methods. The analytes identified and methods developed through sample request support can potentially include chemical and biological species that may be monitored by NADP in the future.

3. Evaluation Objectives

The goal of the disposition policy is to advance the scientific understanding of atmospheric deposition and leverage NADP infrastructure while guarding against potential negative impact to NADP's PO and NAL core duties. Archive and active sample disposition requests will only be granted if they do not create an undue burden on the NAL staff and resources. The following objectives have been established to guide the evaluation procedure:

1) The NADP PO/NAL review evaluates requests for:

- Consistency with NADP mission
- Application of samples to technically sound methods and scientific approaches
- Feasibility for NADP to accommodate the request

2) The review is not intended to assess the scientific merit of the entire project which the samples will be applied to, but rather assess the specific application of the NADP samples within the requestor's project. The NADP Executive Committee, or its designee, has the ultimate authority on determining appropriate use of NADP sample matrix and program resources.

3) The NADP PO/NAL role is to provide guidance to requestors on how the proposed approaches, application, and methods could be improved or modified to strengthen the justification for NADP support.

4) Ultimately the review procedure is meant to represent the opinions of the NADP Executive Committee. The Executive Committee, or its designee, has the final authority on how NADPs effort and resources are allocated to support the greater research community and stakeholders.

4. Roles and authority

The NADP Executive Committee retains ultimate authority on archival and active sample disposition. Evaluations are typically conducted by the NADP Coordinator, NADP Systems QA Manager, and Program QA Supervisor (as representatives of the Executive Committee), with NAL management providing operational feasibility and cost assessment.

For requests involving the long-term historical archive or requests that are unique, require advanced coordination, intensive use of resources, or require external support (e.g., site-operator participation), the Executive Committee may be consulted and/or may determine approval.

5. Policies

- The NADP Executive Committee retains sole authority on archival and active sample disposition.
- Dissemination of NADP samples to a third party is not allowed.
- Sufficient sample volume will be retained for potential NAL reanalysis until related data have been published to the NADP website (prior to archive-sample disposition).

- Archival samples are managed and maintained as described in the latest [NADP Laboratory Quality Assurance Plan](#).
- Approved requesters pay all costs for materials, labor, and shipping associated with preparing and sending samples (per the current Requested Sample Information Memo). Additional charges may apply case-by-case.
- The PO, NAL, and/or Executive Committee may cancel or delay disposition if activities negatively impact core duties or if payment is not received in a timely manner. Requesters may cancel at any time via email; samples processed/distributed prior to cancellation remain subject to fees.
- Long-term sample requests are subject to renewal evaluation on a schedule established case-by-case by the PO, NAL, and/or Executive Committee.

5. Sample Archive Request procedures

- Requestors will complete the “[Request for National Atmospheric Deposition Program \(NADP\) Samples](#)” survey form.
- Add any supporting documentation needed to evaluate objectives, methods, analytes, sample handling needs, and QA/QC approach (including citations or feasibility results when relevant).



Archive Sample request form

6. Review and approval procedure

The standard evaluation and approval flow is:

1. **Initiate contact:** The requester contacts the [NADP Coordinator](#) (directly or by referral).
2. **Provide requested materials:** The Coordinator supplies the sample request [survey](#) and supporting guidance (including the Requested Sample Information Memo).
3. **Log the request:** The Coordinator records requester information in the NADP sample request tracking spreadsheet (NADP Google Drive drive).
4. **Coordinator initial review:** The Coordinator reviews for completeness, mission alignment, and basic feasibility. If needed, the Coordinator works with the requester to revise the request to better align with NADP mission and capabilities. The review decision is documented in the tracking form.
5. **Program QA review:** NADP Program QA staff review technical feasibility and methodology. Major items to review include: is the proposed project scientifically rigorous, are methods appropriate for research question, do requested samples meet the need of the proposed research, is QA/QC addressed appropriately, and review of supplied literature and feasibility study results. The Program QA staff work with the requestor to address any concerns and request guidance from external experts if required. The review decision is documented in the tracking form.
6. **NAL management review and costing:** NAL management evaluates operational feasibility and estimates labor/material/shipping costs, including requirements for shipping, storage, preservation, temperature control, material handling, and safety. A processing plan and timeline may be set to avoid impacts to core operations. The review decision is documented in the tracking form.

7. **Final decision:** After a joint discussion among PO, QA staff, and NAL management, the requester is informed of the decision and any conditions (e.g., payment terms, timelines, and feasibility demonstration).
8. **Feasibility demonstration (as needed):** The requester may be asked to demonstrate feasibility through early results or QA sample analysis. If feasibility cannot be demonstrated, sample distribution may be paused until it is demonstrated NADPs mission is being met, project outcomes are achievable, and the NAL and PO efforts are justified.
9. **Funding and payment:** Final funding mechanism and payment plan are established (typically with WSLH finance) before distribution and/or as required by the project plan.
10. **Acknowledgment and closeout:** Publications and presentations using NADP samples should acknowledge NADP and provide copies of resulting publications to the Program Office.

During review, any party (requester, NAL supervisors, QA staff, or Coordinator) may request guidance and/or an approval determination from the Executive Committee. The Executive Committee will be informed of archive request decisions via email communication and/or during NADP fall and spring meetings.

7. Suggested acknowledgment

The NADP will be acknowledged by the sample requestor in publications and presentations that utilize the sample results and copies of subsequent publications will be supplied to the PO. Suggested acknowledgment for the archive samples is:

“[Archived (or active) precipitation] or [Archived litterfall] samples were obtained from the National Atmospheric Deposition Program (NRSP-3); NADP Program Office, Wisconsin State Laboratory of Hygiene, University of Wisconsin, 465 Henry Mall, Madison, WI 53706.”

Appendix 1: Sample Matrices Available

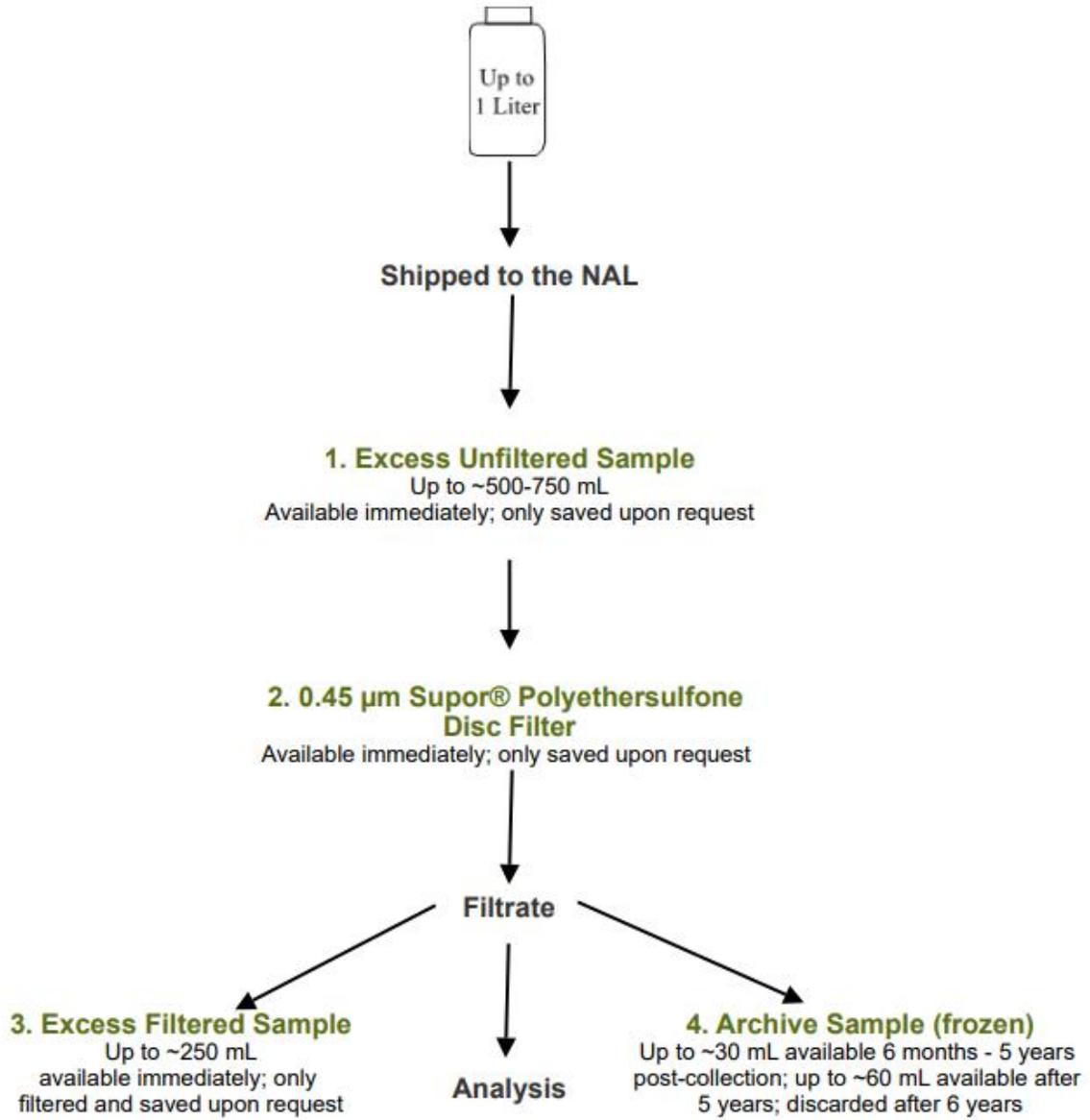
CURRENT SAMPLES

1. **Unfiltered Sample** – Up to ~500-750 mL of NTN sample, available upon receipt of samples at NAL.
2. **Sample Filter** – All NTN samples are filtered through a 0.45 µm Supor® Polyethersulfone disc filter. These filters can be placed in a labeled petri dish and made available for researchers if prior arrangements have been made. Available upon receipt of samples at NAL. NOTE: This option applies to the filtration of ~120 mL of the sample. If the entire sample is to be filtered, prior arrangements need to be made and an extra charge will be applied.
3. **Filtered Sample** – Up to ~250 mL of filtered NTN sample, available upon receipt of samples at NAL.

ARCHIVE SAMPLES

4. **NTN Archive Sample** – up to ~60 mL of filtered sample is frozen for 5 years. These samples can be requested as follows:
 - Active Archive Sample (up to 5 years post-collection): up to ~30 mL are available six months post-collection.
 - Expired Archive Sample: up to ~60 mL are available after 5 years and are discarded after 6 years.
5. **MLN Archived Sample** – archived samples are stored at room temperature for 5 years. These samples can be requested as follows:
 - Active Archive Sample (up to 5 years post-collection)
 - Expired Archive Sample: Available after 5 years and are discarded after 6 years.

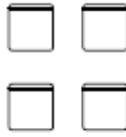
NTN Samples



MLN Samples



MLN Samples



Shipped to the NAL

1. Monthly samples from 4 MLN collectors are sent to the NAL
Samples are freeze-dried and ground.

2. End of MLN Season
All ground samples are composited into one sample

3. Analysis

4. Archive Sample
5 years post-collection; discarded after 6 years