

Core, Cuttings & Sample Submissions (Minerals)

Introduction

The Department of Energy, Environment and Climate Action maintains an extensive selection of drill core, cuttings, and samples from across Victoria at the Drill Core Library (DCL), managed by the Geological Survey of Victoria (GSV). The DCL contains confidential and non-confidential materials donated from minerals, extractives, energy, and engineering programs, which are available to the public for viewing, sampling, and other analysis.

The DCL aims to collect materials representative of the geology of Victoria to build its collection. Due to intake limitations, materials offered to the DCL require careful assessment and selection. As a result, organisations wishing to donate samples must make a submission request to allow assessment of the offered materials.

Making a submission request

Acceptance of samples offered is not automatically guaranteed. To make a submission request, please complete a **Sample Summary Spreadsheet (Appendix A)** and submit to the DCL via email at gsv.drillcorelibrary@deeca.vic.gov.au. Once the document has been received, GSV staff will assess the request and inform the applicant of whether the offer has been accepted or declined.

Accepted sample types

The DCL accepts many sample types, including:

- Core
- Cuttings/chips
- Mineral sands
- Surface samples (rocks only, no soils)
- Thin sections

If the sample you are requesting to donate is not on this list, please contact DCL staff prior to completing a submission request

Submission of approved samples

Digital information and data requirements

Once a submission request has been approved, an **Information Statement (Appendix B)** must be provided electronically to the DCL via email prior to the delivery of samples. The Information Statement provides consent for the public release of geoscience data and reports associated with the donated sample.

Delivery of samples

Delivery of core, cuttings and samples must not occur without consultation with DCL staff. The DCL is open for deliveries by appointment only. A Delivery Manifest Form will be provided via email once file submission is complete and must be returned to and approved by the DCL prior to delivery. Samples must be delivered in a condition that aligns with the **GSV Sample Submission Guidelines (Appendix C)**.

Appendix A. Sample Summary Spreadsheet

The Sample Summary Spreadsheet is only available as an excel file. Please contact the DCL at gsv.drillcorelibrary@deeca.vic.gov.au to obtain a copy.

	A	B	C	D	E	F	G
1	NOTE: All columns must be filled for each drillhole/sample, with the exception of Prospect, Location Accuracy and						
2							Can be left blank
3							
4	Drillhole name/sample name/number	Easting	Northing	Zone	Datum	Location Method	Location Accuracy C
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Appendix B. Information Statement

General Information

Company	
Project name	
Tenement number	
Contact name	
Contact number	
Contact email	

Samples for submission

Details of samples approved for submission are provided in the **Sample Summary Spreadsheet**.

Confidentiality

Please specify the handover date, i.e. date that the samples and their associated reports and geoscience data may be made publicly available.

Handover date	
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Acknowledgement

- I acknowledge that samples outlined in the Sample Summary Spreadsheet will become the property of the GSV and will be made available to the public for viewing, sampling, and any other physical analysis effective from the Handover Date.
- I acknowledge the reports and geoscience data that relate directly to the donated samples will be made available to the public effective from the Handover Date.
- I acknowledge that samples must be delivered in line with the "Guidelines for Submitting Drill Core, Cuttings and Samples" and may not be delivered without consulting the Drill Core Library.

Signed:

On behalf of: [Company/Organisation/Agency]

Date:

Appendix C. Guidelines for submitting drill core, cuttings and samples

The Geological Survey of Victoria (GSV) encourages the donation of selected core, cuttings and samples from minerals exploration projects in Victoria. Generally, these drill hole samples will be made publicly available at the Drill Core Library (DCL) for applied geoscience research.

This document provides guidelines for the correct labelling, packing and delivery of approved sample submissions to the DCL.

How to submit drill core and cuttings

The Core, Cuttings and Sample Submission form provides a comprehensive guide to making a submission request. Submission requests must be approved prior to delivery of core to the DCL.

How to deliver core

It is important that core trays are safely and securely stacked:

- Only on suitable standard industrial pallets (1165mm x 1165mm x 150mm)
- As an evenly balanced load and not overhanging the sides of the pallet
- In sequence, where possible with core drilled at the bottom/end of hole stacked on top of the pallet
- With the core trays tightly secured with PET or steel strapping (not poly-woven strapping)
- No higher than 1000mm or heavier than 1000kgs including pallet (if the pallet is made of hardwood)
- No higher than 500mm or heavier than 500kgs including pallet (if pallet is light-weight or softwood)

Core trays can be stacked either on top of each other in **no more than 3 columns**, or in an interlocked pattern of rows laid down in alternating directions. Refer to *Figures 1 & 2* below. Regardless of stacking method, all core trays must be safely secured and must not overhang the pallet sides.

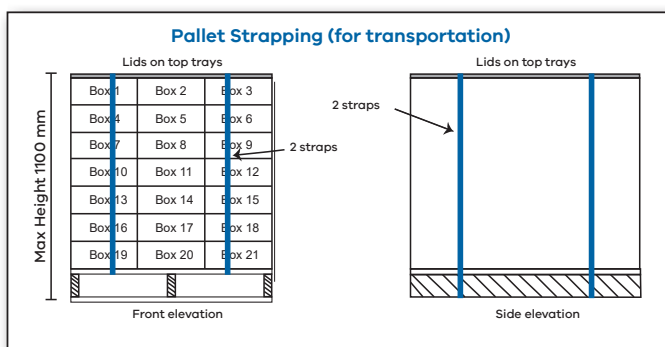


Figure 1.

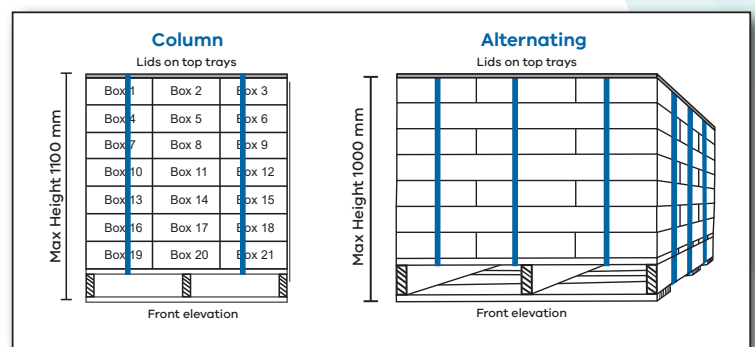


Figure 2.

IMPORTANT!

DO NOT stack too many core trays on each pallet. Pallet load limit is primarily determined by the quality of the pallet construction (heavy/light-weight). All pallets must be fit for the purpose of safe transport and unloading.

Light-weight (non-hardwood) pallets are not suitable for loads heavier than 500kgs and must not be stacked more than 6 core trays high.

If a pallet load exceeds 500kg, the pallet must be fit for purpose, constructed from hardwood and in good condition, with standard pallet dimensions (1165mm x 1165mm x 150mm).

Plastic Core Trays

Plastic core trays often have lugs or other design features that make column stacking more stable. Care should be taken to ensure each plastic core tray interlocks with the one below. Standard lids should be fitted to at least each core tray on top of each pallet. Pallet wrapping is optional for plastic trays if the load can be secured with heavy-duty pallet strapping that is designed for the load mass and height characteristics, and tightly ratcheted and crimped.

Metal Core Trays

Metal core trays are prone to excessive deformation and movement during transport unless all lids are fitted, the load is pallet wrapped and strapped tightly. Use correct sized lids. Corner angle braces should be used on top corners to secure the load if lids are not fitted to each core tray.

Hints

- Stack core trays neatly on pallet and securely strap down for safe transport and unloading.
- Stack core trays sequentially. Start by loading Tray #1 from the top of the hole on the bottom of the stacked pallet. The deepest core drilled at the bottom/end of the hole will be stacked on top of the pallet load.
- Column-stacked core trays with lids are more stable during transport if heavy-duty (polypropylene plastic / metal) pallet strapping is ratchet-tensioned to secure the load.
- Correctly ratcheted and crimped PET plastic strapping is much safer than manually tightening webbed / poly-woven strapping with a buckle, which is not suitable for transporting heavy loads of core trays on pallets.
- Pallet wrapping increases load stability.
- Pallet wrapping and lids both help avoid the need for corner angle braces to stabilise the pallet load during transport and help prevent dust and vermin accumulating in the core trays.

Pallet Contents

Record the contents of each pallet on the GSV DCL Delivery Manifest.

Attach a label to each pallet to show:

- **Pallet number** (e.g. 1 / 4 = first of four pallets delivered)
- **Pallet contents** (Project name, Hole names / numbers)

Print or clearly write the contents of each pallet as pallet labels on A4 paper inside a plastic sleeve taped on to the top of the load.

Contact us

Address 18 South Road, Werribee, VIC 3030

Phone 0417 407 256

Email gsv.drillcorelibrary@deeca.vic.gov.au

Website <https://resources.vic.gov.au/geology-exploration/maps-reports-data/drill-core-library>

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